

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD MEETING HELD
ON 17 OCTOBER 2019 AT 18:30
AT ST. MARGARETS CE JUNIOR SCHOOL

PRESENT: Steve Coleman, Julia Clarke (Chair), Gill Mond, Jon Carthy, Hilary Sanders (CEO)

IN ATTENDANCE: Natalie Hobbs (MAST Clerk), HT from St James Primary School and Chair of Governors from St James Primary School (for Item 6 only).

Item	Main discussions and agreed actions	Action by
1	Opening Prayer The CEO led with a prayer.	
2	Welcome, Apologies for Absence and Confirmation of Quorate Apologies were received from Richard Jones. All other Directors were present. The meeting was Quorate. <i>Quorum is 3 or 1/3 (one third) of the number of appointed directors, whichever is higher.</i> Our new Director introduced himself and provided the Directors with a short synopsis regarding his background. The Directors were very pleased to have him join the Trust Board and welcomed him warmly.	
3	Declaration of Business Interests There were no new Business Interests declared. The Clerk reminded all Directors that any changes would be recorded at each meeting.	
4	Notification of Urgent Matters to be discussed under Urgent AOB <ul style="list-style-type: none"> - St Margaret's request for funds to support DHT being out of class until July 2020 - St James SIAMS inspection 	
5	Chair's Correspondence The Chair had provided the Directors with the following update prior to the meeting. <ul style="list-style-type: none"> - ESFA Update There were no questions regarding this. The Chair also outlined she had attended the Diocesan briefing regarding changes to the SIAMS Inspection framework / SIAMS SEF. This would mean less areas to investigate and a more positive wording of the pre-inspection bulletin for schools going forward. This is expected to take effect from January so not in time for our schools unfortunately.	
6	St James Primary School – Presentation on Standards The HT and Chair of LGB kindly attended the Board meeting and presented to the Directors on the academic standards at St James. The HT provided the Directors with a presentation handout as she explained the standards. The following questions were asked: <i>Q – Do you think the loss of the Sure Start centre has had an impact on the needs of the children coming through into the school (EYFS)?</i> A – The Chair of Governors responded that it definitely had. The HT concurred and said that the majority of children with SEND have speech and language problems. <i>Q – Do you think have the mixed Y5 and Y6 year groups works well?</i> A – The Chair of Governors responded that it is working well this year however last year it did not. The CEO outlined how long the HT had been over at St James' providing leadership support and then becoming substantive HT. It had been since February 2018. The school came into the Trust in January 2019 and has seen improvement.	

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	<p><i>Q – Does the HT think the children are all at expected?</i> A – The HT responded that Y5 and Y6 need work however Y4 downwards are at expected. The HT explained that resilience is an issue so they are working hard on that currently. Also historically the school had used Pixel however this had now stopped as it did not prove to help with improvement. The CEO explained that recruitment is an issue in the locality however the HT was bringing on a number of early careers teachers. The HT was working hard at improving staff morale and changing the culture from the ‘Williamson Trust Way’ to how we work within MAST, more cross Trust working but with the flexibility to teach in a way that enthuses both teachers and pupils etc. This is having a positive effect. A Director congratulated the HT and Chair of Governors on their recent SIAMS inspection outcome. The HT was asked the following question to think about and respond to at another time: <i>Q – What can MAST do to support the families of the St James children?</i> A Director commented that the Writing progress result was fabulous and showed a 3-year trend. It is not as strong in other schools. <i>Q – How would the HT support other schools in improving their Writing?</i> A – The HT explained that the cross moderation which takes place and 1-1 conferencing has helped at St James. <i>Q – Is the LGB supportive?</i> A – The HT confirmed that the LGB are very supportive.</p>	
7	<p>Academic Standards – Risk Assessment from MAST Action Plan and Latest Data – All Schools Prior to the meeting the Directors had received the ASPs and the Risk Register. The CEO provided her assessment on standards on all schools. In terms of St James and All Saints standards, the assessment was they are Good. <u>St Margaret’s</u> <i>Q – A Director asked if the Staffing Structure adequate to make progress?</i> A – The CEO confirmed that it should be. The CEO had met with the HT during the summer to discuss it in detail and it should work in theory. The CEO confirmed that TAs had not been replaced and this has caused a slight difficulty with teachers feeling like they don’t have as much support in place. The CEO outlined the recent recruitment process for the DHT position and subsequently outlined the request from St Margaret’s to use £32k from reserves to have the DHT non class based until the end of the school year. This would enable the new DHT to establish relationships and provide direct support to year 6 by increasing capacity. The Acting DHT who was not successful will revert back to year group lead. In addition, All Saints are losing their SENCO. Whilst they have an AHT who could move into the role, it would reduce AHT capacity for KS2 at All Saints. This potentially could be a role for an individual wanting to enhance their leadership skills / gain more leadership exposure. The CEO confirmed that St Margaret’s cannot afford a non-class based DHT long term. <i>Q – A Director asked what the realistic outcome expected by spending the reserves?</i></p>	

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	<p>A – The CEO responded that the impact would be improvement across the school in terms of results. All Directors agreed to St Margaret’s using the reserves to fund the DHT not being classed based.</p> <p>Some information within this item has been removed due to confidentiality.</p>	
8	<p>Approval of Minutes and Confidential Minutes from previous Board Meeting held on the 12 September 2019 Supporting docs: Previous Board Meeting Minutes 12 September 2019</p> <p>The minutes and confidential minutes of the previous meeting on 12 September 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 12 September 2019</p> <p>There were no matters arising from the minutes – all actions had been completed.</p>	
10	<p>Trust Recruitment and Membership</p> <p>The Chair thanked all Directors for completing the Skills Audit. The completed matrix outlined that our area that we are in need of more skills is Business Development. The Chair confirmed that the RSC was happy with the size of the Trust Board and the impact on governance was good. They recognised that the Trust Board was trying to expand.</p>	
11	<p>Finance</p> <ul style="list-style-type: none"> - Consideration for approval for tenders/contracts /procurement over £15,000 • Firedoors – The CEO confirmed the completion contract had been signed (agreed previously) • Roofing – The CEO confirmed the roofing completion contract had not been signed. - Resource Management Tool <p>The CEO confirmed the CFO had sent through the Resource Management Tool and she would send it through to the Directors shortly once narrative had been added to provide context.</p> <ul style="list-style-type: none"> - Land and Buildings Control <p>The CEO confirmed that she was working on the submission for the Land & Buildings Control with the Diocese and will report back at the next meeting.</p> <p>The Chair confirmed that the CFO would be required to attend the December Board meeting but not the November one.</p> <p>Some information within this item has been removed due to confidentiality.</p>	
12	<p>CEO Report</p> <p>Prior to the meeting the CEO Report had been circulated to all Directors. The following questions were asked.</p> <p><i>Q – The Chair asked if each LGB has someone who is Safer Recruitment trained?</i> A – The CEO said that 3 out of 4 schools have confirmed they do have someone. The question mark is St James although the CEO is sure they do have someone.</p>	

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	<p><i>Q – The Chair asked if the Action Plan could come to the 5th November Board Meeting?</i> A – The CEO confirmed it would.</p> <p><i>Q – The Chair asked if the GDPR Report could come to the 6th December Board Meeting?</i> A – The CEO confirmed it would.</p> <p>Some information within this item has been removed due to confidentiality.</p>	
13	<p>Policies</p> <ul style="list-style-type: none"> - Safeguarding - Complaints - Pay Policy <p>All Directors had received the above policies prior to the meeting. All Policies were approved by the Directors.</p> <ul style="list-style-type: none"> - The DfE Statutory Policy list was deferred until the 5 November 2019 Board Meeting. 	
14	<p>Urgent AOB</p> <p>The Chair confirmed that the RSC meeting was a positive one. They were challenging about improvement priorities.</p>	
15	<p>Dates of Meetings for 2019/20</p> <p>Pay Committee – 22 October 2019 – 6.30pm Board Meeting - 5 November 2019 – 6.30pm Board Meeting (Finance) – 10 December 2019 – 4.30pm MAST AGM – 10 December 2019 – 6.30pm Board Meeting (Stds – St Johns and 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>	
16	<p>Confidentiality</p> <p>i. Of discussed agenda points</p> <p>Some discussions under agenda items 7, 11 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>	
22	<p>Close of meeting</p> <p>The meeting closed at 9.30pm</p>	

Action Points

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ALL		All Directors to complete the Effective MAT module on the Learning Link by the 10 December Board Meeting
CEO	12	CEO to ask GDPR Officer to provide GDPR report for December Board Meeting.
CEO	13	DfE Policy list to be discussed at the 5 November Board Meeting.
CEO	11	CEO to send through Resource Management Tool that the CFO has completed to all Directors.
CEO	9	CEO to check with HT at St John's regarding Safeguarding Audit
CEO	12	CEO to provide the MAST Action Plan at the 5 November Board Meeting.

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