



Cheney School Academy Trust – Meeting of Trustees

Confirmed Minutes of meeting on Wednesday 23rd March 2016 at 5:00pm at Cheney School

In the Chair:	Dr Durning
Present:	Mr Stamper, Mrs Kirby, Dr Hindley (from item 4), Professor Brighthouse
Absent:	
Apologies:	Mr Busby
In attendance:	Mrs Stroo (Senior Finance Manager, until item 8), Miss Flegg (Clerk)

	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 Busby.</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 2 February 2016</p> <p>Trustees reviewed the minutes of the previous meeting, which were agreed and approved as a correct version.</p>	
3.	<p>Minutes of Annual General Meeting held 7 March 2016</p> <p>Trustees reviewed the minutes of the Annual General Meeting, which were agreed and approved as a correct version.</p>	
4.	<p>Review of Trust level actions</p> <p>Trustees reviewed the action grid and confirmed items as discharged and reviewed the ongoing items.</p>	
	Items for Approval	
5.	<p>CSAT ‘Top Slice’ Agreement Review</p> <p>Trustees received the Senior Finance Manager Report to Trustees (circulated with agenda) and reviewed the proposal for Central Support Services. Trustees discussed the proposal, noting that each school’s share of these costs was based on pupil numbers. Trustees questioned whether the allocation of CEO time was an accurate reflection of CEO time spent on Bayards Hill work. The CEO confirmed that this was accurate. Trustees approved the proposal.</p>	
6.	<p>Banking permissions amendment</p> <p>The Senior Finance Manager presented, outlining that Cheney School’s Finance Officer had recently left post, and requested an amendment to banking permissions to remove the previous Finance Officer and add the new post holder, following recruitment to the post. Trustees approved this amendment.</p>	

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7.	<p>Policy Approval: Credit Card Policy</p> <p>Trustees reviewed and discussed the proposed Use of Credit Card Policy (circulated with agenda). Trustees approved the policy.</p>	
8.	<p>Headteacher Appraisal Process</p> <p>The Chair presented a proposed change to the appraisal of the CEO, to reflect the two aspects of the role: Headteacher of Cheney School and CEO of CSAT. The CEO outlined a proposed Headteacher appraisal process, to consist of an appraisal in December every year with the Chair of the Local Governing Body, two Governors and an external advisor, followed by a six month review. The suggested CEO appraisal would take place with the Chair of the Trust and two Trustees and/or members of the Pay and Audit Committee with a review in March-April.</p> <p>Trustees discussed the proposal and questioned whether the CEO appraisal would include rigorous targets and CPD objectives. It was noted that this would be the case and Trustees discussed possible CPD measures for the CEO, including finding a mentor for the role.</p> <p>Trustees approved the proposal, to start in September 2016.</p>	
Items for Discussion		
9.	<p>Trust Strategy for Expansion</p> <p>The CEO presented options for Trust expansion (document circulated with agenda), noting that the recent publication of the Government's White Paper may have a significant impact on this, following the announcement that all schools would have to become Academies by 2020. It was highlighted that this may have a significant impact on the views of potential local partners.</p> <p>Three potential strategies: expanding with local partners, remain at current size and joining another MAT were outlined and discussed, with the advantages and disadvantages of each model considered. It was highlighted that any partnership with local schools would need to follow a collaborative model with devolved governance to local governing bodies, a clear vision of moral purpose and partnership and an amended, inclusive Trust name. Trustees noted that the relationship between the partner schools and the Trust would follow a similar model to the current relationship between schools and the Local Authority, as well as representation of partner schools on the Trust Board. Trustees suggested that involvement of Oxford Brookes University in the Trust could be very positive.</p> <p>Trustees approved the expansion strategy with local partners, outlining next steps as developing a vision document, amending the name of the Trust and developing a detailed strategy. Trustees suggested that potential partners be consulted on the best name for the Trust and noted that a preferred model for the Trust would include more than one secondary school.</p> <p>Trustees agreed to continue with the Expression of Interest for the new Bicester secondary school. CEO to draft vision statement for early May and to consult with potential local primary partners with Chair.</p>	JKI
10.	<p>Termly CEO Report and KPI Review</p> <p>Trustees reviewed and discussed the CEO Report and KPI Review (circulated with agenda). It was noted that changes to the measures of assessment of schools as well as curriculum changes at both primary and secondary level (including the introduction of Progress 8) may have significant impacts on the next report on attainment.</p> <p>It was highlighted that Year 10 results would not count toward the Cheney School's results in 2017, which may result in a lower ranking of the school in league tables. The CEO highlighted that school was carefully considering the best interests of students alongside the needs of the school in managing these changes, and was considering the introduction of the European Computer Driving License for future cohorts.</p> <p>Trustees suggested it may be useful for the next KPI report to include an indication of how the</p>	

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	school would be performing against Progress 8 at current working grades.	
11.	<p>Safeguarding</p> <p>Trustees received and discussed the schools' safeguarding reports (circulated with agenda). Trustees noted that internal exclusions had reduced significantly at Bayards Hill School and the CEO noted that this was a result of the implementation of measures supporting behaviour and attainment, including the Pioneer Club. Trustees reviewed and discussed the data for Permanent Exclusions. The CEO noted a significant concern across the city of Oxford regarding drug related exclusions and sanctions.</p> <p>Trustees noted their concern regarding attendance figures, particularly at Cheney School. The CEO outlined the steps the school was taking, including changes to the pastoral structure and roles of pastoral leaders. Trustees to further review attendance figures at next meeting. Clerk to schedule.</p>	GFL
12.	<p>Health and Safety</p> <p>Nothing raised</p>	
Items for Information		
13.	<p>Items for agenda of next meeting</p> <p>Finance</p> <p>Vision Statement</p>	
14.	<p>Date and location of next meeting</p> <p>11 July 2016, Cheney School</p>	

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