



Cheney School Academy Trust – Meeting of Trustees

Approved Minutes of meeting on Monday 11 July 2016 at 5:00pm at Cheney School

In the Chair:	Dr Durning
Present:	Mrs Kirby, Mr Stamper, Dr Hindley, Mr Busby
Absent:	
Apologies:	Professor Brighthouse
In attendance:	Mrs Stroo (Senior Finance Manager), Miss Ahmed (covering for Miss Flegg)

	Minutes	Action
	Part 1 – Non Confidential Business	
1.	<p>Apologies for absence and declaration of interest</p> <p>Apologies were received from Professor Brighthouse.</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</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>	
	Items for Approval	
4.	<p>Consolidated Budget Forecast and return</p> <p>Trustees received the Senior Finance Manager's report to Trustees (circulated with agenda). The Senior Finance Manager responded to concerns regarding the Bayard's Hill deficit, stating that they are expecting it to change and will monitor the movement. The CEO explained the change in leadership structure at Bayard's from the current unsustainable model and proposed to give middle leaders more opportunities further up the school to combat this. The trustees have approved the proposal for 2016/2017 but have requested the Pay and Audit Committee to look into more thoroughly in a separate meeting to be set up.</p>	GFL
5.	<p>Biannual Review of funding of central services</p> <p>Trustees reviewed the funding of central services and agreed the split of 21%/79% is fair. Trustees would like the budget to be amended by the Governing Body to reflect what is likely to happen due to the resignation of the Assistant Head at Bayard's. Trustees approved the proposal.</p>	KST

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6.	<p>Appointment of Chief Financial Officer</p> <p>KST to be appointed as Chief Financial Officer. Trustees approved the proposal.</p>	
7.	<p>Risk Register Review- Pay and Audit Committee Report</p> <p>Trustees were presented with the Pay and Audit Committee Report and agreed the current risk register was not useful as a practical tool. Trustees requested the following amendments to make the document more useable and clearer to the Trust and schools; to reduce the list to the top ten risks with a definition of High, Medium, or Low impact, operationalising what each category means to ensure High risks are properly identified. Trustees would like an additional column to identify if risks apply at Trust level, and the likelihood of occurrence. The CEO and the Senior Finance Manager to make amendments and add it to the KPI alongside the risk register</p>	JKI/KST
8.	<p>Trust Level policies (5 minutes- final approval via email)</p> <p>i) Finance and Reserves Policy (KST)</p> <p>The Senior Finance Manager presented the Reserves Policy and Schools and Trusts Reserve Levels and proposed for it to be treated as a working document to be reviewed regularly. The levels were viewed as a starting point and are subject to change. The Trustees agreed that the Pay and Audit Committee are to review the reserve levels.</p> <p>Trustees will give final approval via email.</p> <p>ii) Recruitment of Ex-Offenders Policy (JKI)</p> <p>The Trustees have requested that all documents and policies should have a separate approver to the author, and that the names of both author and approver should be made clear alongside the date created and updated. All documents should also be distributed in pdf format.</p> <p>Trustees will give final approval via email.</p> <p>iii) DBS and CRW Storage Policy (JKI)</p> <p>Trustees will give final approval via email.</p>	GFL
9.	<p>Business Continuity Plan</p> <p>The Trustees discussed the Business Continuity Plan presented by the CEO. The Senior Finance Manager confirmed that all checks were in place at Bayard's Hill. Trustees proposed amendments to the headings to state which school each section applies to and agreed the document should be updated once a year.</p>	
Items for Discussion		
10.	<p>Termly CEO Report and KPI Review</p> <p>Trustees were presented with the Termly CEO Report. The CEO noted concerns for the KS2 SAT results. A review is to be commissioned; to be completed internally by Rachel Medley and externally by the CEO. . The CEO made Trustees aware of the mitigating circumstances surrounding the lack of progress; lack of continuity for pupils as they had five different teachers in one year, and the forecasting was too optimistic when considering pupils with SEND needs as there was no appropriate SEND support. This therefore accounts for a significant percentage in that cohort. The CEO highlighted that remarking is in progress to ensure accuracy of results; however Trustees have requested that the governing body look at that individual cohort again and take into consideration the percentage of SEND/PP students. Upon</p>	

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	<p>removing them from the equation, the Trustees would like a closer analytical look at the internal report alongside predicted results for Year 5 with issues and solutions.</p> <p>Trustees noticed vast underperformance from March-July for KS1. The CEO to circulate accurate figures for KS1.</p>	JKI
11.	<p>CSAT Strategic Plan</p> <p>Trustees agreed to carry the CSAT Strategic Plan forward to the next meeting.</p>	
12.	<p>Safeguarding</p> <p>Nothing raised</p>	
13.	<p>Health and Safety</p> <p>Nothing raised</p>	
Items for Information		
14.	<p>Trustee meeting schedule for 2016/17 – update on clerking arrangements</p> <p>The Trustees would like an extra meeting in September to discuss the Strategic Plan.</p> <p>The Trustees would also like to thank Miss Flegg for continuing as the clerk to the governors following her resignation as PA to the CEO.</p>	GFL
15.	<p>Items for agenda of next meeting</p> <p>CSAT Strategic Plan as carried forward from this meeting.</p>	GFL
16.	<p>Date and location of next meeting</p> <p>To be confirmed</p>	

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