

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD MEETING HELD
ON 3 DECEMBER 2020 AT 4PM
VIA MICROSOFT TEAMS

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

IN ATTENDANCE: Natalie Hobbs (MAST Clerk), Kirstin Barker (MAST CFO), Representatives of Kreston Reeves

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 Apologies were received and accepted from Gill Mond, Damien Welch and Kerrie Cook. All other 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 <ul style="list-style-type: none"> - Approval of Governor at St James - Approval of paying CEV workers not attending work 	
4	Declaration of Business Interests and updates for GIAS No new declarations of business interests were declared.	
5	Trust Recruitment and Membership The Chair outlined that the CEO had spoken to the two prospective Directors Damien Welch and Kerrie Cook and the Board were satisfied that they bring the right skills set required by the Trust Board. Both Damien and Kerrie were absent from this meeting due work commitments (Damien) and awaiting RBS approval (Kerrie) and as such the Directors unanimously voted for Damien to join the Trust Board as a Director and voted in principal (subject to RBS approval) that Kerrie also join the Trust Board as a Director. The Chair agreed to write to both confirming the appointment.	ACTION
6	MAST Annual Report and Accounts for the period ending 31 August 2019 The representatives from Kreston Reeves kindly outlined the highlights from the MAST Annual Report and Key Audit Findings. These documents were both shared prior to the meeting with the Directors. <u>Key Audit Findings</u> Kreston Reeves outlined the document to the Directors and confirmed that the report was a clean report with no reservations about the Trust. Also outlined was highlights to be aware of for next year's audit in line with the changes in the Academies Financial Handbook. This section is for awareness. Kreston Reeves outlined the changes they had made during the audit and these were: <ul style="list-style-type: none"> - Client Adjustment - Pension Scheme Adjustment This was seen as a very short list of adjustments and reflects very well on the CFO and her team. There are no high or medium risk recommendations in the report for the Trust. The only low risk recommendation is regarding updating the fixed asset register regularly. The CEO confirmed that this had come from a little confusion regarding	

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	<p>the firedoors at St Margaret’s which were a replacement of a replacement. The CFO confirmed procedures were being putting in place to ensure the schools inform the CFO so the fixed asset register can be updated accordingly. Kreston Reeves confirmed it was not a large sum of money and not a big issue.</p> <p><u>Annual Report and Accounts</u> Kreston Reeves took the Directors through the report and explained the detail within. Key headlines were: P20 – Going Concern. This reminds the Directors that the Trust is a going concern despite the impact of the current Covid pandemic. P39 – Statement of Financial Activities. Key areas which might look a little different this year. Last year there was the transfer of St James into the Trust and this year there has not been another school join the trust. Particularly on the LGPS Pension Liability and Fixed Assets inherited from other Academy Trusts line. Throughout the document the comparatives may look a little different due to St James having been with the Trust a full year. The Trust has made a surplus in the year and the schools have performed well. The Net Movement in Funds is £318,517. This shows a solid performance in schools for the year. P41 – Cash at Bank. Kreston Reeves highlighted the Cash in Bank figure is £1.3m which is fairly consistent with prior years and is a strong position to be in. There is are Net Current Assets of £940k. There is no concern here. P42 – Unrestricted Funds. The Trust has unrestricted funds of £850k to continue going forward. P59 note 15 – Tangible Fixed Assets – Assets under Construction. This relates to the CIF projects at All Saints and St Margaret’s. Once complete they will move to the Completed column. P61 note 20 – This shows of the Unrestricted Funds there are Designated Funds the Trust has identified – for example CIF bids etc. P73 note 30 – Related Party Transactions. This discloses any related party transactions identified. There were no questions from the Trust Board.</p> <p><u>Letters of Representations</u> The Chair and CEO confirmed they had signed the letters of representation regarding the accounts. The CFO confirmed that the signing pages would be signed and posted back to Kreston Reeves.</p> <p>All Directors unanimously approved the Accounts.</p> <p>The Chair thanked the representatives from Kreston Reeves.</p>	ACTION
7	<p>Approval of Minutes and Confidential Minutes from previous Board Meeting held on the 11 November 2020 Supporting docs: Previous Board Meeting Minutes and Confidential Note 11 November 2020</p> <p>The minutes and confidential minutes of the previous meeting on the 11 November 2020 were approved as an accurate record by the Chair.</p>	
8	<p>Matters arising from the Minutes of the Meeting on 11 November 2020</p>	

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	All actions arising from the previous meetings minutes were actioned or in progress (Media Training).	
9	<p>CEO Update – COVID-19, Risk Register, etc 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><i>Q - The Chair asked if there were any updates that had happened since the circulation of the report?</i> A - The CEO confirmed that she had arranged a meeting with Chris Keenan at St Johns to discuss Alternative Provision next week.</p> <p>Staffing – 5 teachers are self-isolating as their spouses have tested positive. They are being covered by Supply Cover. A Director commented that it is purely a reflection of what is happening in the Community. Medway is now 2nd highest on infection rates in England.</p> <p>QR Codes – The CEO confirmed that each school is now using a school specific QR Code for visitors to ensure the track and trace of visitors. This is due to an issue at the end of last week with an IT technician.</p> <p>Positive Case Notification over Christmas – The CEO asked the Trust Board if she could write to parents to confirm that notification of positive cases for pupils should be done up to the 20th December, then not before the 2nd January. This is so the HTs are not inundated with messages all over the Christmas break. The Directors agreed.</p> <p>The Directors had the following questions. <i>Q – The Chair asked if there was a plan for the Swimming Pool at St Margaret’s as it had been identified as high risk on the risk register? Is it safe?</i> A – The CEO confirmed that it is safe enough at the moment and she would not be looking to put another CIF bid in for it as it would be unlikely we would get it. The alternative is a Sport England bid however with the pandemic that has not been able to be progressed. The CEO confirmed there will be another survey conducted on it in the new year to confirm its structural viability and if needs be there are enough designated funds to be able to take immediate action. The CEO added that the Trust is still waiting for the CIF money for the St Margaret’s roof to come through from the ESFA. This has been paid currently by St Margaret’s. The CFO has chased the ESFA.</p> <p>There were no other questions.</p> <p>The Chair stated on behalf of the Board a Big thank you to all HTs, staff and the CEO for the hard work undertaken. Everyone has been amazing.</p> <p>The CEO informed the Board that the children will be making Christmas cards for the Frontline services. Additionally, there have been some expressions of interest in the HT position advertised at St Margaret’s.</p>	ACTION
10	<p>Finance Consideration for approval for tenders/contracts /procurement over £15,000 The CEO confirmed there were no items needing Board approval to be discussed.</p>	

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11	Chair's Correspondence The Chair confirmed there had been no correspondence.																															
12	Policies There were no policies to approve at this meeting.																															
13	Safeguarding The CEO confirmed the Governor Safeguarding training had been sent out and all certificates of completed training were to be returned by the 8 Jan 2021. The CEO confirmed there had not been any breaches. There is a high number of cases within the school and if there is a concern it would be the high turnover of social worker. All Saints would be getting a Mental Health Practitioner from Term 5.																															
14	Updates There were no other updates (other than those sent out already). There were no questions.																															
15	Training & Development The Chair highlighted that she was attending a webinar called Covid 19 and the Catalyst for Educational Transformation (a MAT perspective). It is free and takes 45 mins. The Chair will send the link around. The CEO highlighted that there is an Extremism course next week at 4pm next Tuesday 8 th December. She will also share the link. A Director confirmed it is very good.	ACTION ACTION																														
16	Urgent AOB - Approval of new Governors on LGBs. St James (Eddy James), All Saints (Allan Warrington) and St John's (Martyn Saunders). The Directors approved them.																															
17	Chairs Actions There were no chairs actions.																															
18	Confidentiality i. Of discussed agenda points Some discussions under agenda item 9 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.																															
19	Dates of Meetings for 20/21 <table border="1"> <thead> <tr> <th><u>Term</u></th> <th><u>School</u></th> <th><u>Meeting Day</u></th> <th><u>Date</u></th> <th><u>Time</u></th> <th><u>Focus</u></th> </tr> </thead> <tbody> <tr> <td>3</td> <td>MAST</td> <td>Thursday</td> <td>14-Jan-21</td> <td>6.30pm</td> <td>General / Standards</td> </tr> <tr> <td>3</td> <td>MAST</td> <td>Tuesday</td> <td>09-Feb-21</td> <td>6.30pm</td> <td>Finance Committee</td> </tr> <tr> <td>4</td> <td>MAST</td> <td>Tuesday</td> <td>02-Mar-21</td> <td>6.30pm</td> <td>General / Standards</td> </tr> <tr> <td>5</td> <td>MAST</td> <td>Thursday</td> <td>06-May-21</td> <td>6.30pm</td> <td>General</td> </tr> </tbody> </table>	<u>Term</u>	<u>School</u>	<u>Meeting Day</u>	<u>Date</u>	<u>Time</u>	<u>Focus</u>	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	
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	6	MAST	Tuesday	08-Jun-21	6.30pm	Finance Committee	
	6	MAST	Tuesday	06-Jul-21	6.30pm	General	
20	Close of meeting						
	The meeting closed at 5pm						

Action Points

CFO	6	Signing Pages to be sent to CEO and Chair for signing.
CEO	9	CEO to write to parents re: Covid test notification over Christmas period
	15	CEO to circulate Extremism course link
Chair	15	Chair to circulate Covid in Educational Transformation course link
Chair	5	Chair to write to new Directors further to appointment.