

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD MEETING HELD  
ON 22 JULY 2021 AT 6.30PM  
VIA MICROSOFT TEAMS

**PRESENT:** Steve Coleman, Julia Clarke (Chair), Hilary Sanders (CEO), Damien Welch, Gill Mond

**IN ATTENDANCE:** Natalie Hobbs (MAST Clerk)

Item	Main discussions and agreed actions	Action by
1	<b>Opening Prayer</b> The Chair led with a prayer.	
2	<b>Welcome, Apologies for Absence and Confirmation of Quorate</b> Apologies were received and accepted from Kerrie Cook, Richard Jones and Jon Carthy. 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	<b>Notification of Urgent Matters to be discussed under Urgent AOB</b> - <b>Bank Mandates (changes outlined in email from Trust CEO)</b>	
4	<b>Declaration of Business Interests and updates for GIAS</b> No new declarations of business interests were declared.	
5	<b>Trust Recruitment and Membership</b> The Chair informed the Trust Board that Jon Carthy had resigned from the MAST Board. The Trust Board thanked Jon (in his absence) for the hard work, support and impact he has given the Trust during his time with MAST, and wished him well for the future. With regards to recruitment of another Director for the Trust Board, it was agreed by all that another educationalist would be good. This will be discussed again at the September Trust Board meeting.	ACTION
6	<b>Approval of Minutes and Confidential Minutes from previous Board Meeting held on the 6 May 2021</b> <b>Supporting docs: Previous Board Meeting Minutes and Confidential Note 6 May 2021</b> The minutes and confidential minutes of the previous meeting on the 6 May 2021 were approved as an accurate record by the Chair.	
7	<b>Matters arising from the Minutes of the Meeting on 6 May 2021</b> All actions arising from the previous meetings minutes were actioned.  Some information has been removed due to confidentiality.	
8	<b>CEO Update – COVID-19, Risk Register, etc</b> Prior to the meeting the CEO had provided a CEO report for the Directors. The following questions were asked.  <i>Q – The Chair asked what were going to be the plans for the school’s risk assessments for September?</i> <i>A – The CEO confirmed that these were being looked at over the summer due to the changing guidance.</i> <i>Q – The Chair asked if the Trust have an emergency fund or another option we could apply for should we need to in light of the fact we have been unsuccessful in our CIF bids this year for the boilers?</i> <i>A – The CEO confirmed that there was an emergency fund however unsure if this is still available but the Trust does have money put aside in case we urgently need to</i>	

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	<p>address the boiler situation at our schools. Additionally, the Trust could apply for a Salix loan however this is not the preferred option currently.</p> <p><i>Q – The Chair asked if there were any additional findings from the Health &amp; Safety audits that need to be urgently addressed?</i></p> <p>A – The CEO confirmed there were not any outstanding and all have been dealt with. (Asbestos register (training) and residential trips (Medway contract in place)).</p> <p><i>Q – The Chair asked the CEO to explain the Multiplication tests?</i></p> <p>A – The CEO outlined the results and how the tests are performed and how the best performing school conducted their learning on multiplication. St James and All Saints also use Rockstar Maths which is an online program.</p> <p><i>Q – The Chair queried why the St James Reading and Writing Assessment data was low?</i></p> <p>A – The CEO responded that it could be due to the low numbers that were in during covid and the uptake of the remote learning offering.</p> <p><i>Q – The Chair asked if the CEO was confident that St Margs Maths results for year 5 were accurate?</i></p> <p>A – The CEO confirmed she was.</p> <p><i>Q – The Chair asked if any of the schools are running a summer school?</i></p> <p>A – The CEO confirmed that St Margaret's were running a 2 week programme for Year 4 and 5. However there has not been much uptake at this time.</p> <p><i>Q – A Director asked if the Trust had spoken to Rivermead regarding SALT?</i></p> <p>A – The CEO confirmed she had however unfortunately they could not help. SALT has been arranged for EYFS and KS1 and the search continues for KS2 provision.</p> <p>There were no other questions.</p>	
9	<p><b>Finance</b></p> <p><b>Consideration for approval for tenders/contracts /procurement over £15,000</b></p> <p>The CEO confirmed there were no items needing Board approval to be discussed.</p> <p><b>BFR0/BFR3Y Approval</b></p> <p>Prior to the meeting, the draft BYFO documents had been circulated to the Trust Board. The following questions were asked.</p> <p><i>Q – The Chair asked why St James also pay a Finance Recharge as well as a Centre recharge?</i></p> <p>A – The CEO confirmed that this is because the St James finance is undertaken at the Centre. St Margaret's also have a finance recharge from September as the Finance Manager is not being replaced. The CFO will go full time and the Finance Apprentice will help cover the work.</p> <p><i>Q – The Chair asked why St James was not a balanced budget?</i></p> <p>A – The CEO explained the variation of numbers and increase on roll. The Trust can carry the in year deficit for now.</p> <p><i>Q – The Chair asked what the Centre recharge would be this year?</i></p> <p>A – The CEO confirmed it would remain at 6%</p> <p><i>Q – The Chair asked if this is enough to sustain or grow the Trust?</i></p> <p>A – The CEO explained it would be enough to sustain (CFO on full time, CEO on 3 days and Clerk on 18 hours) but no room to expand on that.</p>	

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	<p>The BFRO and BFR3Y were approved.</p> <p><b>Catering &amp; Cleaning Contracts, Energy Contract</b> These were all approved by the Trust Board.</p> <p><b>Report from last Finance Committee meeting by FC Chair</b> The Finance Committee Chair provided a report from the last Finance Committee meeting. There were no questions. The CEO outlined the Chart of Accounts action and confirmed that the Trust had not heard any more regarding this.</p> <p><b>Monitoring Reports</b> Prior to the meeting, the May Monitoring reports had been circulated. All Directors had reviewed them and there were no questions.</p> <p>Some information has been removed due to confidentiality.</p>	
10	<p><b>Trust Strategy</b> Further to the white paper circulated regarding Trusts, the Chair and CEO outlined the Trusts position in view of the DfE wanting small MATs to ‘collaborate and consolidate’. The Diocese are clear that if small MATs are working well, they should be left alone. The Trust are clear they do not want to lose their Church status. The Directors discussed and agreed that the Trust needs to look at our Vision and strategic direction over the next academic year.</p>	ACTION
11	<p><b>Chair’s Correspondence</b> There was no Chairs correspondence.</p>	
12	<p><b>Safeguarding</b> The Chair outlined that there will be a number of changes in the KCSiE coming into effect in September. It was agreed that LGBs need to strengthen their Safeguarding Monitoring. Safeguarding training will take place for the Trust in September and this will be offered to Governors. Also being run for parents will be Online Safety training.</p> <p>Some information has been removed due to confidentiality.</p>	
13	<p><b>Training &amp; Development</b> The Chair reminded all to complete Cyber security training. A Director asked if at the next meeting there could be a further discussion regarding what has been put in place regarding cyber security. There is a Diocesan Conference on the 22 September which is virtual.</p>	
14	<p><b>Updates</b> There were no other updates (other than those sent out already).</p>	
15	<p><b>Urgent AOB</b> <b>Bank Mandates</b> - The CEO had circulated the changes which needed to be made to the Trust Bank Mandates. These were agreed.</p>	
16	<p><b>Chairs Actions</b> There were no Chairs actions.</p>	

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17	<p><b>Confidentiality</b></p> <p>i. Of discussed agenda points</p> <p>Some discussions under agenda items 7, 9 and 12 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><b>Dates of Meetings for 21/22</b></p> <table border="1" data-bbox="261 636 1098 1599"> <thead> <tr> <th><u>Trust</u></th> <th><u>School</u></th> <th><u>Focus</u></th> <th><u>Time</u></th> <th><u>Date</u></th> </tr> </thead> <tbody> <tr> <td>MAST</td> <td>Trust Board</td> <td>General</td> <td>6.30pm</td> <td>14-Sep-21</td> </tr> <tr> <td>MAST</td> <td>Trust Board</td> <td>Finance Committee</td> <td>6.30pm</td> <td>12-Oct-21</td> </tr> <tr> <td>MAST</td> <td>Trust Board</td> <td>Pay Committee</td> <td>TBC</td> <td>21-Oct-21</td> </tr> <tr> <td>MAST</td> <td>Trust Board</td> <td>General / Standards</td> <td>6.30pm</td> <td>03-Nov-21</td> </tr> <tr> <td>MAST</td> <td>Trust Board</td> <td>General / Auditors</td> <td>4pm</td> <td>07-Dec-21</td> </tr> <tr> <td>MAST</td> <td>Trust Board</td> <td>AGM</td> <td>6pm</td> <td>07-Dec-21</td> </tr> <tr> <td>MAST</td> <td>Trust Board</td> <td>General / Standards</td> <td>6.30pm</td> <td>13-Jan-22</td> </tr> <tr> <td>MAST</td> <td>Trust Board</td> <td>Finance Committee</td> <td>6.30pm</td> <td>01-Feb-22</td> </tr> <tr> <td>MAST</td> <td>Trust Board</td> <td>General / Standards</td> <td>6.30pm</td> <td>01-Mar-22</td> </tr> <tr> <td>MAST</td> <td>Trust Board</td> <td>General / Standards</td> <td>6.30pm</td> <td>05-May-22</td> </tr> <tr> <td>MAST</td> <td>Trust Board</td> <td>Finance Committee</td> <td>6.30pm</td> <td>23 May-22</td> </tr> <tr> <td>MAST</td> <td>Trust Board</td> <td>General / BFRO etc</td> <td>6.30pm</td> <td>07-Jul-22</td> </tr> </tbody> </table> <p><b>The meeting in September will be Virtual.</b></p>	<u>Trust</u>	<u>School</u>	<u>Focus</u>	<u>Time</u>	<u>Date</u>	MAST	Trust Board	General	6.30pm	14-Sep-21	MAST	Trust Board	Finance Committee	6.30pm	12-Oct-21	MAST	Trust Board	Pay Committee	TBC	21-Oct-21	MAST	Trust Board	General / Standards	6.30pm	03-Nov-21	MAST	Trust Board	General / Auditors	4pm	07-Dec-21	MAST	Trust Board	AGM	6pm	07-Dec-21	MAST	Trust Board	General / Standards	6.30pm	13-Jan-22	MAST	Trust Board	Finance Committee	6.30pm	01-Feb-22	MAST	Trust Board	General / Standards	6.30pm	01-Mar-22	MAST	Trust Board	General / Standards	6.30pm	05-May-22	MAST	Trust Board	Finance Committee	6.30pm	23 May-22	MAST	Trust Board	General / BFRO etc	6.30pm	07-Jul-22	
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19	<p><b>Close of meeting</b></p> <p><b>The meeting closed at 7.40pm</b></p>																																																																		

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**Action Points**

All	10	Discussion in 21/22 regarding Trust Vision and Strategic direction	September
	5	Discussion regarding Director recruitment	September

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