

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD MEETING HELD
ON 11 NOVEMBER 2020 AT 18:30
VIA MICROSOFT TEAMS

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

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 - Kickstart Apprentice Scheme	
4	Declaration of Business Interests and updates for GIAS A Director confirmed he had taken on a new role within the NAHT and would provide the Clerk with details of the role. It was not pertinent to items on the agenda.	
5	Trust Recruitment and Membership Skills Audit - The Chair confirmed she had received the Director Skills Matrix from the Clerk and thanked everyone for completing it. It showed a change from previous years in areas which had previously been deemed a skill the Board required, the Board now showed real strength. This is positive news. The current matrix showed that the Board requires expertise in Marketing, Media and PR. Areas where the Board also felt were not as strong were collaborative working between Trust members. The Directors discussed how they could develop this going forward, bearing in mind that the current virtual working is not assisting this very well. However, is necessary at the present time due to Covid. A Director spoke of a course run by the Associated Press regarding Media and agreed to supply the details. It was agreed that it could be something to run with HTs as well. Another Director also confirmed she had previous work experience in PR. The CEO confirmed she would also mention this to the MAT Alliance as a focus for training across schools. Recruitment - The CEO confirmed she had spoken to both Kerrie Cook and Damien Welch regarding joining the Trust Board as Directors. Both were keen. All Directors were happy to progress this by inviting them to the next Trust Board meeting in December. The CEO agreed to take this forward. Inspiring Governance – The Chair confirmed the Trust is advertising on their vacant posts area however some prospective Governors/Directors do not want to be involved in a Church Trust.	ACTION ACTION ACTION
6	Approval of Minutes and Confidential Minutes from previous Board Meeting held on the 15 September 2020 Supporting docs: Previous Board Meeting Minutes 15 September 2020 The minutes and confidential minutes of the previous meeting on 15 September 2020 were approved as an accurate record by the Chair.	
7	Matters arising from the Minutes of the Meeting on 15 September 2020 All actions arising from the previous meetings minutes were actioned.	

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	<p><u>Update on NJC</u></p> <p>The CEO outlined she is continuing to work with other schools and KAPE on this. Unfortunately, we have hit a slight bump in that the LA do not want KAPE HR in the working group.</p> <p>So far the CEO has agreed to be part of the working group to listen but not make any decisions so that she can take information back to the other CEOs and seek advice from KAPE as necessary. However, the LA have sent out some ToR which state that all discussions remain confidential to which the CEO has gone back to them on as this cannot happen if she is representing other CEOs. The CEO has not heard anything further. The Unions would prefer to do it all together however Medway do not seem to have moved forward on this. Additionally, KAPE led a useful meeting with the schools and everyone is in different positions.</p>	
8	<p>CEO Update – COVID-19, Standards, etc</p> <p>Prior to the meeting the CEO had provided a full CEO report for the Directors. Additionally, the Risk Register and Covid Risk Assessment were circulated.</p> <p>The Directors had the following questions.</p> <p><i>Q – A Director asked if there are plans in place to inform St Margaret’s parents of the HTs resignation by the Board?</i></p> <p>A – The CEO confirmed there was and outlined the plan of communication which had been agreed with the HT.</p> <p><i>Q - The Chair asked if the St Margaret’s HT was going to inform the Infant school HT personally about her resignation?</i></p> <p>A - The CEO confirmed she was and had mentioned this herself.</p> <p>The Chair confirmed the Boards support for staff wearing masks in the communal areas per the risk assessment and for those pregnant members of staff past 28 weeks they will be wearing masks in class. All Directors agreed. The Trust Board recognised the hard work the CEO had been doing to ensure the safety of the schools (Staff and Pupils).</p> <p><i>Q - The Chair asked how wellbeing was across the Trust?</i></p> <p>A - The CEO responded that the HTs are monitoring it for their staff and that there are peaks and troughs. The HTs have been contacting staff who are now at home. The biggest anxiety seems to be if a staff member has a child in school and that school shuts, how are they going to keep coming into work. The Directors discussed this as it is an increasing concern across Kent due to the increase in covid cases. Additionally, the NHS App has a few blips with its proximity controls which isn’t helpful in schools as it works through walls.</p> <p><i>Q – The Chair asked if we are able to apply for any funding for the money spent on Covid related items.</i></p> <p>A - The CEO responded no, there is no funding for this. The NAHT is lobbying this as it is not sustainable for schools. All agreed it was about keeping the children safe and if that means using school reserves then so be it.</p>	

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	<p><i>Q – The Chair asked what is happening with vacancies at All Saints?</i> A – The CEO updated the Directors. All Saints have had to back fill internally due to the lack of applicants.</p> <p><i>Q – The Chair asked what the CEOs confidence was in the baseline assessments of each school?</i> A – The CEO responded she was very confident. The test papers were the same papers for all schools and they were unseen. The gap analysis had been done by the CEO.</p> <p><i>Q – A Director asked if the Expected level is Expected at the end of the year of Expected Now?</i> A – The CEO confirmed it was Expected now.</p> <p><i>Q – The Chair asked if the PP strategies were in place for each school?</i> A – The CEO confirmed they were.</p> <p><i>Q – A Director asked if the AAP had been involved in the persistent absence issues within each school?</i> A – The CEO confirmed they had.</p> <p><i>Q – The Chair asked if we are providing remote learning for these children whose parents are refusing to send them in?</i> A – The CEO responded that the schools were not as it condoning the non-attendance but were trying to get the children back to school. There is no medical reason for the children not to be in school.</p> <p><i>Q – The Chair asked if it would be classed as Home Educated?</i> A – The CEO said it was not.</p> <p>It was agreed that the timings of the Centre/Local restructure had been impacted by Covid and as such it was hard to move forward right now. The CEO confirmed she had put a freeze on any Admin positions being advertised if they become vacancies due to the possibility that these may be filled by existing staff in a restructure. Subsequently the HT vacancy will only be advertised internally to start with for the same reason. In terms of the St Johns Restructure, the Directors felt it was important to agree the Working Group members to take this forward when it was possible and these members were agreed as Julia Clarke, Hilary Sanders and Jon Carthy. Leaving the other Directors to hear any appeal.</p> <p>The Chair felt it was important to recognise the impact of the CEO within the North Kent MAT Alliance. It was seen that the CEO is a voice for not only our Trust but Primary education.</p>	
9	<p>Finance Finance Committee Report The Chair of the Finance Committee gave an update of the recent Finance Committee meeting to the Trust Board. There were no questions.</p> <p>The Finance Committee made the following recommendations to the Trust Board for approval: The Risk Register – this was approved by the Trust Board The Pay Policy – this was ratified by the Trust Board</p>	

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	<p>The IA scrutiny auditors as Azets – this was approved by the Trust Board</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>Trust Total Pay Award The Pay Committee had met and the Trust Board approved the Total Pay Award which was £125,946 (without on-costs).</p>	
10	<p>Chair’s Correspondence The Chair confirmed there had been no correspondence.</p>	
11	<p>Policies The Pay Policy was circulated to the Directors prior to the meeting and all Directors approved it.</p>	
12	<p>Safeguarding The CEO confirmed the Governor Safeguarding training would be sent out shortly. This had not happened at the start of Nov due to a glitch with the Learning Link.</p>	ACTION
13	<p>LGB Impact Statements & Structure The item regarding the LGB structure for St Johns and All Saints was deferred to after the restructure was carried out. The Trust Board agreed that it was happy for the All Saints Chair Rebecca Wood to move to Co-opted Governor status from Parent Governor status, allowing the LGB to recruit for a new Parent Governor. The Chair asked the Clerk to circulate the new list of Learning Link modules to the LGBs.</p>	ACTION
14	<p>Updates There were no other updates (other than those sent out already). There were no questions.</p>	
15	<p>Training & Development The Chair confirmed that Governor Induction would be run virtually. The Learning Link had been updated quite significantly so it was worth the LGBs taking a look. Additionally the Trust now had access to the School Bus which was a good resource.</p>	
16	<p>Urgent AOB Kickstart – The CEO explained the scheme to the other Directors and outlined she had applied for 30 spaces to be used across the Trust. After discussion, all Directors agreed to go ahead with the scheme. Finance Apprentice – The CEO provided an update on the progress with the Finance Apprentice. Hopefully the Trust will have someone in place by Christmas.</p>	
17	<p>Chairs Actions The PNA payment was approved as a Chairs Action. The CEO confirmed that the payment had been taken on the 1 November. No further payment is due.</p>	
18	<p>CEO Pay Award Some information has been removed due to confidentiality</p>	
19	<p>Confidentiality i. Of discussed agenda points</p>	

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	Some discussions under agenda item 18 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.					
20	Dates of Meetings for 20/21					
	Term	School	Meeting Day	Date	Time	Focus
	2	MAST	Thursday	03-Dec-20	4pm	General / Auditors
	2	MAST	Thursday	03-Dec-20	6.30pm	AGM
	3	MAST	Thursday	14-Jan-21	6.30pm	General / Standards
	3	MAST	Tuesday	09-Feb-21	6.30pm	Finance Committee
	4	MAST	Tuesday	02-Mar-21	6.30pm	General / Standards
	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
21	Date and time next meeting The date of the next meeting is the Trust Board Meeting with Auditors on the 3 December at 4pm followed by the MAST AGM at 6.30pm.					
22	Close of meeting The meeting closed at 7.50pm					

Action Points

Jon Carthy	5	Find out details of Associate Press course on Media
CEO	5	Raise Media training with MAT Alliance
	5	Invite Kerrie and Damien to December Board Meeting
	12	Organise and Circulate Safeguarding training
Clerk	12	Circulate Learning Link module list to all LGBs
Chair	18	Contact CEO regarding Pay Award