



Cheney School Academy Trust – Meeting of Trustees

Confirmed Minutes of meeting on Monday 7 December 2015 at 5:00pm at Cheney School

In the Chair:	Dr Durning
Present:	Mr Stamper, Mrs Kirby, Mr Busby, Dr Hindley Professor Brighthouse (present for items 1,2,3,4i and 7)
Absent	
In attendance:	Mrs Stroo (Senior Finance Manager, Presenting), Mrs Medley (Head of Bayards Hill School, Presenting), Miss Flegg (Clerk), Mr Smardon (presenting, until item 5), Mr Rann (presenting, until item 5)

	Minutes	Action
	Part 1 – Non Confidential Business	
1.	<p>Apologies for absence and declaration of interest</p> <p>Apologies for absence were received from Mr Ewen. It was noted that Mr Ewen had resigned from the Trust Board, and the Trustees thanked Mr Ewen for his time and effort. It was noted potential recruitment to the Board would need to be considered.</p> <p>No declarations of interest were received.</p> <p>The meeting was quorate.</p>	
2.	<p>Non confidential minutes of the previous meeting held 21 September 2015 (5 minutes)</p> <p>Trustees reviewed the minutes of the previous meeting, which were agreed and approved as a correct version.</p>	
3.	<p>Review of Trust level actions (5 minutes)</p> <p>Trustees reviewed the action grid and confirmed items as discharged and reviewed the ongoing items. It was noted that Bayards Hill School was changing the school motto.</p>	
	Items for Approval	
4.	<p>i) Report and Accounts</p> <p>Trustees received the draft CSAT Report and Accounts, Audit Representation Letter and Report to Management (circulated in advance of the meeting). The documents were and discussed and the following key points were raised:</p> <ul style="list-style-type: none"> - It was noted currently that there was an uncertainty over the value of Bayards Hill School which was impacting the accounts, due to additional work carried out on the school following the last formal valuation. It was agreed that to clarify this in the accounts these would note the valuation figure as at 1st October 2015, with the valuation of the additional work carried out noted as unknown. Accounts to be amended. - The Trust's pension share liability was noted. 	Accountants

Signed..... Date.....



	<ul style="list-style-type: none"> - It was highlighted that student selection would need to be careful and thorough. It was noted that student in the programme would be expected to spend some time over their course at Bayards Hill School to help them integrate within the school. - Trustees approved the proposal - Trustees noted that a similar system of support to those students interested in the health profession would be very beneficial, but noted that there would be some more problematic practical considerations 	
Items for Discussion		
8.	<p>Termly CEO Report and KPI Review</p> <p>Trustees received CEO and KPI Report (circulated with agenda). Trustees discussed the report and the following key points were raised:</p> <ul style="list-style-type: none"> - It was noted that Bayards Hill School had recently undergone a mock Ofsted inspection which had highlighted a number of improvements since the last inspection, although noted there was still a number of recommendations for further improvement. The school was continuing to provide high quality training for staff to drive results, some in partnership with Cheney School. - Trustees requested an amendment to the reporting of teaching quality to reflect the change to non-graded lesson observations. Target to be amended to no teachers recorded as cause for concern by close of short term 3 (February). Clerk to amend. - Trustees questioned the measures Cheney School had in place to raise any concerns about teaching quality at post 16. It was noted that this was monitored through a Sixth Form questionnaire completed by the end of short term 2 and that students were encouraged to give feedback and raise any concerns or issues. - Trustees discussed primary school floor targets. It was noted that these targets were set based on national data, and this target was 65% for Key Stage 2. Trustees requested that these national figures be included in the report to indicate the comparative performance of the school. Clerk to amend. - Trustees discussed the future development of CSAT. IT was noted that the opening of a Free School sponsored by the Riverside Trust could impact Cheney as a result of the shared catchment area. It was also highlighted that there was a need in the city for an Alternative Provision school, and that there was significant relevant expertise in CSAT that could support this. CEO to explore the possibility of making an application to sponsor an Alternative Provision Free School and Trustees to discuss at next meeting. Clerk to add to agenda. Trustees noted that support of other local schools would be very valuable. 	<p style="text-align: center;">GFL</p> <p style="text-align: center;">GFL</p> <p style="text-align: center;">JKI</p> <p style="text-align: center;">GFL</p>
9.	<p>Autumn Term Position Statements</p> <p>Trustees received and discussed the Autumn Term Position Statements (circulated with agenda). It was noted that there were a number of issues with the accuracy of the data in the Cheney School report, which particularly affected the figures for Closing the Gap. Trustees noted that the reporting method was useful and suggested that this could be implemented as an internal school report.</p>	
10.	<p>HR Report on application of the Pay Policy</p> <p>Trustees received and discussed the report (circulated with agenda). Trustees requested the addition of Bayards Hill data to the report.</p>	RM

Signed..... Date.....



11.	<p>Safeguarding (Standing Item)</p> <p>Trustees received and discussed the safeguarding reports (circulated with agenda). The following key points were raised:</p> <ul style="list-style-type: none"> - The Annual Safeguarding Report had been completed by both schools. The Cheney School Report had been submitted to the Local Authority and that the Bayards Hill report would be submitted following Governor approval - Trustees requested some amendments to the reporting to clarify local context. Dr Hindley to meet with School Safeguarding leads to agree a format. 	NH, SHA, RM
12.	<p>Health and Safety</p> <p>It was noted that Cheney School was drafting critical incident policy and procedures. Trustees suggested the Cheney liaise with Oxford Brookes University on this and that Bayards Hill work with the Music Centre.</p> <p>It was also noted that the school would be undertaking a lock down drill.</p> <p>Trustees questioned whether there were still Health and Safety concerns around the pillars at Bayards Hill School. It was noted that there was foam on order to address this.</p>	RM
Items for Information		
13.	<p>Items for agenda of next meeting</p> <p>Free School Application</p> <p>Trust name</p>	
14.	<p>Date and location of next meeting</p> <p>Additional meeting- Clerk to advise date via email. Suggested dates of Monday 18th April and Monday 21st March</p>	GFL

Signed..... Date.....