

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD MEETING HELD
ON 9 JANUARY 2020 AT 18:30
AT ALL SAINTS PRIMARY SCHOOL

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

IN ATTENDANCE: Natalie Hobbs (MAST Clerk), HTs and Chairs from St John's Infant School and All Saints Primary School for Items 5 and 6 only

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 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	Declaration of Business Interests There were no new Business Interests declared.	
4	Notification of Urgent Matters to be discussed under Urgent AOB 1) Catering Contract Procurement; 2) Apprentice for Finance; and 3) Changes to Internal Audit Procedures 4) Nursery Salaries	
5	St John's Presentation on Standards Supporting docs: St Johns Presentation The HT from St John's Infant School kindly presented to the Board Directors on the academic standards of St John's. The full presentation is sent with these minutes. The following questions were asked. <i>Q – The Chair asked if the EYFS pupils were making progress?</i> <i>A – The HT confirmed they had, at least a one-step progress, however they needed to be making accelerated progress (confirmed by the CEO).</i> <i>Q – The Chair asked what the HTs predictions were for this summer for EYFS?</i> <i>A – The HT stated they remained hopeful they would be near national average and the target had been set in respect of that.</i> <i>Q – The Chair asked if the HT had predictions for GD in the class?</i> <i>A – The HT confirmed she did but did not have the data with her at the time of the presentation. The White group should be the GD and there are 6 children in that group.</i> <i>Q – The Chair asked if Year 2 had a class teacher and a HLTA?</i> <i>A – The HT confirmed they did.</i> <i>Q – The Chair asked if the predictions for the SATS results at the end of the year were higher or lower than the start of year predictions?</i> <i>A – The HT confirmed the start of year predictions were lower than the end of year ones.</i> <i>Q – The Chair asked if attendance is a barrier to the phonics results being higher?</i> <i>A – The HT confirmed it was.</i> <i>Q – The Chair asked how many pupils were on roll currently?</i> <i>A – The HT confirmed they had 78 pupils.</i> <i>Q – A Director asked the HT to clarify the point in the presentation regarding laptops.</i> <i>A – The HT stated that no teacher had a laptop to take home. The CEO refuted this and confirmed that every class had a class laptop which the teachers could take</i>	

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	<p>home. Which is the same as every other Trust school. The CEO repeated her request for an IT Asset Audit to be conducted for the school so she could look at the usage of the IT equipment in the school, given the tight budget of the school.</p> <p><i>Q – The Chair asked if the mobility problem the school faces is common across other schools in the area?</i></p> <p>A – The St Johns Chair of Governors confirmed that the further south the school in Chatham, the more of an issue for the school it is.</p> <p><i>Q – The Chair asked if the Accelerated Reader will be rolled out across other years (currently only in Year 2)?</i></p> <p>A – The HT confirmed she would like it but it is an additional package.</p> <p><i>Q – The Chair asked the St John’s Chair of Governors what the plan was for succession planning? And also what are the LGBs strengths and weaknesses.</i></p> <p>A – The Chair confirmed this was likely to be his last year but he is already working with another Governor to ensure there is a suitable successor. The LGBs strengths are their collective passion for the school, their Christian ethos and they ask good questions. The area for development is asking more questions and establishing relationships with the new staff members.</p> <p><i>Q – A Director asked what the HT was doing to ensure the quality of transition into the school is as high as it could be in terms of induction?</i></p> <p>A – The HT replied that the class teacher working with the child, prior school information, simple phonics testing and talking to the parents.</p> <p><i>Q – A Director asked what the key challenge was at present.</i></p> <p>A – The HT responded that it would be staffing. In terms of new staff coming in and existing staff providing support to those new staff.</p> <p><i>Q – How are the LGB supporting the HT with the challenge?</i></p> <p>A – The HT confirmed she is getting the support she needs from the LGB although it would be good to see more governors more often in school.</p> <p>The Chair congratulated the HT on behalf of the Board for the recent SIAMS inspection and thanked her for her presentation.</p>	
6	<p>All Saints Presentation on Standards Supporting docs: All Saints Presentation</p> <p>The HT from All Saints Primary School kindly presented to the Board Directors on the academic standards of All Saints. The full presentation is sent with these minutes. The following questions were asked.</p> <p><i>Q – The Chair asked where staff morale was currently?</i></p> <p>A – The HT responded that it wasn’t great however it was getting better now the Alternative Provision set up was progressing.</p> <p><i>Q – The Chair asked if there was potential to lose staff?</i></p> <p>A – The HT confirmed there was.</p> <p><i>Q – The Chair asked the All Saints Chair of Governors what were the challenges the LGB faced?</i></p> <p>A – The All Saints Chair of Governors responded it was difficult to say. Monitoring Visits unfortunately were not happening as she would like. They will see this presentation next week and the Chair is hopeful that once that has happened they will be more aware of the challenges that the school is facing.</p>	

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	<p>The CEO commented about holding joint meetings with St Johns LGB to give both LGBs strength and this was received well. All Directors thought this was a good idea. A Director congratulated the HT and school on the great work that has been achieved.</p> <p><i>Q – A Director asked that given the high mobility in the area, was the HT aware of the fair access policy protocol?</i></p> <p>A – The HT responded she was.</p> <p><i>Q – A Director asked how many children could access the Alternative Provision at one time?</i></p> <p>A – The HT confirmed that ideally it would be approx. 4 at any one time. The plan is to work with them and then hopefully reintegrate back in to class.</p>	
7	<p>Chairs Correspondence</p> <p>The Chair confirmed there had been no correspondence.</p>	
8	<p>Approval of Minutes and Confidential Minutes from previous Board Meeting held on the 10 December 2019</p> <p>Supporting docs: Previous Board Meeting Minutes 10 December 2019</p> <p>The minutes and confidential minutes of the previous meeting on 10 December 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 10 December 2019 not discussed on this agenda.</p> <p>All actions were completed.</p>	
10	<p>Trust Recruitment and Membership</p> <p>The Chair confirmed there were no changes to the Board membership. The Clerk confirmed she was speaking with the new Area Dean regarding becoming a member and would provide an update at the next meeting.</p>	ACTION
11	<p>Finance Update</p> <ul style="list-style-type: none"> - Expenditure Items for Sign off/Exceptions <p>There were no items of expenditure to sign off by the Board.</p> <ul style="list-style-type: none"> - Monitoring Reports / Accounts Update <p>The CEO confirmed that the monthly reports (Sept/Oct/Nov) would be sent to the Directors by email once the CFO had uploaded the budget information. The CEO confirmed that the CFO had returned full time now from sickness absence (non-work related) and would be catching up on work over the next 2 weeks before returning to business as usual work.</p> <ul style="list-style-type: none"> - Internal Audit Changes <p>The CFO had provided a key changes document prior to the meeting which outlined the changes to the internal audit procedures for the Trust. It highlighted that the Trust would need to nominate a key individual for the Accountants to liaise with regarding the Audit. The Board discussed and agreed that this individual would be Steve Coleman.</p> <ul style="list-style-type: none"> - Catering Contract Procurement <p>The CEO outlined that the Trust had been looking at the Catering Contract for the Trusts schools. The CEO confirmed that discussions had taken place with the CFO of the Westbrook Trust (due to the shared kitchen arrangement at St Margaret's) as the Trust would need to have the same contractor as the Westbrook Trust for St Margaret's. The CEO asked the Directors the following question:</p>	

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	<p><i>Q – Should MAST collaborate with the Westbrook Trust on the catering contract procurement?</i></p> <p>A – the Directors all agreed that this was the best solution. To procure as 8 combined schools would give greater economies of scale for each school and potentially offer better rates given the number of schools.</p> <p>The Directors welcomed this cross Trust working and recognised the great collaboration it would bring to all schools within both Trusts.</p> <p>Some information was removed due to confidentiality.</p>	
12	<p>CEO Report Supporting docs: CEO Report</p> <p>Prior to the meeting the CEO provided the Directors with a written report.</p> <p>Some information was removed due to confidentiality.</p>	
13	<p>Policies</p> <p>The CEO confirmed she had looked at the DfE’s Statutory list of policies and all policies are present on the website bar one which is being worked on. The updated policies would be emailed to the Board.</p>	ACTION
14	<p>Board Training and Development</p> <p>The Chair confirmed that after discussion it was now a Board directive that All Saints and St Johns should hold joint meetings to strengthen their governance capacity. The CEO confirmed to outline this to the relevant LGBs at their next meetings. The Chair confirmed she would be emailing dates for a Governor Induction to the clerk to circulate to all LGBs. The CEO would also do the same for ASP training. The Directors discussed the Effective MAT module they had completed on the Learning Link. The Directors who had completed it confirmed they had found it very informative. A Director asked who our H&S Trustee was. The CEO confirmed that Fay Cordingly (HT from St James’) was the Trust H&S Lead and the Directors agreed that Steve Coleman would be the Board trustee for H&S.</p>	ACTIONS
15	<p>Urgent AOB</p> <p>The AOB listed in item 4 was discussed under item 11.</p> <p>The Chair asked for the GDPR reports to be available for the 3 March 2020 meeting. The CEO confirmed that there would be a meeting for all school representatives regarding the website to work on the changes that need to be made.</p>	ACTION
16	<p>Dates of Meetings for 2019/20</p> <p>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>	
17	<p>Confidentiality</p> <p>i. Of discussed agenda points</p>	

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	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.	
	Close of meeting The meeting closed at 9.15pm	

Action Points

Clerk	10	Clerk to update Board on new Member for MAST
CEO/Clerk	14	CEO/Clerk to discuss joint meetings with relevant LGBs before next meeting.
CEO	13	Email any updated policies to Board Directors
Chair	14	Email Clerk with dates for Governor Induction.
CEO	15	Request GDPR reports for 3 March 2020 meeting