

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD MEETING HELD
ON 14 JANUARY 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 - Fee Paying parents for nursery places	
4	Declaration of Business Interests and updates for GIAS No new declarations of business interests were declared.	
5	Trust Recruitment and Membership The Chair welcomed both Kerrie Cook and Damien Welch to the meeting as new Directors. There was no other Trust Recruitment discussed at this time.	
6	Approval of Minutes and Confidential Minutes from previous Board Meeting held on the 3 December 2020 Supporting docs: Previous Board Meeting Minutes and Confidential Note 3 December 2020 The minutes and confidential minutes of the previous meeting on the 3 December 2020 were approved as an accurate record by the Chair.	
7	Matters arising from the Minutes of the Meeting on 3 December 2020 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. Additionally, the Risk Register was circulated. <i>Q - The Chair asked if there were any updates that had happened since the circulation of the report?</i> A - The CEO confirmed the Trust had now received the full allocation of laptops requested from the Government. In addition, 3 laptops had been received for St Johns from Medway LA. The CEO continues to advise the HTs on the data allowance for parents in regards to remote working. There is currently a problem with the Get Technology website and applying for O2 data however. The CEO also investigated the possibility of purchasing tablets for the younger children however the HTs decided they did not want these. <i>Q – The Chair asked if staff are going for the lateral flow tests regularly for asymptomatic testing?</i> A – The CEO confirmed that she had advised the school staff to do so although there are some staff who do not want to do this. It is not mandatory to go for a test as yet.	

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<p>The schools should be receiving testing kits for staff shortly and training will be undertaken.</p> <p><i>Q – The Chair asked for an update on food hampers further to the recent national press coverage.</i></p> <p>A - The CEO provided an update for all Directors confirming the Trust had no issue with Chartwells. This could be due to the fact the Trust works on a Trust wide approach and if there is any new process to discuss meetings are called with the relevant people.</p> <p>The Internal Summary Report was commissioned from Kreston Reeves due to capacity in the Trust and this will be circulated to the Board for awareness.</p> <p>The CEO confirmed that as per her report the recruitment for the HT position at St Margaret’s Junior was progressing well and 4 individuals had been shortlisted. KAPE HR would be involved in the interview process. This will be the first virtual recruitment process the Trust has conducted.</p> <p><i>Q – A Director asked if the Trust was meeting the DfE criteria for all those children who should be in school now during this National Lockdown?</i></p> <p>A – The CEO confirmed the Trust was. Numbers were increasing at all schools.</p> <p><i>Q – A Director asked if a decision had been made regarding the Schools Forum grant?</i></p> <p>A - The CEO confirmed that the Schools Forum had granted St Johns and possibly St James some money for the low pupil numbers which was good news. St Johns in particular should get a maximum of £54k which would make the school sustainable for the next 2 years.</p> <p><i>Q – A Director asked if there had been any Covid funding received?</i></p> <p>A – The CEO confirmed that nothing had been received in respect of Covid funding. It appears that if you are a school in a surplus position then you will not qualify for funding. This was not made clear before. The CEO stated that the Trust would need at least the Supply Cover back that the Trust has paid out for.</p> <p>The CEO outlined that the Trust has not received the CIF funding for the Roof works that were completed at St Margaret’s last year. The Trust have already paid the contractors but the funding has yet to be received.</p> <p><i>Q – The Chair asked if this would cause an issue with the Trust cash flow?</i></p> <p>A – The CEO said currently no but if it is never paid then it will.</p> <p>There were no other questions.</p> <p>The Chair and all Directors agreed that the Staff had been amazing through the pandemic and additionally that the CEO should be recognised for her work and leadership.</p> <p>Some information has been removed due to confidentiality.</p>	<p>ACTION</p>
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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>November Management Reports Prior to the meeting the CFO had provided to the Directors the November Management Accounts. Despite there being a few items which needed further investigation, the only questions asked were as follows:</p> <p><i>Q – A Director asked if the nursery variances were anything to be concerned about?</i> A – The CEO confirmed that the variances shown were due to the lag in funding received and a small number of bad debtors at St James. The bad debtors were all receiving a strongly worded letter from the CEO. The CEO also explained the process that is currently undertaken with regards to non-payment of fees.</p> <p><i>Q – A Director asked why there were so many ‘to be investigated’ items?</i> A – The CEO explained that although we know what they are, the Trust CFO likes to be very thorough in her investigation on them and due to current time constraints (and the exceptionally busy time currently) has not had the time prior to this meeting to update the files the Directors received. None of the items highlighted were concerning. All of the narrative will be brought to the Finance Committee in February.</p>	
10	<p>Chair’s Correspondence The Chair confirmed there had been no correspondence.</p>	
11	<p>Policies There were no policies to approve at this meeting.</p>	
12	<p>Safeguarding There were no additional Safeguarding actions discussed.</p>	
13	<p>Updates There were no other updates (other than those sent out already). There were no questions. A Director highlighted that the DfE had confirmed today that wraparound care should still continue for those groups who are in school. The CEO confirmed which schools are currently providing this and which schools need to take action due to increasing numbers. This will be picked up with the HTs in the following week. Another Director clarified why wraparound care was being put in place in terms of childcare and allowing people to work. Also providing an additional meal for some vulnerable children.</p> <p>Some information has been removed due to confidentiality.</p>	
14	<p>Governance Update Prior to the meeting the Clerk had circulated the minutes of the Term 1 LGB meetings for all Trust LGBs. There were no questions. It was agreed that all LGB meetings could continue virtually, being mindful that no Governor monitoring could take place inside school at this time, it should all be virtual including Safeguarding and Health & Safety. The Chair confirmed that LGBs need to be pragmatic about what they are asking the schools to do.</p>	

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	<p>The Clerk provided an update regarding Governor vacancies at all Trust schools. It was agreed to hold running parent governor elections at this time.</p> <p>The Chair agreed to forward availability to the Clerk for a Governor Induction to be run virtually.</p>	ACTION																																				
15	<p>Urgent AOB</p> <p>The CEO briefed the Trust Board on the ongoing issue with funded places for our Nurseries and confirmed that Medway Council had finally confirmed that funding would not be cut for our nurseries providing they fully open and have not furloughed any staff. The CEO confirmed that both Nurseries would be fully open and parents had been advised of this. The Trust has not furloughed any staff. The CEO has worked with the HTs of both nurseries with regards to communications to parents. Nursery fees would be invoiced as normal (termly) however could be paid weekly now as this may help some people.</p> <p>Some information has been removed due to confidentiality.</p>																																					
16	<p>Chairs Actions</p> <p>There were no chairs actions.</p>																																					
17	<p>Confidentiality</p> <p>i. Of discussed agenda points</p> <p>Some discussions under agenda items 8, 13 and 15 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.</p>																																					
18	<p>Dates of Meetings for 20/21</p> <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>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> <tr> <td>6</td> <td>MAST</td> <td>Tuesday</td> <td>08-Jun-21</td> <td>6.30pm</td> <td>Finance Committee</td> </tr> <tr> <td>6</td> <td>MAST</td> <td>Tuesday</td> <td>06-Jul-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	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	
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19	<p>Close of meeting</p> <p>The meeting closed at 8pm</p>																																					

Action Points

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Chair	14	Chair to send availability to Clerk for virtual Governor Induction
Clerk	8	Clerk to circulate Internal Summary report for awareness

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