

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD MEETING HELD  
ON 3 MARCH 2020 AT 18:30  
AT ST MARGARETS JUNIOR SCHOOL

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

**IN ATTENDANCE:** Natalie Hobbs (MAST Clerk), Kirstin Barker (MAST CFO for items 1 – 10)

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. A Director confirmed that as he was a member of the Westbrook Trust, when the Board would be discussing this item (term dates) then he would be happy to abstain from voting to avoid a conflict. The Board agreed.	
4	<b>Notification of Urgent Matters to be discussed under Urgent AOB</b> 1) St Johns; 2) SRMA Visit; 3) Term Date Proposal; 4) SEND Letter from RSC and LA; and 5) CFO Pay	
5	<b>Chairs Correspondence</b> Prior to the meeting the Clerk had circulated three ESFA Bulletins and a letter from Tracey Crouch MP commending the All Saints HT (and Staff) on the performance improvement the results show. The Board congratulated the HT and her staff for this achievement. The Chair confirmed she would write to the HT also commending her on behalf of the Trust. Further to the 19 Feb Bulletin, the Board agreed to look at the Financial Insights Toolkit mentioned at the end of the academic year although agreed it does mean an increase in paperwork centrally and didn't appear it would be a helpful process for small schools. In addition, the 26 Feb Bulletin highlighted the Pupil Premium Grants. The Board agreed that the Conditions of the Pupil Premium grants do need to be shared with the LGBs. The clerk will circulate.	ACTION  ACTION  ACTION
6	<b>Approval of Minutes and Confidential Minutes from previous Board Meeting held on the 9 January 2020</b> <b>Supporting docs: <a href="#">Previous Board Meeting Minutes 9 January 2020</a></b> The minutes and confidential minutes of the previous meeting on 9 January 2020 were approved as an accurate record and signed as such by the Chair.	
7	<b>Matters arising from the Minutes of the Meeting on 9 January 2020 not discussed on this agenda.</b> All actions were completed.	
8	<b>Trust Recruitment and Membership</b> The Chair confirmed there were no changes to the Board membership. The Clerk confirmed that she had spoken to the new Area Dean and that he was now a Member of MAST. The Clerk had updated GIAS with this information.	

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	<p>The Board discussed the skill set required and which companies would be suitable to speak to. A Director named a number of companies on Gillingham Business Park and agreed to email the names to the Chair.</p>	<b>ACTION</b>
9	<p><b>Finance Update</b>  <b>Supporting docs: Management Accounts to 31 Dec 19, Management Accounts January 2020 and Balance Sheets</b></p> <ul style="list-style-type: none"> <li>- <b>Expenditure Items for Sign off/Exceptions</b>                  There were no items of expenditure to sign off by the Board.</li> <li>- <b>Monitoring Reports / Accounts Update</b>                  Prior to the meeting the accounts to the end of Dec 19, for the month of January 2020 and the balance sheets for each school had been circulated to the Directors. The CFO kindly gave a summary of each school and answered the following questions.  <u>St Margaret's</u>                  Q – The Chair asked, in comparison to the other schools, this one appears overspent. Why is this?                  A – The CFO responded that is mainly the teaching spend. This is linked to the website work that the DPO officer did on the Trusts websites over the summer. The other schools would reimburse the St Margaret's budget for their portion of the work. The other factor is the 0.75% increase in teachers' pay which was not budgeted for. Additionally, the extra 15 mins for TAs per day which is being paid. Agency cover costs is also over where the insurance reimbursement did not cover the total amount.                  Q – The Chair asked what about the money taken out of reserves to pay for the DHT being taken out of class for the remainder of the year?                  A – The CEO confirmed this would show in January.                  Q – The Chair asked what would be under Educational Supplies?                  A – The CFO explained that the school had 'front loaded' the supplies for the year.                  Q – The Chair asked would the vacancy for the SENCO being an internal one or external?                  A – The CEO confirmed she would be discussing this with the HT.                  Q – The Chair asked if the staffing structure currently was having an impact on the standards?                  A – The CEO confirmed it was but it was focusing on year 6 and needs to be impactful across the school, particularly Y5 as well. This will be discussed in detail at the Standards Board meeting on the 19 March. <p><u>St James</u>                  Q – The Chair asked for the ring-fenced figure before money is due back to the DfE for PNA overpayment?                  A – The CFO confirmed that it was £50,000 in free reserves.                  Q – A Director asked what was included in the Buildings / Maintenance?                  A – The CFO responded that she would look into it and confirm however she didn't believe it was anything significant from memory.                  Q – The Chair asked if the budget allowed St James to have an effective staffing structure?                  A – The CEO confirmed it did.</p> </li></ul>	<b>ACTION</b>

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All Saints

Q – The Chair asked if the boiler was on the CIF Bid this year?

A – The CEO confirmed it was.

Q – The Chair asked if the HTs are taking it into account that they need to be prudent on spending?

A – The CEO confirmed that the All Saints HT definitely was.

St Johns

Q – The Chair asked if the failing equipment problems St Johns had been facing was bad luck or poor asset management?

A – The CEO confirmed that some of it was wear and tear. The hot air heaters are gradually failing and not being replaced currently.

Q – A Director asked where the school was with pupil numbers?

A – The CEO confirmed they had 74 pupils currently and 10 first choice for September. It is not getting any better at the school unfortunately.

Q – The Chair asked if we knew what the admission count predictions were for the area for the forthcoming years?

A – A Director confirmed he had the Medway information and that pupil numbers were expected to drop from 2020 to 2024, in addition to Rochester Riverside opening in 2022.

The CEO responded that September 2020 was meant to be a bulge year in terms of Admissions but it doesn't appear to be the case with St Johns. All Saints (who have a waiting list) are signposting parents to St Johns.

The CEO confirmed that it was unlikely St Johns would survive another year with the pupil numbers as they are and subsequent impact on budget. The HT has been made aware.

Q – A Director asked if the HT had spoken to Balfour Juniors about the position?

A – The CEO asked what would Balfour Juniors do? There is no real relationship between the HTs and the CEO is not sure what they could bring to it. They would be more concerned with Balfour Infants.

**- Decision on Finance Apprentice further to January Board meeting**

The CEO briefly outlined the need for a Finance Apprentice.

Q – The Chair asked how would we fund an apprentice?

A – The CEO confirmed it would have to come out of school reserves.

The Directors and CFO discussed the training grant and costs of an apprentice and agreed it was possibly to pay for the apprentice out of the centre until end of August. This would mean the CEO remaining on 3 days paid salary until September and using the contingency funds at the centre to pay the apprentice.

Q – The Chair asked did we charge St James at all for the Finance?

A – The CFO confirmed they be taking £2k from St James for Finance.

The Chair asked all Directors if they were happy to progress with appointing a Finance Apprentice. All Directors confirmed they were.

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	Some information was removed due to confidentiality.	
10	<b>Confidential Item</b>  Some information was removed due to confidentiality.	
11	<b>CEO Report</b> <b>Supporting docs: CEO Report</b> Prior to the meeting the CEO provided the Directors with a written report.  Q – The Chair asked if legally each school needs a SENCO? A – The CEO responded that ideally its one per school however they could have a Trust SENCO with f.t.e allocated to each school. Q – The Chair asked what the CEOs view was on Standards? A – The CEO responded that they are low at St Johns. All Saints results will be the best they could achieve in the circumstances with staffing . Q – The Chair asked is The Hive having impact? A – The CEO responded that it was. Q – The Chair asked what the CEO’s key risks were? A – The CEO confirmed they were staffing turmoil, and wellbeing for all Q – The Chair stated in terms of Health & Safety we need to commend the St James HT for her work on the Health and Safety visit. Are there any other H&S concerns? A – The CEO said the warranties for the playground equipment at St Johns. The other risk is Coronavirus and the Trust is following all government guidance and advice.  Some information was removed due to confidentiality.	
12	<b>GDPR Report</b> <b>Supporting docs: GDPR Report</b> Prior to the meeting the DPO Officer had provided the Directors with a written report. The Directors commented that it was good to see that the number of incidents was small and that they were minor.	
13	<b>Governance</b> <b>Supporting docs: LGB Minutes from Terms 1,2 and 3</b> Prior to the meeting the Clerk had provided the Directors with Minutes from all LGBs for Terms 1,2 and 3. The Directors agreed to pick up the discussion regarding joint meetings after the upcoming work stream regarding St Johns.	
14	<b>Policies</b> The CEO confirmed there were no policies to approve at this meeting. The Directors discussed the DfE proposal to review all policies annually. It was agreed that as most	

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	of the current policies are reviewed annually it would not be a huge undertaking to change the remainder to annually.	
15	<p><b>Board Training and Development</b></p> <p>The Chair confirmed that the Clerk would be arranging a Governor Induction further to the availability dates she had provided. <i>Post meeting – the Clerk arranged the Governor Induction to take place on the 23 April (6pm) at All Saints Primary.</i></p> <p>The Directors discussed the Learning Link and agreed that they would like Peter from KAPE HR to run a session for them next for the Director Training.</p>	
16	<p><b>Urgent AOB</b></p> <p><u>SRMA Visit</u> Q - The Chair asked if there are any risks connected to this? A - The CEO confirmed all should be ok and preparations had been put in place to ensure the HT is ready for the meeting.</p> <p><u>Term Dates</u> The CEO outlined the proposal for term dates. This has been sent to HTs to make the decision. The Directors discussed the dates and what the implications would be of changing to a two week break at October. Essentially St Margaret's would need to see what the Westbrook Trust is doing. The Directors were happy with the CEO to lead on this.</p>	
17	<p><b>Dates of Meetings for 2019/20</b></p> <p>Board Meeting (Stds – St Margs) – 19 March 2020 – 1pm Extraordinary Board Meeting (Group One only) – 24 March 2020 – 10.30am Board Meeting (FC) – 12 May 2020 – 6.30pm Board Meeting (Stds and Finance) – 14 July 2020 – 6.30pm</p>	
18	<p><b>Confidentiality</b></p> <p>i. Of discussed agenda points Some discussions under agenda items 10, 11 and 16 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>	
	<p><b>Close of meeting</b></p> <p><b>The meeting closed at 9.15pm</b></p>	

**Action Points**

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Chair	5	Chair to write to HT of All Saints further to Tracey Crouch commendation letter.
CFO/Directors	5	CFO to look at Financial Insights toolkit at the end of the Academic Year and update Directors.
Richard Jones	8	Richard to provide Chair with business names on Gillingham Business Park re: Trust Membership
CFO	9	CFO to look into Buildings and Maintenance code for St James' and find out what was included.
Workstream Group 1	10	Send availability for EBM