

MEDWAY ANGLICAN SCHOOLS TRUST (MAST)

DRAFT MINUTES OF A BOARD MEETING (FINANCE FOCUS) HELD  
ON 14 MAY 2019 AT 18:30  
AT ST MARGARET'S JUNIOR SCHOOL

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

**IN ATTENDANCE:** Natalie Hobbs (MAST Clerk), Kirstin Barker (MAST CFO)

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	<b>Notification of matters to be considered under AOB</b> <ul style="list-style-type: none"> <li>- Trust Recruitment</li> <li>- SRMA Report</li> <li>- Better Financial Reporting project</li> </ul>	
5	<b>Chair's Correspondence</b> ESFA Bulletins <ul style="list-style-type: none"> <li>- Related Party Transactions. All confirmed they had read the bulletin and the CEO and CFO confirmed the Trust was already compliant with the changes.</li> </ul>	
6	<b>Approval of Minutes of a Board Meeting held on 19 March 2019 and the Extraordinary Board Meeting on 23 April 2019 plus Confidential Notes</b> <b>Supporting information: <a href="#">Draft Minutes Board Meeting 19 March 2019 and Draft Minutes Board Meeting 23 April 2019</a></b> The minutes and confidential minutes of the previous meetings held on <b>19 March 2019 and 23 April 2019</b> were approved as an accurate records and signed as such by the Chair.	
7	<b>Matters arising from the Minutes of the Board Meeting on 19 March 2019 and the Extraordinary Board Meeting on 23 April 2019</b> All action points had been actioned. There was one matter regarding St Johns Working party. <b>Some content has been removed due to Confidentiality.</b>	
8	<b>Finance Update</b> In advance of the meeting the CFO had kindly provided the Management Reports (to end of March 2019), a summary for each school and the Forecast (which would feed into the BFRO). The CFO also gave an update on each school and the Centre at the meeting. The following questions were asked: <u>BFRO (including the MAT Capacity Grant)</u> <i>A Director asked when would the grant actually be paid to the Trust? The CEO responded it should be any day now.</i> <i>The Chair asked for confirmation that the grant would need to be spent by August?</i> The CEO confirmed that this was the case and outlined what the grant would be spent on. There should be c£15,000 coming into the Centre as well as other educational initiatives for each school.	

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	<p><i>The Chair asked if there any more questions regarding the BFRO?</i> The Directors said no.</p> <p>The Directors then approved the information extract provided by the CFO for the BFRO. A Director said on behalf of the Board well done to the CFO for managing the Trust budgets so well.</p> <p><i>A Director asked if the training sessions the CFO is running for HTs are having an impact on the finances and the financial management at the schools?</i> The CFO responded that she does think so and they are worth doing.</p> <p>The CFO outlined the Kreston Reeves audit report on Wages and Salaries which had been provided to all Directors prior to the meeting.</p> <p>The Chair confirmed there were no red priority areas noted on the report. The CFO confirmed there were not however there were areas that needed to be addressed and would be worked on.</p> <p>There were no further questions.</p> <p><b>Some content has been removed due to Confidentiality</b></p>	
9	<p><b>Efficiencies of Working Together Update</b></p> <p>The CFO confirmed there were initiatives to do with catering contracts which were being looked at currently as well as other areas. Once the contract proposal was in place it would come back to Board for approval.</p> <p><i>The Chair asked when the Trust would be in a position where all our main contracts would be in place as one Trust contract?</i> The CFO confirmed that progress is being made but some have different end dates so the approach has been to tackle them as they come up for renewal. All of the 'low hanging fruit' contracts have been done, just the bigger contracts are left.</p>	
10	<p><b>Expenditure items for sign off</b></p> <p>There were no items to sign off at this meeting. The CEO reconfirmed that the T&amp;Cs for the CIF bids had been signed and sent back, further to the Director approval at the Extraordinary Board Meeting.</p>	
11	<p><b>Update on SIAMS Inspection at All Saints</b></p> <p>Prior to the meeting the full inspection report had been circulated to all Directors. It was agreed that this item however, would be deferred until the next Board Meeting for discussion. Additionally at the next meeting the MAST vision will be discussed.</p>	
12	<p><b>CEO Verbal Update</b></p> <p>The CEO kindly provided a verbal report highlighting Health and Safety, the Risk Register, Safeguarding and the Action Plans.</p> <p>The CEO outlined that the Acting Headteacher at St James has picked up H&amp;S across the Trust and the plan is to not continue with Medway Council as it was found the Trust was not getting value for money. The Acting HT has planned learning walks at each school and is working with the caretakers within each school and relevant H&amp;S Safety leads to ensure the Trust is compliant.</p> <p><i>The Chair asked that when the work to remove the asbestos from the roof at St Margaret's was taking place, would it remove it from everywhere or just the swimming pool?</i> The CEO confirmed it would initially be the removal from the roof spaces but the bid for the replacement roof was not successful.</p> <p>The CEO outlined that appeals had been put in for the roof tiles and boiler CIF bids that we did not receive this year. The CEO also confirmed she was looking into Sport</p>	

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	<p>England bids to demolish the swimming pool and replace it with an alternative sports facility.</p> <p>The CEO confirmed the Risk Register remains as before with St Johns financial risk highlighted. There had been no further Safeguarding cases within the Trust. The CEO confirmed that she had requested updated Action Plans from the HTs for their respective areas and would circulate them as soon as they were in. They would be discussed at the next meeting.</p> <p><i>The Chair asked if all the mid-year PMs taken place?</i> The CEO confirmed that they had all taken place.</p>	
13	<p><b>Policies</b></p> <p>The updated Online Safety Policy had been circulated prior to the meeting and the Directors agreed the Policy. A Director said that it was very clear. The Chair requested that the Clerk cascade the new policy within the Trust.</p>	Clerk
14	<p><b>Strategic Vision – 3-5-year Plan</b></p> <p>This item was briefly discussed and it was agreed to discuss fully at the September Board Meeting.</p>	
15	<p><b>CEO PM</b></p> <p><b>Content has been removed due to Confidentiality</b></p>	
16	<p><b>AOB</b></p> <p><u>Trust Recruitment</u> – A Director confirmed that the advert which had been in publication had resulted in an interview for a prospective Director to take place this week. In addition, the CEO had spoken to a Governor from All Saints LGB and he was also keen to join the Board. The Board agreed to appoint him as the LGB Representative and allow him to join the Board. The Clerk will invite him to the next meeting.</p> <p><u>SRMA Report</u> – The CEO confirmed that the SRMA had provided the report of her visit to St James and it had been very complementary.</p> <p><b>Some content has been removed due to Confidentiality</b></p>	Clerk
23	<p><b>Date and time next meeting</b></p> <p>There is a Board meeting on the <b>16 July 2019 at 6.30pm at St Margaret's.</b></p>	
24	<p><b>Confidentiality</b></p> <p>i. Of discussed agenda points</p> <p>Some discussions under agenda items 7,8 15 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>	
25	<p><b>Close of meeting</b></p> <p><b>The meeting closed at 9.30pm</b></p>	

**Action Points**

Clerk	16	Invite new LGB Representative to the next Board meeting.
Clerk	13	Cascade new Online Safety Policy to schools.