



Cheney School Academy Trust – Meeting of Trustees

Approved Minutes of meeting on Monday 7th November 2016 at 5:00pm at Cheney School

In the Chair:	Dr Durning
Present:	Mrs Kirby, Mr Stamper, Dr Hindley (from item 3), Professor Brighthouse (from item 3), Mr Busby
Absent:	Mrs Medley (Head of Bayards Hill School)
Apologies:	
In attendance:	Mrs Jennings (Clerking), Mr Honey (Senior Operations Manager, for items 1-3 and 12)

	Minutes	Action
	Part 1 – Non Confidential Business	
1.	<p>Apologies for absence and declaration of interest</p> <p>Apologies for absence were received from Mrs Medley (Head of Bayards Hill School).</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 29 September 2016</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</p> <p>Trustees reviewed the action grid and confirmed items as discharged and reviewed the ongoing items.</p> <p>Trustees discussed the schools' critical incidents policies and noted that the Senior Operations Manager would be liaising with the Oxford Brookes Site Manager on possible use of the Oxford Brookes site if necessary. It was noted that further refinement was need to the Bayards Hill policy. CEO to work with Bayards Hill Head on this.</p> <p>Trustees discussed the issue of staff housing, noting that there was some land available at Bayards Hill School which could be used to build flats for staff. It was noted that staff housing was being provided by Ormiston Academy- Mr Honey to investigate the process and costing of this in liaison with Professor Brighthouse.</p> <p>Trustees discussed the Bayards Hill deficit, noting that following changes to the operation of the Pioneer Club and the removal of an Assistant Headteacher post the budget was now more balanced. Trustees requested a written confirmation of this to go to the Pay and Audit Committee. Senior Finance Manager to produce and circulate.</p>	<p>CHN</p> <p>JKI/RM</p> <p>CHN</p> <p>KST</p>
	Items for Approval	

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4.	<p>Draft Year End draft accounts</p> <p>It was noted that the draft accounts would be reviewed at the Pay & Audit meeting on 23rd November and would then be send to Trustees for final discussion and approval on 5th December.</p>	
5.	<p>Text for Annual Trust Report</p> <p>It was noted that the Chair of Trustees and the CEO were reviewing the Annual Trust Report and that this would be circulated to Trustees for review and approval in the 5th December meeting.</p>	
6.	<p>Scheme of Delegation</p> <p>Trustees reviewed and discussed the Schemes of Delegation for Cheney School and Bayards Hill. It was noted that the Chairs of Governors for both schools had been consulted and had approved the drafts. The following key points were raised:</p> <ul style="list-style-type: none"> - Trustees requested an amendment to item 5.5.2.2 to reflect the Local Governing Bodies only carry out performance management reviews on their Headteacher, not on all staff - Trustees discussed how to ensure delegated responsibilities were being properly completed by Local Governing Bodies. Trustees discussed possible checks and balances and requested that the Chairs of Governors attend a Trustees meeting annually to discuss progress and answer Trustees' questions. Trustees also requested that Members were invited to these meetings to give them the opportunity to raise any questions with Governors or Trustees. Clerk to schedule. To ensure regular and timely updates on these responsibilities, the CEO will produce a report for discussion at each Trustees meeting. CEO to draft a template report focused on key delegated responsibilities, such as outcomes, attendance and finance and send to Trustees for consideration. - Trustees discussed the processes for appointment of Governors, noting that this currently included interviews and reference checking. Trustees noted that clear written - processes for appointment of Governors need to be put in place to ensure accountability and Trustee assurance, suggesting this could include a Trustee or Member on the interview panel. Mr Busby to review and draft a process for this. <p>The schemes of delegation were approved subject to the amendment of item 5.5.2.2. Clerk to amend and circulate.</p>	<p>GFL</p> <p>JKI</p> <p>IB</p> <p>GFL</p>
7.	<p>Policies</p> <p>i) Whistleblowing Policy</p> <p>Trustees reviewed and approved the policy, subject to the following amendments:</p> <ul style="list-style-type: none"> - Title of policy to amended from 'Whistleblowing Policy for teachers' to 'Whistleblowing Policy' - Addition of page numbers - Point 4.4 to be amended to reflect that concerns about the Headteacher should be sent to the Chair of Governors, and not the Chair of Trustees - Point 4.9 to be amended to note that the Assessor of concerns relating to the Headteacher should be the Chair of Governors, while the Assessor for cases relating to the CEO should be the Chair of Trustees - Point 8.1 to be amended to reflect that the Board of Trustees, not the Local Governing Body review and approve the policy. <p>Clerk to amend policy.</p> <p>ii) Equality Policy</p> <p>The CEO noted that a number of changes had been made to the policy, including more focus on Pupil Premium students, gender and religious tolerance. It was noted that the policy would</p>	<p>GFL</p>

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	<p>be circulated to Trustees for final approval. Clerk to circulate.</p> <p>Trustees noted that equality objectives included in the policy must be specific and measurable. Trustees also questioned what support was in place for students who would be considered on the border between Pupil Premium and non-Pupil Premium status. The CEO noted that Heads of Faculty had access to a welfare fund that they could use in these cases. Trustees also noted that the Local Governing Body should be considering and reviewing the effectiveness of the policy, and that the Pay and Audit committee would monitor the schools' progress against the equality objectives.</p>	GFL
Items for Discussion		
8.	<p>Complete Pecuniary interests register</p> <p>It was noted that the annual update of the pecuniary interests register was now due. All Trustees to complete forms and return to Clerk as soon as possible.</p>	All Trustees
9.	<p>Characteristics of successful MATs</p> <p>Trustees reviewed and discussed the Department for Education model Board evaluation form. All Trustees to complete this and return to Clerk. Clerk to add discussion on the results to the agenda for the next Trustees' meeting.</p>	All Trustees
10.	<p>Pay and Audit Committee update</p> <p>Mr Stamper, Chair of the Pay and Audit Committee, presented and noted that the committee had met on 27th October to review the schools' performance management processes and pay recommendations. It was noted that the schools had been very thorough in this process and that the committee had felt that the pay recommendations made had been reasonable. It was highlighted that internal review of pay recommendations was more robust at Cheney School, including a review by the school's Leadership Team of all staff pay recommendations. Trustees suggested this would be a useful model for Bayards Hill School. The CEO also noted that would like Bayards Hill to put in place a 360-degree review process for the Leadership Team.</p> <p>It was confirmed that the Head's Performance Management panels were in the process of being organised.</p>	
11.	<p>Safeguarding-termly safeguarding reports</p> <p>Trustees reviewed and discussed the safeguarding reports. The following key points were raised:</p> <ul style="list-style-type: none"> - It was highlighted that the number of exclusions were now decreasing - It was noted that attendance rates at Bayards Hill were showing significant improvement, particularly as a result of the work of the school's Deputy Head. It was also noted that Year 11 attendance at Cheney School was at a record high. - It was outlined that the recent external audit of Bayards Hill School had illuminated improvements in pupil behaviour - Trustees requested an amendment to the attendance and exclusion data to include a breakdown by SEND status. Schools to amend. - Trustees discussed the Gateway provision at Cheney School, and questioned how this would be evaluated. The CEO noted that the evaluation would focus on each individual student, and comparison of the attitude, attendance and behaviour before and after the intervention. The CEO also noted that student panels would be used in the evaluation. 	SR/SHA
12.	Health and Safety	

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	<p>The Senior Operations Manager presented on the Health and Safety Report (circulated with agenda), and the following key points were raised:</p> <ul style="list-style-type: none"> - A recent external Health and Safety audit of Cheney School had rated the school as high risk. It was noted that the school had now closed those risks that had been designated high risk and was now working on the medium and low risks. It was also noted that the school had also completed a staff questionnaire with all line managers and was now reviewing this to understand where gaps in the provision were and to improve the Health and Safety provision going forward. It was noted the school was working closing with the Health and Safety Governor on this. It was highlighted that the school was moving towards a more delegated system, with Heads of Faculty taking on more ownership of Health and Safety within their areas of responsibility - It was noted that the overall classification for Bayards Hill School had also been quite high, and that the Senior Operations Manager was working with the Head on closing these out. It was noted that the key areas of concern had been around slips, trips and falls and entrance doors being blocked. <p>A recent serious incident at Bayards Hill School was outlined, noting that a new door (18 months old) had fallen off and nearly hit a student. It was highlighted that the school could be liable for this as it had not put in place correct maintenance procedures, which were checks every 6 months. It was noted that this process had now been put in place, but the school had some concerns about whether the doors were fit for purpose. Trustees questioned whether there were any concerns around having correct maintenance guidelines and procedures in place for the new Science Build at Cheney. It was noted that the Operations Maintenance Manual would be given to the school at completion, and that this had not been in place at Bayards Hill, where the build had been done prior to academy sponsorship. Trustees also noted that concerns around heavy doors in primary schools should be raised in planning meetings for the new Barton Park School.</p> <p>It was also noted that asbestos had been discovered in a cupboard in a Wainwright classroom, that had not been included in the asbestos management report, and that the school now had doubts as to the accuracy of this report. It was highlighted that the school was having consultant in to review the report, which would be completed by 21st November.</p> <p>Trustees noted the importance of encouraging staff to report any Health and Safety concerns immediately and the need for Governors to be involved in Health and Safety, with serious concerns being reported to the Board.</p>	
Items for Information		
13.	<p>Items for agenda of next meeting</p> <p>Accounts and Annual Report MAT evaluation</p>	
14.	<p>Date and location of next meeting</p> <p>Monday 5th December, Cheney School</p>	

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