

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD MEETING HELD
ON 2 MARCH 2021 AT 6.30PM
VIA MICROSOFT TEAMS

PRESENT: Steve Coleman, Julia Clarke (Chair), Richard Jones, Jon Carthy, Hilary Sanders (CEO), Damien Welch, Kerrie Cook, Gill Mond

IN ATTENDANCE: Natalie Hobbs (MAST Clerk)

Item	Main discussions and agreed actions	Action by
1	Opening Prayer The Chair led with a prayer.	
2	Welcome, Apologies for Absence and Confirmation of Quorate All Directors were present. The meeting was Quorate. Quorum is 3 or 1/3 (one third) of the number of appointed directors, whichever is higher.	
3	Notification of Urgent Matters to be discussed under Urgent AOB - Broadband contracts and Phones	
4	Declaration of Business Interests and updates for GIAS No new declarations of business interests were declared.	
5	Trust Recruitment and Membership The Chair advised that one of the Directors (GM) terms of office was due to expire on the 15 March. The Director expressed that she was keen to continue in the role and all other Directors unanimously voted to renew the Term of office. The Clerk will update this on the relevant systems and databases. The Chair and Directors discussed a recent approach by an individual to join the MAST Board as a Director. The Directors were impressed with the individual's CV however, after looking at the skills set the Board were recruiting for at this time, it was agreed by all Directors that the prospective Director did not have the skill set the Board were looking for and on that basis they would not be adding to the Trust Board. However, if in future the Boards requirements changed, they would be in touch with the prospective Director. The CEO agreed to write to the individual to confirm the above decision taken by the Board.	ACTION
6	Approval of Minutes and Confidential Minutes from previous Board Meeting held on the 14 January 2021 and the Extraordinary Board Meeting held on the 21 January 2021 Supporting docs: Previous Board Meeting Minutes and Confidential Note 14 January 2021 and 21 January 2021 The minutes and confidential minutes of the previous meeting on the 14 January 2021 were approved as an accurate record by the Chair as were the minutes from the Extraordinary Board Meeting held on the 21 January 2021.	
7	Matters arising from the Minutes of the Meeting on 14 January 2021 All actions arising from the previous meetings minutes were actioned.	
8	CEO Update – COVID-19, Risk Register, etc Prior to the meeting the CEO had provided a full CEO report for the Directors. The following questions were asked.	

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	<p>The CEO outlined a couple of staffing changes, mainly at St James but also All Saints. The CEO confirmed that a job advert had been put out to backfill a position at All Saints that will be available due to maternity. All Saints have 3 pregnant teachers. All Directors were happy with this. At St James, they are seeking another TA (via the apprenticeship scheme) and use the SEND funding for this position. There are no reserves to pay for the post and this has been made clear to the HT.</p> <p>Q – A Director asked if they would get an apprentice to go to the Isle of Grain? A – The CEO confirmed that it would be made clear to the apprentice.</p> <p>Q – A Director asked if there was capacity within the other Trust schools to send teachers to St James to assist? A – The CEO confirmed there was not as a number of teachers were already out because they are CEV and/or over 28 weeks pregnant.</p> <p>The CEO highlighted that at St Margaret’s, half of the parents had refused to sign the permission slips to allow the remote working to be provided by a CEV teacher from home and as such a supply teacher would be needed to physically teach the class.</p> <p>The CEO confirmed she had raised the concerns about claiming costs back for CEV and pregnant staff back with the RSC and has been told it is being fed back to the Department for Education.</p> <p>Q – The Chair asked if there would be any implications on the Census date changing on the disadvantaged children? A – The CEO confirmed that on average each school would lose at least 4 children from the numbers.</p> <p>The CEO outlined that the priority for when children return on the 8th March would be about Quality Teaching and this would have good impact in catching up the children.</p> <p>Q – The Chair asked how the school improvement workstream would progress? A – The CEO confirmed that the conversations between herself and school leaders have already started but it does start with all teachers being consistently Good so Quality First Teaching is an important start.</p> <p>There were no other questions.</p>	
9	<p>Finance</p> <p>Consideration for approval for tenders/contracts /procurement over £15,000 The CEO confirmed there were no items needing Board approval to be discussed.</p> <p>Chair of Finance Report on recent Finance Committee Meeting The Chair of the Finance Committee kindly gave an update on the recent Finance Committee meeting. The CEO confirmed that the CIF Bids had been submitted for new boilers at All Saints and St James. The remainder of the CIF money for the St Margaret’s roofing project had finally been received. The Director commended the CFO on her work.</p>	

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	<p>SRMSAT The CEO confirmed that the CFO and herself had been working on the SRMSAT which was a lengthy document. This would be shared shortly with the Finance Committee for approval (with ratification by the Trust Board) prior to the submission deadline of the 15 April 2021.</p> <p>Kreston Reeves Benchmarking Report Prior to the meeting the Kreston Reeves benchmarking report had been circulated. All Directors agreed it was a good read and showed the Trust was in a good position.</p>	
10	<p>Chair's Correspondence The Chair confirmed there had been no correspondence.</p>	
11	<p>Policies Prior to the meeting the MAST Charging and Remissions policy had been updated and circulated to all Directors. The following questions were asked.</p> <p>Q – A Director queried the position on not charging for transport to educational visits/trips? A – The CEO confirmed that this has never been the case and that the Trust asks for a voluntary contribution instead.</p> <p>Q – A Director asked if the Trust pay for all Free School Meal children to attend residential trips? A – The CEO confirmed they do.</p> <p>All Directors were happy with the Policy and it was duly approved. The Chair asked the Clerk to ensure the new policy was highlighted to all LGBs.</p>	ACTION
12	<p>Safeguarding There were no additional Safeguarding cases discussed.</p>	
13	<p>Updates There were no other updates (other than those sent out already). There were no questions.</p>	
14	<p>Urgent AOB The CEO outlined that the Trust had been working to secure new contracts for Broadband and telephones. The CFO was working on obtaining the necessary quotes and these would be shared with the Directors. The new Broadband contract would mean cost savings long term across the Trust although there would be an initial outlay cost. Two of the schools would move to the new provider this year and the others would follow when their contracts were up. The information would be circulated to all Directors shortly.</p>	ACTION
15	<p>Chairs Actions There were no chairs actions.</p>	
16	<p>Confidentiality i. Of discussed agenda points</p>	

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	Some discussions under agenda items 5 and 8 were deemed to be confidential, and recorded as such. These Confidential Notes will be sent to the Chair only, to forward with discretion to Board Members.					
18	Dates of Meetings for 20/21					
	<u>Term</u>	<u>School</u>	<u>Meeting Day</u>	<u>Date</u>	<u>Time</u>	<u>Focus</u>
	5	MAST	Thursday	06-May-21	6.30pm	General
	6	MAST	Tuesday	08-Jun-21	6.30pm	Finance Committee
	6	MAST	Tuesday	06-Jul-21	6.30pm	General
19	Close of meeting					
	The meeting closed at 8pm					

Action Points

CEO	14	CEO to circulate Broadband quotes to Directors.
Clerk	11	Clerk to ensure all LGBs had the new Charging and Remissions policy on their agendas.
	5	Clerk to update GIAS with new term of office
CEO	5	CEO to write to prospective Director informing them of decision.