

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD BUSINESS MEETING HELD
ON 12 SEPTEMBER 2019 AT 18:30
AT ST. MARGARETS CE JUNIOR SCHOOL

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

IN ATTENDANCE: Natalie Hobbs (MAST Clerk)

Item	Main discussions and agreed actions	Action by
1	Opening Prayer A Director 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	Declaration of Business Interests and updates for GIAS All Directors had completed the annual declaration of Business Interests Form. The Clerk confirmed she would update the website and GIAS if applicable. All Directors were reminded to complete the Related Third Party Questionnaire and Skills Audit Questionnaire which had also been emailed by the Clerk to all Directors.	ALL
4	Notification of Urgent Matters to be discussed under Urgent AOB <ul style="list-style-type: none"> - Firedoors - Roofing Work at St Margaret's - Salaries for All Saints Nursery Staff - St Johns Restructure - MAT development Improvement Fund Document - Pay Committee - CEO Performance Management Meeting 	
5	Election of Chair and Vice Chair for the Board The Clerk called for nominations for <u>Chair</u> – the current Chair (Julia Clarke) expressed her willingness to continue for a further year and was duly nominated by Gill Mond, with Steve Coleman seconding. The current Chair agreed to continue for the next year. Voted and agreed unanimously. The Clerk called for nominations for <u>Vice Chair</u> - Gill Mond self-nominated for a further year with Julia Clarke and Hilary Sanders seconding. Voted and agreed unanimously.	
6	Trust Recruitment and Membership <i>The Clerk had advised prior to item 5 that the Chair's term of office had expired. The Chair expressed her willingness to continue and the Directors unanimously agreed to a further term for the Chair.</i> The Chair advised that further to the resignations of a Board members at the end of last term, the Board had been actively looking for new Directors to join the Board. The areas of specialism the Board are looking for are HR and Legal. Jon Carthy had been spoken with over the summer and expressed his interest in joining the Board. Jon is a HT at Byron Primary which is part of the Westbrook Trust and would be a good addition to the Board. The Directors agreed unanimously and voted Jon on. The Clerk confirmed she would send through the relevant forms for completion etc.	
7	Approval of Director Code of Conduct and LGB Code of Conduct	

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	The Director and the LGB Codes of Conduct had been circulated with the Directors prior to the meeting. All Directors approved both documents and signed the Director Code of Conduct for the Clerk's file.	
8	<p>Approval of Minutes and Confidential Minutes from previous Board Meeting held on the 16 July 2019</p> <p>Supporting docs: Previous Board Meeting Minutes 16 July 2019</p> <p>The minutes and confidential minutes of the previous meeting on 16 July 2019 were approved as an accurate record and signed as such by the Chair.</p>	
9	<p>Matters arising from the Minutes of the Meeting on 16 July 2019</p> <p>There were no matters arising from the minutes apart from the Safeguarding Policy was meant to be brought to the meeting however was not ready as guidance had only just been released.</p>	
10	<p>Board Structure including Committees and Working Groups, Evaluation of Impact</p> <p>The Chair asked the Directors how they felt the Board worked last year. The CEO explained that she felt that the Finance should be light touch at 3 of the meetings and have a heavier Standards focus. It was important that Finance is focused on at the finance focus meetings but not every Board meeting in depth.</p> <p>The Chair and CEO discussed inviting St James and St Margaret's HTs to the 17 October Board Meeting to present on Standards.</p> <p>St Johns would come in on 5 November and All Saints on the 9 January.</p> <p>The Chair asked about the Impact of the Board in the last year. The CEO confirmed she thought the Board had had a lot of positive impact in the last year.</p> <p>The Trust have been involved in a number of areas over the last year (St James, All Saints Nursery, St Johns Restructure) which have involved a lot of time and hard work from the Trust and have all had a positive impact on the community as well as the children in the schools.</p> <p>The Directors discussed the lack of available Director candidates in the Medway area and the CEO outlined that she had heard the same from the MAT Alliance that other schools were having the same difficulties. The MAT Alliance group are also meeting to discuss how to achieve economies of scale in schools and how better to achieve this. The Chair confirmed she would be attending the Effective Governance training for Chairs of Trusts.</p> <p>The CEO confirmed that she feels the RSC understands what MAST is trying to achieve and what it can achieve.</p> <p>The Chair outlined she feels that the Board have had impact in Financial Monitoring throughout the year.</p>	
11	<p>LGB Impact, LGB Terms of Reference Approval, LGB Monitoring Visits Policy, Skills Audit, any other LGB updates</p> <p>Prior to the meeting the LGB Terms of Reference and Monitoring Policy were circulated to all Directors. The Directors discussed the usefulness of having the Terms of Reference in place.</p> <p>A Director queried if the approval of residential trips/school trips had been in the Terms of Reference before. The Chair confirmed it was a statutory requirement and they should be approved at LGB level.</p>	

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	<p>The Directors discussed the number of Monitoring visits and confirmed that 3 per year was statutory not one at every meeting. This needs to be reiterated within the LGBs.</p> <p>The Terms of Reference and Monitoring Policy were approved by all Directors. The Clerk agreed to circulate to all LGBs.</p> <p>The Directors discussed the strength of the LGBs and how to support them. Particular areas of strength were the All Saints Chair at recruiting governors and St James' LGB at securing support of Local businesses.</p>	
12	<p>Finance – Consideration for approval for tenders/contracts /procurement over £15,000</p> <p>The CEO had circulated during the summer holidays the Energy Consumption tender which was approved by all Directors.</p> <p>In addition, the Beardwells invoice for the St Margaret's roofing works was also approved. The Directors discussed the cost for the work and what is involved. The CEO outlined the work the Trust would like to have done in addition to the roofing works with the additional money (as the invoice had come in less than though).</p>	
13	<p>Chair's Correspondence</p> <p>The Clerk had circulated a letter from the DfE for Accounting Officers. The Directors had all read the contents.</p> <p>The Clerk had circulated the KCSiE guidance and all Directors confirmed they had read and understood the guidance.</p> <p>The Chair asked how the CEO was ensuring that all Staff had read and signed to say they understood the new guidance? The CEO confirmed that they had been requested to sign a document within all schools and she would be checking next week. Confirmation to come to the next Board meeting.</p> <p>The Chair asked if the Section 128 requirement appeared on our checks now. The CEO confirmed yes it does.</p>	
14	<p>Policies</p> <ul style="list-style-type: none"> - Safeguarding - Pay Policy <p>The CEO confirmed that the Safeguarding Policy would be circulated via email for approval as the guidance had only just been released. The STPCD had not yet been released so the Pay Policy could not be written at the time of this meeting. This will be discussed at the next Board meeting.</p>	
15	<p>Safeguarding</p> <ul style="list-style-type: none"> - KCSiE – all Directors confirmed they had read and understood the KCSiE guidance circulated prior to the meeting. - Safeguarding Training – the CEO confirmed this would take place on the 4 November (Staff, Directors and Governors) and that she had gone to Kent to provide the training as Medway had confirmed they would not be doing it. - Safeguarding Audits – the HTs have to get the LGBs to sign off the audits and it has to be minuted at a LGB meeting by the 4 November. 	
16	<p>Updates</p> <p>There were no updates for this meeting that had not be discussed.</p>	

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17	<p>Training & Development The Chair confirmed that the Learning Link subscription had been renewed for a further year and that all MAST LGBs could use this facility. The Chair asked that all Directors completed the Effective MAT module by the December Board meeting.</p>	
18	<p>Urgent AOB Firedoors – The CEO gave the Directors an update on the Firedoor work at St Johns further to the email trail received over the summer. This work is now due to be completed by the end of the October break. MAT development Improvement Fund Document – The Chair asked that the CEO shared this document in advance of the next Board meeting. Pay Panel Meeting – The Chair asked for two Directors to attend the Pay Committee meeting. The Chair, the Vice Chair and Richard Jones (Director) agreed to attend. CEO Performance Management Meeting – the Chair advised that the CEO performance management meeting had been scheduled and discussed dates with Directors to ascertain availability. It was found that none had the required date available and the CEO confirmed she would source other dates and email the Directors.</p>	
19	<p>Dates of Meetings for 2019/20 Board Meeting (Stds – St James / St Margs) – 17 October 2019 – 6.30pm Pay Committee – 22 October 2019 – 6.30pm Board Meeting (Stds – St Johns and Finance) - 5 November 2019 – 6.30pm Board Meeting – 10 December 2019 – 4.30pm MAST AGM – 10 December 2019 – 6.30pm Board Meeting (Stds – All Saints) – 9 January 2020 – 6.30pm Board Meeting (Stds – overall) – 3 March 2020 – 6.30pm Board Meeting (FC) – 12 May 2020 – 6.30pm Board Meeting (Stds and Finance) – 14 July 2020 – 6.30pm</p>	
20	<p>Confidentiality i. Of discussed agenda points Some discussions under agenda items 11 and 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.</p>	
21	<p>Date and time next meeting The date of the next meeting is the Board Meeting on the 17 October 2019 at 6.30pm.</p>	
22	<p>Close of meeting The meeting closed at 8.45pm</p>	

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Action Points

ALL	3	Complete and Return to Clerk Related Third Party Interest Questionnaire
CEO	14	Circulate Safeguarding Policy to all Directors
	14	Bring Pay Policy to the next Board Meeting – 17 October 2019
	13	Confirm at next Board Meeting all Staff have read KCSiE guidance
ALL	17	All Directors to complete the Effective MAT module on the Learning Link by the 10 December Board Meeting

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