

THE MAST ACADEMY TRUST



Meeting	Venue	Time	Date
Trust Board	Virtual via Teams	6.30pm	Tuesday 6 th October 2020

Company ID	10357163
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Start of meeting	18:30
Close of meeting	21:03
Attendance	73%

Present		In attendance	
Name	Role	Name	Role
Martyn Jones	Chair of Trustees	Melanie Humphreys	Clerk
Liz Godman	Trustee	Sorrel Hellewell	Clerk Apprentice
David Webster	Trustee	Natasha Greenough	CEO
Gail Howe	Trustee	Jason Field	CFO
Dorcas Atkinson	Trustee		
Richard Sowerby	Trustee		
Andy Williams	Trustee		
Tim Wade	Trustee		
Apologies received		Absent without consent	
Name	Role	Name	Role
Philip Oldfield	Trustee	Helen Jones	Trustee
		Anthony Wilkinson	Trustee

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1	Apologies for absence, consent and declarations of interest	<p>RESOLVED: The following Trustee's was absent, no apologies had been received:</p> <ul style="list-style-type: none"> • Mrs Jones without consent • Mr Oldfield with consent • Mr Wilkinson without consent <p>RESOLVED: No declarations of interest were declared.</p>										
2	Confidentiality reminder	Trustees were reminded of the confidentiality of the all items if relation to the trust and the school. Trustees have a duty to maintain confidentiality in their role as a Trustee.										
3	Notification of items to be brought up under Any Other Business	RESOLVED: There were no other items brought up from any other business.										
4	Minutes for the meeting on 8 th July 2020	RESOLVED: All agreed the minutes of the meeting held on 8 th July 2020 are approved as a true record of the meeting.										
5	Matters arising	<p>The following items were discussed under matters arising.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 25%;">Minute Reference</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>08072020_M53</td> <td> <p>Approval signature for the minutes of 13th May 2020 required at the next Trust Board that is held in school.</p> <p>RESOLVED: An electronic signature has been provided.</p> </td> </tr> <tr> <td>08072020_M54</td> <td> <p>Approval signature for the minutes of 12th February 2020 required at the next Trust Board that is held in school.</p> <p>RESOLVED: An electronic signature has been provided.</p> <p>Dr Williams to meet with careers lead in the Trust.</p> <p>Still outstanding – Dr Williams has been unable to visit due to Covid 19.</p> <p>ACTION: Mrs Greenough to get in contact with the careers lead in the Trust and advise contact with Dr Williams.</p> </td> </tr> <tr> <td>08072020_M55</td> <td> <p>Mrs Humphreys to send Mrs Howe the appointment letter and progress induction.</p> <p><i>Resolved: All new Trustees appointed and progressing with welcome.</i></p> </td> </tr> <tr> <td></td> <td> <p>Mrs Humphreys to obtain written resolutions from the members.</p> <p><i>Resolved: Progressing with members</i></p> </td> </tr> </tbody> </table>	Minute Reference	Action	08072020_M53	<p>Approval signature for the minutes of 13th May 2020 required at the next Trust Board that is held in school.</p> <p>RESOLVED: An electronic signature has been provided.</p>	08072020_M54	<p>Approval signature for the minutes of 12th February 2020 required at the next Trust Board that is held in school.</p> <p>RESOLVED: An electronic signature has been provided.</p> <p>Dr Williams to meet with careers lead in the Trust.</p> <p>Still outstanding – Dr Williams has been unable to visit due to Covid 19.</p> <p>ACTION: Mrs Greenough to get in contact with the careers lead in the Trust and advise contact with Dr Williams.</p>	08072020_M55	<p>Mrs Humphreys to send Mrs Howe the appointment letter and progress induction.</p> <p><i>Resolved: All new Trustees appointed and progressing with welcome.</i></p>		<p>Mrs Humphreys to obtain written resolutions from the members.</p> <p><i>Resolved: Progressing with members</i></p>
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	08072020_M57	<p>Scenario planning with consistent processes for people who are in the vulnerable categories and are anxious about coming back to school. Ensure the risk assessment is updated with the framework to follow this process.</p> <p><i>Resolved: Staffing Committee held on 3rd September to discuss staff risk assessments. Please refer to staffing committee update available on teams.</i></p>
		<p>Staffing Committee to meet in late August (prior to school opening in September) to review the individual risk assessments following the framework. Including the scale this impact has on those people who haven't been in school, and scale of impact based on new grouping and curriculum on those in school.</p> <p><i>Resolved: Staffing Committee held on 3rd September 2020</i></p>
		<p>External sign off of the risk assessment to take place with the Health and Safety consultant followed by a video conference with the board to agree sign off of a risk assessment prior to opening.</p> <p><i>Resolved: Trust board meeting held on 3rd September 2020 and agreed.</i></p>
	08072020_M58	<p>Trustees to look at 'The Mast Academy Trust Self Evaluation and Improvement Planning overview' and provide feedback by Friday 17th July 2020 to Mrs Greenough.</p> <p><i>Resolved: Refer to agenda item 16</i></p>
		<p>Detailed KPI document to be sent for trustees for further consideration.</p> <p><i>Resolved: Completed</i></p>
	08072020_M62	<p>Risk levels to be revised as indicated on item 48</p> <p><i>Resolved: included as part of agenda item on Wednesday 9th December 2020</i></p>
		<p>Safeguarding risk to be included for assurance at board meetings.</p> <p><i>Resolved: refer to agenda item 15 for safeguarding update</i></p>
		<p>Trustees to advise any further high risks to add to the register.</p>

		<p>ACTION: Trustees to advise of any additional risk items to be added to the register prior to the meeting on Wednesday 9th December 2020.</p>
		<p>Risk register to be a standing item on all board meetings to review any changes to board level risks.</p> <p><i>Resolved: Risk register will be a standing item from Wednesday 9th December 2020.</i></p>
	<p>Staffing Committee – 3rd September 2020</p> <p><i>Site and Finance collaboration team roles.</i></p> <p>Mr Field provided a number of documents in advance of the meeting for Trustee consideration:</p> <ul style="list-style-type: none"> • CFO support • Site management operation review • Site management structure <p>CFO Support</p> <p>Further to the document supplied, Mr Field talked through the proposal of the CFO role moving to 3 days a week for the trust, and employed 2 days a week by other Trusts. Currently the CFO is contracted out to the other Trust, but the Academies Financial Handbook now advises that the CFO should be employed by Trusts. Additional resource employed one day a week in a finance role will support the CFO and an operations officer. This would ensure the Trust has greater capacity all year (not just term time)</p> <p>Q: Is this quite usual for CFO to be employed by multiply trusts?</p> <p>It not usual but given size of the Trust it is difficult to maintain at full time CFO salary. It was noted that having a lower grade salary makes sense to do the day to day activities rather than pay the CFO salary for those. As long as there are no conflicts of interest or tasks being neglected it would be beneficial to the Trust.</p> <p>Part of the review is to break down all the tasks to see who they can be allocated to, which in the long run will be more cost effective.</p> <p>Q: As the Trust grows the Trust may need more of your time, how long are the notice periods in the other contracts?</p> <p>A: Notice period will be a month in the contracts.</p> <p>Q: We received income for your time previously, what happens to the income that was generated previously?</p>	

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	<p>A. There is no financial disadvantage to the Trust.</p> <p>It was noted that the employment of additional resource mitigates the single point of failure that currently exists.</p> <p>RESOLVED: Proposals approved to provide the CFO support and the CFO to move to 3 days per week.</p> <p><u>Site management proposal</u></p> <p>Further to the document provided, Mr Field explained that each school is currently buying in too much external site management resource. One of the site managers has left which has provided an opportunity to review the site operational structures.</p> <p>The proposal has been shared with the Headteachers and they are supportive.</p> <p>Efficiency savings will be made in the proposed structure.</p> <p>Q: In terms of the number of cleaning hours within the schools are we reviewing this and beyond that who decides the hours?</p> <p>A: The requirement of cleaning has changed a lot since last year due to COVID-19. We have employed a lot more cleaners and this is expected to continue. The cleaning resources would come out of the school budget. The site management roles will be part of the service provided by the Trust.</p> <p>Q: Where will the new managers be based?</p> <p>A: 40 hours will be at Scissett or split between Kirkburton and Scissett. And 20hrs to Shelley. Birdsedge will also benefit from the proposal.</p> <p>Mrs Greenough advised the structures put forward have a lot of benefits for the Trust; it provides development opportunities, succession planning, harnesses existing expertise and is an opportunity for future growth.</p> <p>RESOLVED: Approved; all in agreement with Site management proposal.</p>
<p>6 Representation</p>	<p>It was noted that the Trustee recruitment was now completed, and the Trust Board welcome four new Trustees.</p> <p>The new Trustees were asked to introduce themselves as well as the new apprentice support to the collaborative teams.</p>

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	<p>RESOLVED: Mrs G Howe appointed as Trustee effective from 7th September 2020 for a period of 4 years.</p> <p>RESOLVED: Mrs D Atkinson appointed as Trustee effective from 14th September 2020 for a period of 4 years.</p> <p>RESOLVED: Mr D Webster appointed as Trustee effective from 14th September 2020 for a period of 4 years.</p> <p>RESOLVED: Mr R Sowerby appointed as Trustee effective from 14th September 2020 for a period of 4 years.</p>
<p>7 Elections</p>	<p>It was noted that Mr Jones wishes to step down as chair after 4 years, but is happy to continue as a Trustee.</p> <p><u>Chair / Vice Chair</u></p> <p>Mrs Humphreys reported that an email had been sent to all Trustees requesting nominations for Chair and Vice-Chair. No nominations had been received prior to the meeting.</p> <p>RESOLVED: That nominations will only be accepted from Trustees present at the meeting; the Term of Office is one year from the date of election and in the event of a tie a name would be drawn.</p> <p>A discussion on the positions of chair of Trustees and Vice chair was held.</p> <p>It was noted that Mr Jones will happily support the new Chair of Trustees in their role and the transition in the new role.</p> <p>RESOLVED: The election of chair and vice-chair will be deferred until Wednesday 10th of March to enable new trustees to develop their knowledge of the Trust and consider the chair and vice-chair positions.</p> <p>RESOLVED: Mr Jones will continue as chair of trustees for The Mast Academy Trust until 10th March 2021.</p> <p>RESOLVED: Dr Williams will continue vice-chair of trustees for The Mast Academy Trust until 10th March 2021.</p> <p>ACTION : Trustees election to be held on the Wednesday 10th March 2021.</p> <p><u>Succession planning</u></p> <p>Mr Sowerby has expressed an interest in chair role; Mrs Atkinson has expressed an interest in the vice-chair.</p>

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<p>8 Confirmation of statutory completion requirements:</p>	<p>Mrs Humphreys advised a number of governors has completed the listed requirement, but some were still outstanding</p> <ul style="list-style-type: none"> • Declarations of Interest • Code of Conduct • Contact details <p>ACTION: All Trustees required to have declarations of interest, code of conduct and contact details completed before the next board meeting.</p>
<p>9 Terms of reference, scheme of delegation and service level agreement</p>	<p>The scheme of delegation, terms of reference and service level agreement were made available to Trustees prior to the meeting,</p> <p>RESOLVED: Trustees are happy with the scheme of delegation, terms of reference and service level agreement</p> <p>It was noted all the Trustees want to thank Mrs Humphreys and Mrs Greenough for all of their hard work that was put in to these documents.</p>
<p>10 Roles and responsibilities</p>	<p>Mrs Humphreys provided a Trustee configuration document for the board which was reviewed during the meeting to identify:</p> <ul style="list-style-type: none"> • Link trustee's responsibilities • Committee requirements • Trustees attending trust development groups <p>The configuration document was completed at the meeting and will be provided as an ongoing document for the Trust Board.</p> <p>RESOLVED: Chairs of the Committees will be elected at their first meeting.</p>
<p>11 Governance review</p>	<p>Mrs Humphreys advised the Trustees to ensure they were happy that the content of the trust website complies with the statutory requirements and that the information about schools is correct.</p> <p>RESOLVED: Trustees are happy these are correct.</p> <p>RESOLVED: Trustees are aware of the business continuity contacts, at school level.</p> <p>It was noted that staff contingency planning is being put in place; plans for COVID19 are in place.</p> <p>ACTION: Mr Field to post the COVID19 flow chart documents on Teams so that the new trustees can view them.</p>
<p>12 Trustee training schedule, training requirements and visits to schools</p>	<p>Trustees were advised that if they have individual training needs, to advise Mrs Humphreys.</p> <p>It was noted there are three Trust provided training events this term that all Trustees and Governors have been invited to attend.</p> <p>It was noted that visits to schools are limited at the moment, but meetings can be held on teams. If Trustees want to visit</p>

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	schools; contact should be made with the headteacher prior to arrange.
<p>13 Objectives for the board to achieve in the current academic year</p>	<p>The '15. The Mast Academy Trust Self Evaluation and Improvement Planning overview 20_21' and '15. Mast Trust Improvement Plan TIP 20_21' were provided to Trustees prior to the meeting for consideration.</p> <p>Mrs Greenough advised that the self-evaluation was completed last year. This identified what needed to be done, what risks there were, any development work that needed to be done and created an improvement plan.</p> <p>The Trust Improvement plan is a live document and will get completed throughout the year and is ongoing for 3 years.</p> <p>The outline of the plan is to Y1 Stabilise, Y2 strengthen, Y3 grow</p> <p>It was noted the Trust will not be able to grow until the Ofsted rating at Kirkburton has changed after a further inspection. Inspections are indicated to start again in January 2021.</p> <p>Ofsted are completing assurance visits this term; Scissett volunteered to be part of this and it was a very positive experience.</p> <p>ACTION: Mrs Greenough to send the Ofsted assurance visit outcome letter to all Trustees once received.</p> <p>Q: What is the ambition in the trust for growth?</p> <p>A: We don't want to be an enormous trust. It is difficult to put a number on the amount of schools; the Trust need to demonstrate growth is of real value to the schools that would join. Quality and purpose are more important to us than having a significant amount of schools within the trust.</p> <p>It was noted that the planning and resources should be in place to put behind any opportunity for growth.</p> <p>The Trustees held an initial discussion on growth opportunities and there will be further discussion when the Trust have the freedom to grow from the RSC.</p> <p>Q: Is there a link to the Trust Improvement plan by the governing bodies?</p> <p>A: We have explored this in the last 12 months. We have a published a calendar of monitoring and evaluation over the year; headteachers and chairs of governors are aware of the document. The KPI document is standardised across the trust and links the trust priorities with the school priorities; there will also be links in the school improvement plan.</p> <p>ACTION: Add section to KPI document on Trust improvement key priorities.</p>
<p>14 Safeguarding update</p>	<p>The safeguarding lead for the Trust provided an update which was made available on teams for Trustee consideration.</p>

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	<p>The following points were noted in addition to the report:</p> <ul style="list-style-type: none"> • All staff have been through the training course and all have updated with KCSIE part 1 changes on the 4th September. • All schools have moved to CPOMS • DSL hotline is now available for schools • The safeguarding audits are taking place <p>Q: Which schools have had their audits completed? A: Scissett Middle School and Kirkburton Middle School</p> <p>Q: What is the attendance like within the schools? A: Attendance is really high, first few weeks were 98.8% and the last few weeks is 95%. It is indicative that children are happy in school and wish to attend and parents have the confidence in the leaders to send their children to the school.</p>
15 Trust action plan and Trust self-evaluation	Refer to item 13.
16 Policies	<p>Mrs Humphreys provided a number of policies prior to the meeting for Trustee consideration. All policies had been reviewed by a Trustee from the appropriate committee and approved for ratification.</p> <ul style="list-style-type: none"> • Safeguarding Policy • Intimate care Policy • Code of Conduct Policy • Grievance Policy • Staff Capability Policy • Substance Misuse Policy • Staff Appraisals Policy <p>RESOLVED: Policies above have been ratified by the board</p> <p><u>Pay Policy</u></p> <p>The Pay awards proposed are the national approach recommended by the government.</p> <p>Q: What does this mean for our budget? A: In line with the assumptions that were made for 20_21. Supply teachers will make more of an impact because of COVID- 19.</p> <p>RESOLVED: Pay awards are approved, the pay policy to be updated accordingly.</p>
17 Any other business	<p>RESOLVED: There were no any other business items were identified.</p> <p>It was noted all the Trustees want to thank to Mrs Greenough and all other members of staff for working so hard in these unprecedented times and doing an amazing job.</p>

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<p>18 Dates of future meetings and possible agenda items</p>	<p>RESOLVED: That future meetings of the Trust board:</p> <ul style="list-style-type: none"> • Wednesday 9th December 2020 at 6.30pm • Wednesday 10th March 2021 at 6.30pm • Wednesday 26th May 2021 at 6.30pm • Wednesday 14th July 2021 at 6.30pm <p>The meetings are hoped to be held in the school. This will be determined nearer the time based on the current guidance for COVID-19.</p>
<p>19 Agenda, minutes and related papers</p>	<p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.</p>

Summary of Actions

Minute Reference	Action
06102020_M5	Mrs Greenough to get in contact with the careers lead in the Trust and advise contact with Dr Williams.
	Trustees to advise any additional risk items to be added to the register prior to the meeting on Wednesday 9 th December 2020.
06102020_M7	Trustees election to be held on the Wednesday 10 th March 2021.
06102020_M8	All Trustees required to have declarations of interest, code of conduct and contact details completed before the next board meeting.
06102020_M11	Mr Field to post the COVID19 flow charts documents on Teams so the new trustees can view them.
06102020_M13	Mrs Greenough to send the Ofsted assurance visit outcome letter to all Trustees once received.
	Add section to KPI document on Trust improvement key priorities.