

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD MEETING HELD  
ON 12 MAY 2020 AT 18:30  
VIA MICROSOFT TEAMS

**PRESENT:** Julia Clarke (Chair), Gill Mond, Richard Jones, Jon Carthy, Steve Coleman, 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 – all other items on the agenda to be deferred until next term due to ongoing circumstances with Coronavirus.</b> 1) ICT spend request from St Margaret's; 2) Closure of schools for May Break; 3) Planned reopening of schools for R, Y1 and Y6 no earlier than 1 June	
5	<b>Chairs Correspondence</b> Deferred until the next Board Meeting.	
6	<b>Approval of Minutes and Confidential Minutes from previous Board Meeting held on the 3 March 2020</b> <a href="#">Supporting docs: Previous Board Meeting Minutes 3 March 2020</a> Deferred until the next Board Meeting.	
7	<b>Matters arising from the Minutes of the Meeting on 3 March 2020 not discussed on this agenda.</b> Deferred until the next Board Meeting.	
8	<b>Trust Recruitment and Membership</b> Deferred until the next Board Meeting.	
9	<b>CEO Report</b> <a href="#">Supporting docs: Management Accounts and Balance Sheets to 31 Mar 20, Matt Dickson reports, CEO Report</a>  Prior to the meeting the CEO had kindly provided a number of documents for the Directors to view. However, consideration was taken on the evening regarding the current announcements from the Government and the decision made to only discuss items that needed an immediate response from the Board. The CEO also gave a brief update on the schools.  The Chair asked briefly about the Budget building processes and where the schools were with this. The CEO confirmed that the CFO had prepared the documents to send to the schools and this would be happening shortly. The HTs had responsibility for helping build the budgets which the CFO has now put together. The Centre Staffing Compliment would remain as before plus the apprentice. The management fee will be increased by up to 0.5%. The CEO confirmed they would be ready for the next meeting.	

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	<p>The CEO explained that during Covid-19 the nurseries are going to struggle both at All Saints and St James but this is being looked at in terms of space as the guidance is ever changing.</p> <p>The Chair asked if the Board could have a Standards catch up meeting next term further to the Matt Dickson reports and the email traffic regarding the St Margaret's assessment results. The CEO agreed.</p> <p>The Chair and Directors commended the CEO on the hard work she had undertaken in leading the Trust through these challenging times.</p> <p>Some content has been removed due to confidentiality.</p>	
10	<p><b>Policies</b> Deferred until the next Board Meeting.</p>	
11	<p><b>Urgent AOB</b> <u>ICT Spend at St Margaret's</u> The CEO had shared with the Directors 3 quotes from SNS for the new ICT equipment that St Margaret's would like. As per the policy, the school needs to obtain quotes from 3 different providers for the equipment for the Board to consider. This therefore has been referred back to the school.</p> <p><u>Closure of schools for May Break</u> The CEO outlined the proposal for all schools to close for the May Break (last week of May) when there would usually be a half term holiday. The CEO explained that the wellbeing and welfare of the staff and HT was at the forefront of the reasoning behind this proposal as all schools (apart from St Johns who had shut before the Easter Break and then not reopened until after Easter) had been open throughout since lockdown – even remaining open on Bank Holidays in some cases. The HTs had ensured that staff were getting regular breaks away from school however this was not the case for most HTs currently. The CEO proposed that from w.c 18 May, all staff are asked to return into school to help with preparations for the planned reopening of schools. The following questions were asked: Q – How many families would need to access a Hub if the schools were to close? A – The CEO responded that she would need to find that out. Q – A Director asked if the children attending are a mix of key worker children and vulnerable children? A – The CEO confirmed it was a mix. The CEO suggested that they could ask one school (St Johns) to remain open and they could have the children. The Directors responded that the idea was to try and give the HTs a break before schools return so really the situation would be fully open or closed. The CEO confirmed she would ask the schools to investigate how many children would need the school to be open in that week and then come back to the Directors to make a decision by Thursday evening. The Directors agreed.</p>	

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	<p>The Chair confirmed that the LA would be providing provision for children in the event the school is not open. The CEO confirmed she would speak with Rebecca Smith when she had an idea of numbers to confirm that they had their provision plan arranged. All Directors agreed.</p> <p><u>Planned reopening of schools from 1 June</u> The CEO explained to the Directors that a letter would be going out from all schools to parents/carers via school comms regarding attendance from 1 June. The schools would need to plan for the anticipated numbers coming into school and how they would manage this in line with government advice. As the guidance from the government was changing / updating daily, this is a big task.</p>	
12	<p><b>Dates of Meetings for 2019/20</b> Board Meeting (Stds and Finance) – 14 July 2020 – 6.30pm</p>	
13	<p><b>Confidentiality</b> i. Of discussed agenda points Some discussions under agenda items 9 and 11 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>  <b>The meeting closed at 7.15pm</b></p>	

**Action Points**

CEO		CEO to ask schools to ascertain the number of children requiring provision w.c 25 May and seek advice from LA regarding hub provision.
CEO		CEO to send staff email out.
CEO		CEO to advise St Margaret's to obtain 3 separate quotes for ICT