

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD MEETING HELD
ON 14 JULY 2020 AT 18:30
VIA MICROSOFT TEAMS

PRESENT: Julia Clarke (Chair), Richard Jones, Steve Coleman, 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 Jon Carthy and Gill Mond. 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 – all other items on the agenda to be deferred until next term due to ongoing circumstances with Coronavirus. 1) ICT spend request from St Margaret's; 2) Admissions Variations Document	
5	Chairs Correspondence Prior to the meeting the Clerk had circulated the latest ESFA bulletin received from the Chair. There was no other correspondence.	
6	Approval of Minutes and Confidential Minutes from previous Board Meeting held on the 3 March and 12 May 2020 Supporting docs: Previous Board Meeting Minutes 3 March and 12 May 2020 The minutes of the meetings which took place on the 3 March 2020 and the 12 May 2020 were approved as an accurate record by the Chair.	
7	Matters arising from the Minutes of the Meeting on 3 March 2020 and 12 May 2020 not discussed on this agenda. There were no matters arising which are not on this agenda.	
8	Trust Recruitment and Membership The Chair confirmed that the Trust Board were looking for Finance and Legal expertise and over the summer break would be considering how to approach local businesses with a view to joining the Directors on the Trust Board. A Director confirmed that he had been finding it hard to get in touch with the right people in the local businesses due to the current situation but would endeavour to try and make contact. The CEO highlighted that the MAT Alliance that she sits on had been discussing SLT level staff who may be able to work across Trusts to aid governance capacity. The Clerk advised of the resignation of a long standing governor at St Margaret's LGB. The Chair suggested a letter from the Board to thank him for his service. The Directors discussed the LGB meetings for the next academic year and all agreed that Term 1 meetings would be virtual meetings.	

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	<p>The Chair outlined the chain of command should the Chair or Vice Chair become indisposed i.e. it would go to the next Director (Steve or Richard).</p>	
9	<p>Finance Update Supporting docs: Management Accounts and Balance Sheets to 30 April 20, 31 May 20 and 30 June 20, Budget Proposals, TPS Report</p> <p>Prior to the meeting the management accounts and budget proposals had been circulated to the Directors.</p> <p><u>Management Accounts</u> The CFO gave a summary of the Management Accounts for each school and listed her concerns (thoughts as risk) as follows:</p> <ul style="list-style-type: none">- St Johns – dwindling reserves- Energy Bills – supplier informing of price increases- St James Nursery – income has gone down due to Covid as they have a high number of fee paying 2 year olds which have not attended. <p>All the Directors confirmed they were happy with the Management Accounts.</p> <p><u>Budget Approval</u> The CFO then took the Directors through the budget build process that she had undertaken with each school. Due to the TPG being paid as an additional sum, it has meant that all schools now have balanced budgets. It has been reinforced to schools that money isn't never ending and they need to be prudent on their spending. The CEO outlined the work the HTs had undertaken to try and minimise the deficits (prior to the TPG coming being confirmed). The Chair highlighted the biggest risk still seems to be St Johns pupil numbers. The CEO responded that she had informed Schools Forum that they had intended to claim on the Schools Forum Grant and surprisingly the numbers have started to increase at St Johns, although are still low. The CEO confirmed that the HTs had the resources and staffing in place for the next academic year in order to help children thrive. The budgets were approved by all Directors.</p> <p><u>Expenditure</u> The three ICT Quotes were received and shared with the Directors who then discussed. This included the whiteboards for all schools. It was agreed that the CEO would go back to SNS to progress the order as this was the preferred supplier. In addition, the CEO outlined a proposal to add 4 laptops on for St Johns to bring their kit up to date. All Directors approved.</p> <p>The Teachers' Pension Audit report was circulated prior to the meeting and it raised one anomaly which the CFO explained (due to backdated pay pushing teacher pay through a band). It was a software error.</p> <p>The CEO outlined the CIF Bid had been awarded to St Margaret's for the roofing works and will be completed by the 28 October. The CEO confirmed that the Site</p>	

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	<p>Manager would be opening / closing the building however there is a possibility that once all of the equipment was on site that the Main school building could remain locked.</p> <p>The Chair asked what the risks were for the schools that weren't successful in their Bids. The CEO responded that we could apply for an emergency loan for the works.</p> <p>Some content has been removed due to confidentiality.</p>	
10	<p>CEO Report Supporting docs: CEO Report, Risk Assessment</p> <p>Prior to the meeting the CEO had provided the Directors with a full CEO Report. The following questions were asked:</p> <p>The Chair asked why only three schools had renewed Accelerated Reader? The CEO explained that only three schools undertook Accelerated Reader at the time it was offered and the fourth school took Accelerated Maths (which they have not renewed).</p> <p>The Chair asked how the schools would be facilitating the FSM throughout the summer? The CEO explained that vouchers had been ordered and would go home with the children eligible.</p> <p>The Chair asked what Mental Health training would be in place for staff to support children on their return in September? The CEO confirmed that Mental Health training was forming part of the development day the first day back in September. The CEO also outlined the plans for transition across the Trust for September.</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>	
11	<p>Policies</p> <p>Prior to the meeting the policies for each school in respect of RSHE had been circulated. The CEO outlined the work that had been undertaken for the policies. The Chair asked if consultation had taken place. The CEO confirmed that the schools had undergone stakeholder consultation or were in the process of consulting with a view to being ready for September.</p> <p>In addition, the Directors approved the LGB Chairs Action of approving the Child Protection Addendum which had happened between meetings.</p>	
12	<p>Urgent AOB</p> <p>Whiteboard Quotes covered under Finance – Expenditure</p> <p>The Directors approved the Admission Variation documents which the CEO circulated prior to the meeting. This was due to the fact Churches had been closed during lockdown so a slight variation was needed. The CEO provided the Directors</p>	

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	with a summary of the reasoning behind them and all agreed they were fit for purpose. These would go back to the Diocese before being submitted to the RSC.	
13	Dates of Next Meeting for 2020/21 Board Business Meeting – 15 September 2020 – 6.30pm	
14	Confidentiality i. Of discussed agenda points Some discussions under agenda items 9 and 10 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 7.50pm	

Action Points
