

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD BUSINESS MEETING HELD
ON 12 SEPTEMBER 2018 AT 18:30
AT ST. MARGARETS CE JUNIOR SCHOOL

PRESENT: Oliver Allen, Steve Coleman, Julia Clarke (Chair), Gill Mond, Hilary Sanders (CEO)

IN ATTENDANCE: Natalie Hobbs (MAST Clerk), Jo Collman (HT at St John's Infant School)

Item	Main discussions and agreed actions	Action by
1	Opening Prayer The Chair led with a prayer.	
2	Welcome and Apologies for Absence All Directors were present.	
3	Confirmation of Quorate Quorum is 3 or 1/3 (one third) of the number of appointed directors, whichever is highest. The meeting was quorate.	
4	Declaration of Business Interests Pertinent to Items on the Agenda There were no new business interests declared. All Directors were reminded to complete the Declaration of Business Interests form and Related Third Party Questionnaire which had been emailed by the Clerk to all Directors.	ALL
5	Election of Chair and Vice Chair for the Board The Clerk called for nominations for <u>Chair</u> – the current Chair (Julia Clarke) self-nominated, with Steve Coleman seconding. The current Chair agreed to continue for the next year. Voted and agreed unanimously. The Clerk called for nominations for <u>Vice Chair</u> - Gill Mond self-nominated with the Chair seconding. Voted and agreed unanimously. The Clerk called for nominations for Chair for the <u>Finance Committee</u> – Steve Coleman self-nominated with the Chair seconding. The Finance Committee will consist of Steve Coleman, Julia Clarke, Gill Mond and Hilary Sanders. Voted and agreed unanimously. The Chair confirmed that although there was not a separate Standards Committee, rather Standards focussed Board Meetings, she would like a Director to lead on <u>Standards for the Board</u> . Oliver Allen agreed to do this and all other Directors agreed unanimously. The <u>Pay Committee</u> would consist of the Chair, Gill Mond, Steve Coleman and Hilary Sanders. The Chair confirmed that the LGBs would need to send a representative to the meeting and asked that this was put on all LGB agendas.	
6	Trust Recruitment and Membership The Chair advised that further to the resignations of two Board members at the end of last term, the Board was actively looking for new Directors to join the Board. The areas of specialism the Board are looking for are HR and Legal. The Chair will be speaking to a contact she has who owns Hidsons. The CEO confirmed that two of the LGBs had recently recruited two new Governors who she felt would be effective at Board level. The CEO will be following this up. The Chair confirmed that they would be asking the RSC for guidance on recruiting and keeping Directors at the Trust MAT review on the 9 October. The Directors discussed the RSC guidance on Directors not continuing as Governors on LGBs within the Trust and how this will work in practice. All agreed to review once the Articles of Association come to the next Board Meeting for approval. The Board all agreed in principle to follow the guidance once the Articles of Association	CEO

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD BUSINESS MEETING HELD
ON 12 SEPTEMBER 2018 AT 18:30
AT ST. MARGARETS CE JUNIOR SCHOOL

	have been reviewed. The Chair asked for this topic to be on the agendas of all LGB Meetings for their information / awareness.	
7	<p>Board Evaluation</p> <p><u>Skills Audit</u> The Chair outlined the Skills Audit document which she had sent to all Directors and all LGBs recently. All Directors are required to complete the Skills Audit document and return it to the Chair by the end of September.</p> <p><u>Board Impact and Structure</u> The Chair confirmed that the Board Impact and Structure would be discussed in more detail at the next meeting. The Chair's thoughts were that the Board was effective – and this was also agreed by Ofsted and the schools – however communication needs to be better when the Board approves policies for example. There needs to be a way of feeding back to the LGBs. The Directors agreed that whatever is approved at the Board meetings, automatically gets put on the LGB agendas. The CEO confirmed that she would ask that the Clerk is copied in on the HT memos so that updates can be sent via that mechanism as well. CEO PM The Chair asked for a Director to join her for the CEO PM meeting on the 28 September. There will be an external advisor there as well. A Director (OA) agreed and asked for the necessary documents to be sent to him. The Chair and the CEO confirmed that the Pay policy had not yet been updated as the STPCD document had not been sent out as yet. As soon as it has been received the Pay policy will come to Board for approval.</p>	<p>ALL</p> <p>CEO</p>
8	<p>Chair's Correspondence</p> <p>The Chair asked if any of the Directors had any comments on the RSC letter received on the last day of term which had been forwarded to all Directors. The Chair confirmed that the RSC MAT review would be focussing on the changes outlined in the letter.</p>	
9	<p>Approval of Minutes and Confidential Minutes from previous Board Meeting held on the 18 July 2018</p> <p>Supporting docs: Previous Board Meeting Minutes 18 July 2018</p> <p>The minutes and confidential minutes of the previous meeting on 18 July 2018 were approved as an accurate record and signed as such by the Chair.</p>	
10	<p>Matters arising from the Minutes of the Meeting on 27 March 2018</p> <p>A Director asked if the income from any income generation (mentioned in the previous minutes) would go to the Centre or to each individual school. The CEO explained how the finances would work, with the income generation being attributed to each school.</p>	
11	<p>CEO Report</p> <p>The CEO provided a brief verbal update to the Directors and welcomed any questions. The CEO confirmed that All Saints and St Margaret's were at full capacity however St John's had started the term 8 children short of full capacity. This was less than the expected 12 short. All Saints are flagging up St John's to any prospective parents who cannot get into All Saints which is good cross trust working.</p>	

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD BUSINESS MEETING HELD
ON 12 SEPTEMBER 2018 AT 18:30
AT ST. MARGARETS CE JUNIOR SCHOOL

	<p>St John's is the biggest financial risk. There are no vacancies across the Trust as good staffing decisions were made over the summer. It is very busy but ok.</p> <p>The CEO confirmed that she had linked in with the Early Help Social Worker for Chatham and would be attending a meeting with her and the three HTs on Friday.</p>	
12	<p>All Saints Nursery Provision – an update</p> <p>The CEO confirmed that the Nursery opened and everyone seems to be settled and doing well so far. The Chair and CEO have signed the lease for the nursery. The Nursery have a couple of spaces available for emergency LACs etc. The Governance will be managed by All Saints LGB and the Chair asked if the LGB would need training for Nursery Governance as it would be different to the Governance they are used to. The CEO agreed to look into this and would include the Directors on the training.</p>	CEO
13	<p>St James' Primary School – an update</p> <p>This has been saved as a confidential note.</p>	
14	<p>Policies</p> <p>The Chair reminded the Directors to read the new KCSiE guidance and asked the Clerk to circulate it. The Safeguarding Policy would be sent out for approval and signature once ready.</p> <p>The Chair confirmed that the Terms of Reference would be sent out for approval – there are no changes from last year.</p>	Clerk
15	<p>Governance</p> <p>The CEO gave a brief update on governance however only one of the schools had actually had their first LGB Meeting of the year. The Clerk confirmed the other two schools were due to have theirs in the next two weeks.</p> <p>The Chair confirmed that the formal approval of Chairs and Vice Chairs would come to the next meeting.</p>	
16	<p>Finance</p> <p>This has been saved as a Confidential Note.</p>	
17	<p>Board Training & Development</p> <p>The Chair confirmed that Governor training would remain in-house this year. The Chair and CEO had a list of training which will be offered to the LGBs and structured so it takes place prior to a LGB Meeting as it was found last year that only one school really attended. The Chair will share the list.</p> <p>The Chair outlined where she was with the Trust Board Development Programme and confirmed she would continue to update the Board.</p> <p>In addition, the Chair signposted the use of the Learning Link for training modules the Directors may want to use. The Trust has signed up for the Learning Link and it is available to all to use.</p>	Chair
18	<p>AOB</p> <p>The CEO outlined a proposal for the use of Skyguard for a number of staff within the Trust. The CEO explained what Skyguard was and how it would be used for lone workers and those leaving school late. Due to the locality of a couple of schools, the Trust is concerned about the safety of staff. The CEO confirmed that the CFO had looked into the cost of Skyguard devices and it worked out about £13/month/device. The Directors agreed in principle to the need to ensure staff had adequate protection and the proposal for a lone working devices but asked the CEO to risk assess all staff to identify those who may need them and to research other products.</p>	CEO

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD BUSINESS MEETING HELD
ON 12 SEPTEMBER 2018 AT 18:30
AT ST. MARGARETS CE JUNIOR SCHOOL

	<p>The CEO asked for Board approval to either add an additional staff training day or move one from the end of the year to mid-November to ensure staff can complete the training on Read Write Inc. The Directors discussed and agreed to add an additional day. The CEO confirmed she would ask the HTs to inform parents. A Director wanted to recognise the impact of the CEO in that the Trust had had three positive Ofsted inspections and also faced many challenges with St James'. All Directors thanked the CEO for her leadership, hard work and support.</p>	
19	<p>Dates of Meetings for 2018/19 Board Business Meeting - 12 September 2018 – 6.30pm Pay Committee – 30 October 2018 – 1.30pm Finance Committee – 27 November 2018 – 6.30pm Board Meeting – 11 December 2018 – 4pm MAST AGM – 11 December 2018 – 6pm Board Meeting (Standards) – 8 January 2019 – 6.30pm Board Meeting (Standards) – 5 March 2019 – 6.30pm Board Meeting (Finance) – 14 May 2019 – 6.30pm Board Meeting (Finance & Standards) – 16 July 2019 – 6.30pm</p>	
20	<p>Confidentiality i. Of discussed agenda points Some discussions under agenda item 13 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>	
21	<p>Date and time next meeting The date of the next meeting is the Pay Committee on the 30 October 2018 at 1.30pm. The next Finance Committee will be on the 27 November 2018 at 6.30pm. The next Full Board Meeting is on the 11 December 2018 at 4pm.</p>	
22	<p>Close of meeting The meeting closed at 8.45pm</p>	

Action Points

ALL	4	Complete and Return to Clerk Declaration of Business Interests form and Related Third Party Interest Form
	7	Complete and Return to Chair Skills Audit Form
CEO	6	CEO to follow up on new LGB Governors joining Board instead
	12	CEO to look into Nursery Governance Training for All Saints LGB and the MAST Board
	18	CEO to risk assess all staff for Skyguard
Chair	17	Chair to circulate training list
Clerk	14	Clerk to circulate KCSiE guidance to all Directors