

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD MEETING HELD
ON 6 MAY 2021 AT 6.30PM
VIA MICROSOFT TEAMS

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

IN ATTENDANCE: Natalie Hobbs (MAST Clerk), Lenny Williams (HT of St Margaret's Junior School) for item 2 only.

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. 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. The Chair introduced Lenny Williams, the new HT of St Margaret's Junior School to the Trust Board and all Directors warmly welcomed him. The HT provided a brief update on how his first couple of weeks had been and this all was positive news. The HT highlighted the focus on curriculum development and SEN provision at the school along with the HT collaboration he had experienced which he was thankful for. The HT then left the meeting.	
3	Notification of Urgent Matters to be discussed under Urgent AOB <ul style="list-style-type: none"> - St Johns - Nursery Debtors 	
4	Declaration of Business Interests and updates for GIAS No new declarations of business interests were declared. The Chair provided the Clerk with some updates for GIAS.	ACTION
5	Trust Recruitment and Membership The Chair confirmed that the Trust was not actively recruiting for new Board members and the next time the Board will review would be after the next Skills Audit. The Chair highlighted that the Board had expanded its skills set this year which was positive.	
6	Approval of Minutes and Confidential Minutes from previous Board Meeting held on the 2 March 2021 Supporting docs: Previous Board Meeting Minutes and Confidential Note 2 March 2021 The minutes and confidential minutes of the previous meeting on the 2 March 2021 were approved as an accurate record by the Chair.	
7	Matters arising from the Minutes of the Meeting on 2 March 2021 All actions arising from the previous meetings minutes were actioned. The CEO confirmed that the Broadband would be staying with Medway for a further year as there wasn't the lead time to ensure coverage for the schools.	
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><i>A Director asked if questions were asked about St Margaret's staffing during the handover from the previous HT? The CEO confirmed they were.</i></p> <p><i>A Director asked if the inaccurate absence reporting had been dealt with? The CEO confirmed that it had been dealt with by the HT and the CEO. The CEO explained her thoughts on what had actually happened.</i></p> <p><i>A Director asked if the staff absence at St John's will be under close monitoring going forward? The CEO confirmed it would be.</i></p> <p><i>A Director asked if there was a Risk assessment review schedule for the mini bus? The CEO confirmed that she had discussed this with the lady who performed the audit and she would be updating the policy in this regard.</i></p> <p><i>A Director asked if there had been any thoughts around using zero hours contract staff to cover the short fall of MDMs staff All Saints are currently facing? The CEO thanked the Director and confirmed that she would discuss with the HT.</i></p> <p><i>A Director asked if an apprentice would be able to cover the absence of the site manager at St James? The CEO confirmed that the HT had started the process to hire a temporary part time worker. A Director commented that the use of an apprentice for the site manager cover would not be a good idea as they would not have someone to guide them. The CEO confirmed an apprentice would not be a suitable replacement for absence cover.</i></p> <p><i>A Director asked what was happening with the speech and language days across the Trust? The CEO outlined that the Trust was exploring a new supplier of S&L days for all schools. TAs are being trained to be confident in helping with S&L.</i></p> <p><i>The Chair asked what support was being put in place to support the St Margaret's HT in driving the Year 5 progress? The CEO confirmed that the aim was to split the 3 year 5 classes into 4 classes. There is also the opportunity to do a summer school and the school are looking at if this should be for Year 5.</i></p> <p><i>The Chair asked what the CEO's confidence was in year 5 being able to drive forward? The CEO confirmed that she was very confident that it was achievable due to the change in energy since the new HT's arrival.</i></p> <p><i>The Chair asked how the CEO felt the St John's year 1 will progress? The CEO confirmed that the data shows that it is working in maths already so she believes it will shift forwards. The teaching ratio is also good at St Johns.</i></p> <p><i>The Chair asked if the lateral flow test was compulsory? The CEO confirmed it was not. There are only a couple of individuals who do not take them and they have provided their reasons.</i></p> <p>There were no other questions.</p> <p>Some information has been removed due to confidentiality.</p>	ACTION
9	<p>Finance</p> <p>Consideration for approval for tenders/contracts /procurement over £15,000</p> <p>The CEO confirmed there were no items needing Board approval to be discussed.</p> <p>SRMSAT</p>	

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	<p>The Chair confirmed that the Board had approved the SRMSAT via email and this was ratified by the Trust Board at this meeting. All Directors were in agreement. The CEO confirmed the SRMSAT had been submitted ahead of the deadline.</p> <p>Energy Supplier Contract</p> <p>The CEO updated the Trust Board Directors on the current position with the energy supplier quotes following the recent email exchanges. The most recent quotes had seen costs go up significantly therefore, with agreement with the CEO of Westbrook Trust, the Trust has made the decision not to sign the new contracts and stay with the current suppliers. New quotes will be provided on the 26 May. All Directors agreed.</p> <p>Monitoring Reports</p> <p>Prior to the meeting, the March Monitoring reports had been circulated. All Directors had reviewed them and there were no questions. The Chair of the Finance Committee commended the CFO on the financial management reports.</p> <p>The CEO confirmed that the teachers' pay grant and teachers' pension grant were not in the reports (as amounts not known when the reports were generated) so the Trust had a more positive variance than is shown.</p> <p>CIF Bids</p> <p>The CEO outlined that the Trust had been made aware that outcomes of the CIF Bids would be announced mid June. This is later than usual, likely due to Covid. This does leave a question regarding if the Trust is successful, would the work be completed in time over the summer?</p> <p>Internal Audit</p> <p>The CEO confirmed that the internal audit had been completed and a full report would be provided to the Finance Committee for the next Finance Committee meeting. 3 points were highlighted which were:</p> <ol style="list-style-type: none">1) Ensure Purchase Orders are used in all Trust schools;2) Formalise who can use the MAST Charge card; and3) Change the Finance System password every 30 days. <p>Additionally, the auditors mentioned cybersecurity training which the CEO has attended. The materials should be available so the Trust can roll out the training to all staff. The CEO also mentioned that she would be attending the Ransomware training on the 12 May.</p> <p>Some information has been removed due to confidentiality.</p>	<p>ACTION</p>
10	<p>Chair's Correspondence</p> <p>The Chair referred to two items of correspondence which had been circulated to the Directors of the Trust Board.</p> <ol style="list-style-type: none">1) Academies Accounts Direction - the Kreston Reeves summary email. The Chair outlined the highlighted areas that related to governance.	

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	2) Education Garden Party & Service email – the Chair advised that unfortunately she could not attend however if a Director wanted to attend then please do let us know.	
11	Strategy for the future of St Johns Infants Some information has been removed due to confidentiality.	
12	GDPR Prior to the meeting, the DPO officer had provided a full GDPR report for the Trust Board. The following questions were asked. <i>The Chair asked how the policing of documents saved is done?</i> The CEO confirmed there would be spot checks undertaken by the technician. <i>The Chair asked if the Cybersecurity/ Ransomware training going to be cascaded to governors?</i> The CEO confirmed she didn't see any reason why it shouldn't be. All Directors agreed it would be useful. The CEO confirmed that the Trust could do with some updated CEOPs training which could be done with the Cybersecurity training. A Director mentioned that there will be some Media/PR training available from the NAHT in October. <i>A Director asked if there are data audits to ensure that the Trust is not holding information that should not be there?</i> The CEO confirmed there was. There are also the OneDrive spot checks and any pupil data would be saved on SIMS.	
13	Safeguarding There were no additional Safeguarding cases discussed. <i>The Chair asked if the SCRs had been updated with the new Brexit requirements?</i> The CEO confirmed it was covered in Oct/Nov so all schools should have updated their SCR with this requirement. The CEO confirmed she would check.	ACTION
14	Training & Development The Chair highlighted the Academies Roadshow email that she had circulated. The focus had been the growth of the MAT which is of interest but not for right now. The Chair outlined the LGB Training Programme that would shortly be commencing, to compliment the online training provided by NGA Learning Link. This training would be offered to all Governors and Directors and run over Terms 5 and 6.	
15	Updates There were no other updates (other than those sent out already). It was confirmed that meetings would remain virtual for the remainder of the academic year and a discussion should be had with regards to incorporating them in next years' meetings.	
16	Urgent AOB Covered in items above.	
17	Chairs Actions The SRMSAT was approved by the Chair.	
18	Confidentiality	

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	<p>i. Of discussed agenda points Some discussions under agenda items 8, 9 and 11 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>					
19	Dates of Meetings for 20/21					
	Term	School	Meeting Day	Date	Time	Focus
	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 8pm					

Action Points

Clerk	4	Clerk to update GIAS
CEO	8	CEO to update policy regarding Mini bus risk assessment
	13	CEO to check all schools had updated their SCRs with the EU requirement
Clerk	9	Circulate Internal Audit report to Finance Committee when available
CEO	8	CEO to write debt collection policy/ procedure