

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD MEETING HELD  
ON 5 NOVEMBER 2019 AT 18:30  
AT ST. MARGARETS CE JUNIOR SCHOOL

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

**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> All 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>	
3	<b>Declaration of Business Interests</b> There were no new Business Interests declared.	
4	<b>Notification of Urgent Matters to be discussed under Urgent AOB</b> <ul style="list-style-type: none"> <li>- Pupil Numbers Adjustment letter from ESFA (and response from Board)</li> <li>- CFO</li> <li>- Finance Manager</li> <li>- St John's PM Update</li> </ul>	
5	<b>Chair's Correspondence</b> Prior to the meeting the Clerk had circulated the most recent ESFA bulletin of which the Chair highlighted the upcoming submission dates. The Board Directors had no questions apart from one regarding the submission of Faith Serious Case Safeguarding Audit requested. It was deemed that this was aimed more at secondary schools and until further clarity was given on it (or training), not least until the review is published, the Board would be directing the schools to wait to complete this. All Directors agreed.	
6	<b>Approval of Minutes and Confidential Minutes from previous Board Meeting held on the 17 October 2019</b> <a href="#">Supporting docs: Previous Board Meeting Minutes 17 October 2019</a> The minutes and confidential minutes of the previous meeting on 17 October 2019 were approved as an accurate record and signed as such by the Chair.	
7	<b>Matters arising from the Minutes of the Meeting on 17 October 2019</b> There were no outstanding matters arising from the minutes – all actions had been completed. The CEO confirmed that all Safeguarding Audits had been submitted.	
8	<b>Trust Recruitment and Membership</b> The Chair confirmed the Membership remains the same however the Trust would be looking for a Finance based Director in the next year however nothing is confirmed.	
9	<b>Trust Christian Vision Statement (and those of the MAST Schools)</b> Prior to the meeting the Clerk had circulated the MAST Christian Vision, the St James vision, St Margaret's Vision and All Saints Vision. Unfortunately, no document was received from St John's however it was possible to view their vision on the school website. The Chair reminded the Directors that the MAST Vision was presented in full at the MAST Conference. The CEO outlined the MAST vision to the Directors. How it had been chosen and what it meant to MAST and the MAST schools. The CEO had	

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	<p>consulted with the Diocese with regards to our Vision and it fits in well with the visions of our MAST Schools.</p> <p>The Chair asked if the Directors were happy with the MAST vision? The Directors all confirmed they were.</p> <p>The Directors then looked at the Visions for each school. The following questions were asked:</p> <p><i>Q – The Chair asked, for St Margaret’s do the Stakeholders know what the vision means?</i></p> <p>A – The CEO responded that the school has made an effort in Religious displays and the Vision has been spoken about at a LGB meeting – however the CEO will pick this up again at the LGB meeting.</p> <p><i>Q – A Director asked do the St Margaret’s Governors know what the parents and children think?</i></p> <p>A – The children have been working with the School Vicar regarding the new vision so should be able to articulate the vision.</p> <p><i>Q – The Chair asked what the likelihood of St Margaret’s getting a Good SIAMS?</i></p> <p>A – The CEO confirmed it would depend on the school being able to present their self-evaluation confidently to the Inspector and the Inspector’s view on progress data by the end of the key stage. If all goes well then it should be good however there is a possibility that because of data, the judgement could be lower. The CEO outlined that the HT had invited the Diocese Adviser back for a pre-inspection visit.</p> <p><i>Q – A Director asked if St Johns governors were ready for SIAMS?</i></p> <p>A – The CEO confirmed that they had worked hard on establishing the vision but again data could limit the judgement and governors need to be well prepared to articulate the vision. The Director on the St Johns LGB will raise it tomorrow at the next meeting. The Diocese Adviser is also booked to visit St John’s to review their progress towards a good SIAMS judgement.</p> <p><i>Q – A Director asked if there was anywhere where all 5 Visions were in the same place?</i></p> <p>A – The CEO replied that there wasn’t as yet however it could go onto the MAST main website in front of the policies page.</p>	
10	<p><b>MAST Action Plan</b></p> <p>Prior to the meeting the Clerk had circulated the MAST Action Plan to the Directors. The CEO explained the Action Plan to the Directors, outlining she had kept it concise.</p> <p><i>Q – A Director asked how is the CEO going to ensure the HTs actively do the peer reviews?</i></p> <p>A – The CEO outlined that the HTs are all involved and meetings will be set up for peer reviews.</p> <p><i>Q – A Director asked what will the Geography study pack entail?</i></p> <p>A – The CEO explained the concept of setting up a Beach school for the Trust, utilising the beach near St James’, and using the new mini bus to bring over the other Trust schools.</p> <p>With regards to the Alternative Provision, the CEO outlined that she had met with Wendy Vincent to discuss SEN funding and how to open an Alternative Provision. Wendy has given some advice which the CEO is acting upon. It is apparent that no</p>	

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	<p>funding will be given to children who do not have an EHCP. SEN Capital Funding could be applied for if we have the facilities for the provision. The plan to open a provision at St James has stalled due to changes in leadership capacity at Christmas – as the children would go onto the St James roll. The CEO reminded the Directors that there is a need for the provision within the Trust due to ongoing issues within the schools affecting other children’s learning as well as staff wellbeing. The Directors discussed perhaps using the All Saints staff room (which is an old classroom) as a classroom again, moving the staff room and freeing up a downstairs classroom for the Alternative Provision. The CEO will explore this further.</p> <p>The Chair asked if the Directors were happy that the Action Plan was fitting the MAST Priorities? The Directors all agreed.</p> <p>Some information within this item has been removed due to confidentiality.</p>	<b>ACTION</b>
11	<p><b>Finance Update</b></p> <ul style="list-style-type: none"> <li>- <b>Consideration for approval for tenders/contracts /procurement over £15,000</b></li> </ul> <p>The CEO outlined that although it wasn’t above the limit of the HT signing, she was informing the Board that St Margaret’s had purchased new chairs for the Staff room £1700.</p> <ul style="list-style-type: none"> <li>- <b>Resource Management Tool – Feedback from Directors and Approval</b></li> </ul> <p>The CEO confirmed that she had been advised that the commentary was optional however she had provided it to the Directors. The CEO also advised that the progress data does not match the checking exercises and early provisional data reports. The Directors were happy with the documents and the Chair signed the printed documents at the Board meeting on behalf of the Trust.</p>	
12	<p><b>CEO Report</b></p> <p>The CEO provided the Directors with a verbal update, highlighting that a vast amount of her update had been covered in other items in the meeting.</p> <p>The CEO confirmed that her assessment of overall effectiveness had not changed. Health &amp; Safety was up to date across the Trust. All Safeguarding Audits had been completed.</p> <p>There were no further questions.</p>	
13	<p><b>Governance (all schools)</b></p> <p>The Clerk outlined the Chair and Vice Chair election results within each local governing body to the Directors. The Clerk additionally identified what vacancies were available within each LGB. The Directors discussed and approved the appointments with the following notes:</p> <ol style="list-style-type: none"> <li>1) St Margaret’s – a note needs to go to the Co-Chairs from the Chair regarding looking at succession planning.</li> <li>2) All Saints / St Johns – need to look at holding Joint meetings. This is being looked at from January (Clerk and CEO to pick up).</li> </ol>	<p><b>ACTION</b></p> <p><b>ACTION</b></p>

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14	<p><b>Policies</b></p> <p>The DfE Statutory Policy list was deferred until the 10 December 2019 Board Meeting.</p> <p>The Chair also asked for a review of websites to ensure old policies editions were archived. The CEO confirmed that she had already spoken to the schools and advised them she would be doing a review in the third week of the November.</p>	<b>ACTION</b>
15	<p><b>Board Training and Development</b></p> <p>As previously discussed, it was agreed that all Directors to complete the Effective MAT module on the Learning Link before the 10 December 2019 Board Meeting.</p>	<b>ACTION</b>
16	<p><b>Urgent AOB</b></p> <ul style="list-style-type: none"> <li>- <b>Pupil Numbers Adjustment letter from DfE (and response from Board)</b></li> </ul> <p>The CEO had circulated to the Directors a letter regarding the PNA and a proposed response. Despite previous discussions and agreement regarding a payment plan, the ESFA continue to request the payment. This combined with the ongoing numerous requests for information from the Trust (in particular the CEO and CFO) is proving to be an untenable situation and impacting the health and wellbeing of Centre staff. The initial proposal which was agreed (however this is being disputed by ESFA) was £1000 per month for 6 years. The CEO proposed to the Directors to make a payment of £22,000 now with further instalments to follow at times to be agreed – on the proviso that the requests for information lessen/cease. The Directors discussed at length various options however it was agreed that the CEO would telephone Marie at the ESFA to discuss and report back. The Directors agreed.</p> <ul style="list-style-type: none"> <li>- <b>St Johns Parental Behaviour</b></li> </ul> <p>The CEO did mention that a teacher had outlined that a lot of time is spent with angry and abusive parents at the school which does take up time. The Directors discussed at length and agreed this was not appropriate behaviour of the parents and the CEO outlined that there is potential for a part time FLO at the school to take an active role in speaking with the parents but budget would need to be explored. The CEO agreed to highlight the parent behaviour issue at the next St John's LGB meeting.</p> <ul style="list-style-type: none"> <li>- <b>Firedoors at St John's</b></li> </ul> <p>The CEO confirmed that the new firedoors at St John's had been installed. The company do have to come back and complete some touching up however the CEO has negotiated that they will pay the TA and Caretaker Overtime as well as the IDH Alarm company fee (total approx. £1500) instead of paying the 5% penalty clause. All Directors were happy to approve.</p> <ul style="list-style-type: none"> <li>- <b>St Margaret's Roofing</b></li> </ul> <p>The CEO confirmed that the roofing and painting was now complete at St Margaret's. The CEO outlined a bid for the front run of the roof and was asking whether Westbrook Trust might wish to put together a joint bid for this work.</p> <p>Some information within this item has been removed due to confidentiality.</p>	<p><b>ACTION</b></p> <p><b>ACTION</b></p>
17	<p><b>CEO Performance Management Pay Award</b></p> <p>This item has been removed due to confidentiality.</p>	

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18	<p><b>Dates of Meetings for 2019/20</b></p> <p>Board Meeting (Stds – St Margs and Fin) / AGM – 10 December 2019 – 4.00 – 6pm 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>	
19	<p><b>Confidentiality</b></p> <p>i. Of discussed agenda points</p> <p>Some discussions under agenda items 10, 16 and 17 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>	
20	<p><b>Close of meeting</b></p> <p><b>The meeting closed at 9pm</b></p>	

**Action Points**

ALL	15	All Directors to complete the Effective MAT module on the Learning Link by the 10 December Board Meeting
CEO	14	DfE Policy list to be discussed at the 10 December Board Meeting.
CEO	10	Explore Alternative Provision using the existing rooms at All Saints.
CEO	16	CEO to speak to Marie about the PNA proposal
CEO	16	CEO to raise Parent's language at the St John's LGB Meeting.
Chair	13	Chair to speak with Co-chairs regarding Succession Planning
Clerk /CEO	13	Clerk and CEO to consider a plan for Joint LGB meetings