



Cheney School Academy Trust – Meeting of Trustees

Approved Minutes of meeting on Monday 5th December 2016 at 5:00pm at Cheney School

In the Chair:	Mr Stamper
Present:	Mrs Kirby, Dr Hindley, Professor Brighthouse, Mr Busby
Absent:	
Apologies:	Dr Durning
In attendance:	Mrs Jennings (Clerking), Mrs Stroo (Senior Finance Manager, for item4), Accountants (for item 4)

	Minutes	Action
	Part 1 – Non Confidential Business	
1.	<p>Apologies for absence and declaration of interest</p> <p>Apologies for absence were received from Dr Durning</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 7 November 2016</p> <p>Trustees reviewed the minutes of the previous meeting, which were agreed and approved as a correct version, subject to the following amendments:</p> <p>p.1. (3) 'critical incidences policies' to be amended to 'critical incidents policies'</p> <p>p.3 (7) spelling errors to be corrected</p> <p>p.4 (12) 'to improve this going forward' to be amended to 'to improve the Health and Safety provision going forward' and spelling errors to be corrected</p>	
3.	<p>Review of Trust level actions</p> <p>Trustees reviewed the action grid and confirmed items as discharged and reviewed the ongoing items.</p> <p>Trustees discussed the communication of Trust level policies to staff across the Trust schools. It was noted that at Cheney School, Trust policies were disseminated through notices on Staff News and are accessible to all staff in Staff Resources shared folder. CEO to discuss with the Head of Bayards Hill School to check how updated and new Trust policies are communicated to staff.</p>	JKI
	Items for Approval	
4.	<p>Year End accounts and Annual Report</p> <p>The accountants presented the accounts and annual report (circulated with agenda). The following key points were made:</p> <ul style="list-style-type: none"> - The pensions deficit was discussed, noting that this figure represented the net value of future payments to be made. It was outlined that a full valuation on pensions would be 	

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	<p>completed in the following year and that this could have a potential impact on the Trust's financial position</p> <ul style="list-style-type: none"> - Trustees discussed the balance sheet, noting the significant decrease in cash reserves, current assets and the increase in debtors compared to the previous year. It was noted that this was a result of the building of the new science block, and that the savings for this work had inflated current assets in previous accounts. - Trustees questioned whether there was anything exceptional in the accounts, compared to other academies. The accountants noted that the accountants were broadly consistent with findings from other academies. - Trustees requested the following amendments to the accounts: <ul style="list-style-type: none"> - p.14 Mr Broderick to be listed as a Governor - p. 5 'Oxford Training School Alliance' be amended to Oxford Teaching Schools Alliance - p.13 'Mrs Ian Busby' to be amended to 'Mr Ian Busby' - Trustees discussed the management letter and reviewed the recommendations. It was noted that the finance team had now put in place measures to address the risks identified as medium level risks, and was reviewing the low risk items. It was noted that any procedural changes should be reflected in the Trust's financial procedures manual. - Trustees discussed the staffing figures included in the accounts, noting that these figures showed a decrease in the number of full time teachers and an increase in full time administrative support and management staff. It was noted that this did not seem consistent with the Trust's structure and the recent staffing reviews that had been completed. Senior Finance Manager to review and amend if required. <p>Trustee approved the accounts, subject to the agreed amendments.</p>	KST
5.	<p>Policies</p> <p>i) Investment Policy</p> <p>Trustees reviewed and approved the policy</p> <p>ii) Charging and Remission Policy</p> <p>Trustees reviewed and approved the policy, subject to the following amendments:</p> <ul style="list-style-type: none"> - p.3 References to 'you' to amended to 'parent/carer' - p.3 'providing a photocopies' to be amended to 'providing photocopies' <p>Senior Finance Manger to amend.</p> <p>Trustees discussed Cheney School's procedures for providing the set GCSE texts in English, noting that the school could not charge students for these texts. Trustees noted that currently there was a request for contributions sent to parents, and questioned whether this request was in line with the legal obligations of the school. Trustees requested that the Cheney School Local Governing Body reviewed these procedures and ensured that these were consistent with the policy and legal obligations of the school. Clerk to raise with Governors</p> <p>iii) Data Protection Policy</p> <p>Clerk to circulate for approval via email.</p> <p>iv) Equality Policy</p> <p>Clerk to circulate for approval via email.</p>	<p>KST</p> <p>GFL</p> <p>GFL</p> <p>GFL</p>

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6.	<p>Trust name</p> <p>The CEO presented on the consultation for the Trust name, and outlined the suggestions that had been received: Cheney Academy Trust, Partnership Academy Trust and Community Schools' Alliance Trust.</p> <p>Trustees reviewed and discussed the suggestions. Trustees approved Community Schools' Alliance Trust, subject to CEO confirming that the name is not already in use and that the EFA approves of the name change. CEO to check.</p>	JKI
Items for Discussion		
7.	<p>Characteristics of successful MATs</p> <p>Trustees discussed the Board evaluation form, noting that this should be reviewed in liaison with the Local Governing Bodies, to complete collectively and facilitate better understanding of the role of the Board across all levels of Trust governance. CEO and Clerk to liaise to arrange a time and date for the meeting. Trustees suggested that the evaluation should then be reviewed annually in liaison with the Chairs of Governors.</p> <p>CEO to meet with Chair of Trustees to review the evaluation form and to ensure that this is practical and easy to use.</p>	GFL, JKI JKI, BD
8.	<p>CEO termly update and KPI report</p> <p>Trustees reviewed and discussed the draft CEO report (circulated with agenda), noting that this focused on the Trust Strategic Plan and the schools' improvement plans. Trustees noted that the report should include comparative figures from the previous year and should fit in with current reporting at Local Governing Body level to avoid creating excess workload. Trustees also stressed the need for the KPIs to facilitate proactive planning and to be forward looking.</p> <p>Trustees approved the model, subject to ongoing review.</p>	
10.	<p>Safeguarding update</p> <p>Trustees discussed the safeguarding update under confidential items.</p>	
11.	<p>Health and Safety</p> <p>Trustees reviewed and discussed the Health and Safety Report (circulated with agenda). It was noted that Cheney School was putting in place asbestos awareness training for staff and that the school was aware that asbestos was present throughout the school. It was noted that the school would be encapsulating the asbestos in the English block, following a successful CIF funding bid.</p>	
Items for Information		
12.	<p>Items for agenda of next meeting</p> <p>MAT evaluation</p>	
13.	<p>Date and location of next meeting</p> <p>Monday 20th March, Cheney School.</p>	

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