

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD MEETING HELD
ON 10 DECEMBER 2019 AT 17:00
AT ST. MARGARETS CE JUNIOR SCHOOL

PRESENT: 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	Opening Prayer The Chair led with a prayer.	
2	Welcome, Apologies for Absence and Confirmation of Quorate Apologies were received and accepted from Steve Coleman. 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>	
3	Declaration of Business Interests There were no new Business Interests declared.	
4	Notification of Urgent Matters to be discussed under Urgent AOB <ul style="list-style-type: none"> - All Saints Reserves for use for an Alternative Provision. - St John's PTFA 	
5	Approval of Minutes and Confidential Minutes from previous Board Meeting held on the 5 November 2019 Supporting docs: Previous Board Meeting Minutes 5 November 2019 The minutes and confidential minutes of the previous meeting on 5 November 2019 were approved as an accurate record and signed as such by the Chair.	
6	Matters arising from the Minutes of the Meeting on 17 October 2019 Actions not completed were moved to be discussed at the next Board Meeting on the 9 January 2020.	
7	Finance Update <ul style="list-style-type: none"> - Approval of Annual Accounts <p>Further to the Auditors presentation at the Members meeting, the Chair asked the Directors if they had any reflections or further questions. A Director commented that in reference to the Higher paid staff indicated in page 53 (point 11d) of the Accounts, the individuals are all paid within the appropriate pay range for their grade. The CEO confirmed this was correct. The Directors agreed to approve the Annual Accounts. They recognised the hard work of the CFO to ensure a clean report and commended her. The Chair agreed to write to the CFO.</p> <p>Some information has been removed due to confidentiality.</p>	ACTION
8	CEO Report The CEO provided the Directors with a verbal update. St Johns – The school received a Good judgment in their recent SIAMS inspection and have received good improvement points. St Margaret's – The school has received a Good judgement in their recent SIAMS inspection. Gap analysis on recent tests was due to be conducted shortly. The CEO outlined the Y3 behaviour in the corridor was a problem during transitions but had been highlighted and was beginning to improve. Y3 teachers had worked hard to establish better attitudes to learning in the classroom. St James – All going well at St James.	

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	<p>All Saints – covered in the Urgent AOB</p> <p>The CEO confirmed it had been a very difficult term.</p> <p>The Chair agreed to write an email from the Board thanking the staff for their hard work and celebrating the achievements.</p> <p>Some information has been removed due to confidentiality.</p> <p>There were no further questions.</p>	ACTION
9	<p>Urgent AOB</p> <p>Some information has been removed due to confidentiality.</p>	
10	<p>Dates of Meetings for 2019/20</p> <p>Board Meeting (Stds – St Johns and All Saints) – 9 January 2020 – 6.30pm</p> <p>Board Meeting (Stds – overall) – 3 March 2020 – 6.30pm</p> <p>Board Meeting (FC) – 12 May 2020 – 6.30pm</p> <p>Board Meeting (Stds and Finance) – 14 July 2020 – 6.30pm</p>	
11	<p>Confidentiality</p> <p>i. Of discussed agenda points</p> <p>Some discussions under agenda items 7, 8 and 9 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>	
12	<p>Close of meeting</p> <p>The meeting closed at 6.15pm</p>	

Action Points – rolled over from previous meeting

ALL		All Directors to complete the Effective MAT module on the Learning Link
CEO		DfE Policy list to be discussed.
CEO		CEO to speak to Marie about the PNA proposal
CEO		CEO to raise Parent's language at the St John's LGB Meeting.
Chair		Chair to speak with Co-chairs regarding Succession Planning
Clerk /CEO		Clerk and CEO to consider a plan for Joint LGB meetings
Chair	7	Chair to write a letter to CFO commending her for the work on the audit
Chair	8	Chair to send email on behalf of the Board to all staff