

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD MEETING (STANDARDS FOCUS) HELD  
ON 19 MARCH 2019 AT 18:30  
AT ST JOHNS INFANT SCHOOL

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

**IN ATTENDANCE:** Natalie Hobbs (MAST Clerk), Jo Collman (HT St Johns), Vince Maple (Chair of Governors St Johns) – for item 4 only.

Item	Main discussions and agreed actions	Action by
1	<b>Opening Prayer</b> The Chair led with a prayer.	
2	<b>Welcome and Apologies for Absence</b> All Directors were present. <b>The meeting was quorate.</b> Quorum is 3 or 1/3 (one third) of the number of appointed directors, whichever is highest.	
3	<b>Declaration of Business Interests Pertinent to Items on the Agenda</b> There were no new business interests declared.	
4	<p><b>St John's Infant School – Standards Presentation</b> <b>Supporting information: St Johns Standards Presentation.</b></p> <p>The HT of St Johns Infant School presented to the Directors on Standards at St John's. During her presentation she highlighted the Assessment Data for 2017-18, the 2018-19 EYFS Cohort, the strategies that had been put in place to increase the level of attainment at the school and how these strategies were working so far. The HT gave a summary of the school's predictions for 2018-19 Phonics and KS1. The HT provided a detailed view on the barriers the school faced and also highlighted the successes such as the Ofsted Judgement in June 2018. The HT then welcomed questions.</p> <p><i>A Director asked if the children had experience of preschool/nursery prior to joining Year R? The HT responded that the majority had not and that was having an impact on not only St Johns but all Infant schools particularly in the area. This is partially due to the availability of preschool places and the fact that the area is very much a temporary housing area so many families are not here for long. This in addition to high EAL.</i></p> <p><i>The Chair asked what the significant needs are that the HT mentioned? The HT confirmed that it is mainly Autism and different behavioural needs.</i></p> <p><i>The Chair asked what the prediction was for the Y2 Phonics resits? The HT confirmed it would be 79%. This is helped by intervention and booster sessions. There are 7 children who are not predicted to meet the Phonics standard and these all have significant SEN needs.</i></p> <p><i>The Chair asked if the children who are not expected to meet ARE still showing progress? The HT confirmed that they are making small step progress and that the system has now been changed so the teachers are able to record the small step progress more easily so it can be seen.</i></p> <p><i>A Director asked if the children with needs have been LA directed to the school? The HT responded not all of them but some. Some are home-grown and it has taken 2 years to receive the necessary help from the relevant agencies.</i></p> <p><i>The Chair referenced the IDSR document, specifically pg 1, where it says that there are 15 children not making the Phonics standard, are they included in the 79%</i></p>	

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	<p><i>expected to now meet the standard in the resit?</i> The HT confirmed that yes they are included.</p> <p>The Chair of Governors confirmed that the location is a key temporary housing area which has seen an increase over last 5 years so this is a challenge.</p> <p><i>The Chair asked how many PP children are also SEN?</i> The HT responded that it was 25%.</p> <p><i>A Director asked if the cohort in Y2 is similar to other Infant schools in the area?</i> The HT confirmed that yes that is the case.</p> <p><i>The Chair asked how the curriculum was protecting the learning of the girls (as the year group is boy heavy)?</i> The HT responded that no changes have been made because the curriculum was not boy focused specifically and therefore did not need to be changed.</p> <p><i>A Director asked the HT to explain the 'designated seating for PP children'.</i> The HT explained that the PP children are sat in the centre of the room (table) so the adults can ensure intervention is made where necessary.</p> <p>The Directors thanked the HT for her presentation.</p>	
5	<p><b>Notification of matters to be considered under AOB</b></p> <ul style="list-style-type: none"> <li>- Bank Mandates</li> <li>- Greenvale Consultation</li> <li>- Academies Accounts Return</li> <li>- Trust Purchases over £15000</li> </ul>	
6	<p><b>Approval of Minutes of a Board Meeting held on 11 December 2018 and 8 January 2019 plus Confidential Notes</b></p> <p><b>Supporting information: Draft Minutes Board Meeting 11 December 2018 and Draft Minutes Board Meeting 8 January 2019</b></p> <p>The minutes and confidential minutes of the previous meetings held on <b>11 December 2018 and 8 January 2019</b> were approved as an accurate records and signed as such by the Chair.</p>	
7	<p><b>Matters arising from the Minutes of the Meetings on 11 December 2018 and 8 January 2019</b></p> <p>All action points had been actioned and there are no matters arising.</p>	
8	<p><b>Trust Recruitment and Membership</b></p> <p>An advert has been placed for a new Director on Action Forum however no response as yet. The Director involved will keep the Board updated.</p>	
9	<p><b>Chairs Correspondence</b></p> <p>ESFA Bulletins</p> <ul style="list-style-type: none"> <li>- Admissions Sept 2020 – submitted by 28 Feb. The CEO confirmed this was completed.</li> <li>- Fraud Risk Management Guide – to be taken to the next meeting.</li> <li>- Teachers Pay increase is 2% - The Directors approved the 2% Medway Pay uplift as well.</li> </ul> <p>MAST Spring Bulletin</p> <ul style="list-style-type: none"> <li>- Mental Health &amp; Wellbeing</li> </ul>	

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	<ul style="list-style-type: none"> <li>- Teacher Workload</li> <li>- PP EFF toolkit</li> </ul>	
10	<p><b>MDIF Grant Letter</b></p> <p>The CEO explained that the letter which had been circulated to the Directors regarding the Capacity Grant which the DfE have offered the Trust in respect of the hard work which has gone into the St James transfer.</p> <p>The CEO has worked with the schools to decide what the grant will be spent on within the schools (working within the parameters of the letter). The CEO explained she would like to put some School Improvement capacity into the Trust – however the constraints are that the money cannot be spent on engaging the consultant to provide the School Improvement.</p>	
11	<p><b>Financial Efficiencies for sustainable financial health</b></p> <p>The CEO kindly provided a document on the financial situation at SJI prior to the meeting. The CEO explained the background to how the school had got to this position and what the HT had tried to do without Board involvement. The Directors discussed this at length including the options proposed. The CEO had proposed various options and each one was discussed by all Directors. Due to the sensitivities and potential implications on each option, the Directors asked the CEO to explore them in more detail and they would reconvene at an Extraordinary Board meeting booked for the 23 April 2019 to make a decision. The Chair also asked for the Diocese Small School Strategy document to be provided.</p>	
12	<p><b>LGB Governance</b></p> <p>The LGB Appointments from September 2018 to date were approved and the minutes reviewed. It was agreed that not all LGB meetings showed challenge and this is being worked on.</p> <p>The CEO informed the Board that the appointment of a new Governor at SJI would not be going ahead and explained the reasons why. The CEO recommended that the individual not be allowed to take Messy Church and the Big Question at the school and the Board agreed. The Directors agreed and there were no questions. The Clerk informed the Board that SJI now had two new Governors joining them at the next LGB meeting.</p>	
13	<p><b>Budget Monitoring</b></p> <p>The CFO had kindly prepared the Management Accounts for the Trust along with a Summary document per school. The main concern is SJI and has already been discussed. The Board agreed to review the Management Accounts in detail at the Finance focused Board Meeting in May. There were no other concerns.</p>	
14	<p><b>Staffing</b></p> <p>The CEO proposed two secondment opportunities within the Centre team of MAST for a Trainee Finance Manager and a Trainee Finance Assistant. The Board approved these roles.</p> <p>The CEO confirmed the MAST Clerk additional hours would continue to August. The Board agreed.</p>	

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	The CEO advised that the HT had resigned from St James and currently the St Margaret's DHT was in place at St James full time. The Y5 head of year is covering the St Margaret's DHT role 2 days a week. The HT role at St James is due to be advertised in May.	
15	<b>MAST Action Plan Risk Assessment</b> The CEO kindly provided a MAST Action Plan for the Trust and circulated them to the Board prior to the meeting. The Chair queried that there is only one Income Generation activity taking place (at All Saints) and asked if any of the other schools were doing anything. The CEO confirmed they were not.	
16	<b>CEO Report</b> The CEO kindly produced a CEO report and KPI document for the Trust and circulated them to the Board prior to the meeting. There were no questions however a Director asked how the CEOs wellbeing was as the KPI document was an extra piece of work. He also queried if the Board needed both documents. The Chair requested a CEO report as well. There were no other questions.	
17	<b>CEO PM</b> This was deferred to the next Board Meeting in May.	
18	<b>Safeguarding</b> The CEO confirmed that Safeguarding is effective at all schools and all staff have been trained. There had been two incidents at All Saints which have been investigated and the CEO is liaising with the LADO.	
19	<b>St James Update</b> The Chair asked where the Trust was with closing the St James' accounts. The CEO explained that the request for the Pension cost (Actuary Account) had been misplaced by Kent Pensions so it was re-requested. The actuary account was received on Monday however Kent Pensions provided the actuary account on the wrong St James school. The actuary account should be received shortly.	
20	<b>Policy Review</b> All Policies that were brought to the Board Meeting were reviewed and approved by the Directors. The Clerk will update them and upload new versions onto the website and advise HTs and Chairs. The Policies were: <ul style="list-style-type: none"> <li>- MAST Capital Reserves Policy</li> <li>- MAST Gifts and Hospitality Policy</li> <li>- MAST Procurement and Tendering Policy</li> <li>- MAST Write Off and Asset Disposal Policy</li> <li>- MAST Business Contingency Plan</li> <li>- MAST Model Pay Policy</li> </ul>	
21	<b>Board Training &amp; Development</b> The Chair requested the Directors go onto the Learning Link and undertake modules.	
22	<b>AOB</b> The Directors signed the Bank Mandates to approve Debit Cards for St James x 2, Credit Card for the CEO (MAST) and to remove out dated information the bank holds.	

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	<p>The Directors had viewed the Greenvale Consultation document however it was not deemed necessary to pursue any appeal on behalf of the Trust schools as the impact would not be significant.</p> <p>There were no Trust Purchases over £15000.</p>	
23	<p><b>Date and time next meeting</b></p> <p>There will be an Extraordinary Board Meeting on the <b>23 April 2019 at 6.30pm to take place at Woodlands Arts Centre</b>. This is to discuss item 11 further.</p> <p>There is the Finance focused Board meeting on the 14 May 2019 at 6.30pm. Currently it is booked to be at St Margaret's but the location will be confirmed nearer the time.</p> <p>Future meetings are: Board Meeting (Finance &amp; Standards – St Margaret's) – 16 July 2019 – 6.30pm</p>	
24	<p><b>Confidentiality</b></p> <ul style="list-style-type: none"> <li>i. Of discussed agenda points</li> <li>ii. Of supporting documents</li> </ul> <p>The Board agreed that all of the information contained within these minutes was suitable for distribution, within the Trust.</p>	
25	<p><b>Close of meeting</b></p> <p><b>The meeting closed at 9.40pm</b></p>	

**Action Points**

Hilary Sanders	11	Explore finance options further to bring back to the Board.