



## Cheney School Academy Trust – Meeting of Trustees

**Confirmed Minutes of meeting on Monday 8<sup>th</sup> December 2014 at 5:00pm at the school**

<b>In the Chair:</b>	Dr Durning
<b>Present:</b>	Mr Ewen, Mr Stamper, Mrs Kirby, Professor Brighthouse
<b>In attendance:</b>	Mrs Berry (Presenting), Miss Flegg (Clerk), Mr Smarden (Accountant)

	Minutes	Action
	<b>Part 1 – Non Confidential Business</b>	
1.	<p><b>Apologies for absence and declaration of interest</b></p> <p>Apologies were received from Dr Hindley and Mrs Garland.</p> <p>No declarations of interest were received</p>	
2.	<p><b>Non confidential minutes of the previous meeting held 10 November 2014 (5 minutes)</b></p> <p>Governors reviewed the minutes of the previous meeting, which were agreed and approved as a correct version.</p>	
3.	<p><b>Review of Trust level actions</b></p> <p>Trustees reviewed the action grid detailing Trust level actions and confirmed the following points as discharged:</p> <p>5.11.3.i Investigation into standing agreements re use of swimming facilities</p> <p>6.11.3.ii Revenue overspend of Bayards Hill justification to the Education Funding Agency on the basis of the needs of the school improvement required and the reserves held by the school</p> <p>11.11.5.ii Clerk to arrange a meeting of the Pay and Audit Committee before the 8<sup>th</sup> December 2014.</p> <p>12.2.6.i Suggested amendment to be made to the KPI report</p> <p>13.11.6.ii Trustees Report to be drafted and circulated to Chair for review. Trustees to review at the Trust meeting 8<sup>th</sup> December 2014.</p> <p>14.11.6.iii KPIs to be added to Trust agendas as a standing item</p> <p>7.11.7.i Agreed amendments to be made to the Finance Handbook</p> <p>19.11.8.b.i Agreed amendments to be made to the Allegations of abuse made against teachers and other staff Policy</p>	

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<p>20.11.8.c.i Agreed amendments to be made to the Code of Conduct for Parents, Carers and Visitors</p> <p>21.11.8.d.i Agreed amendments to be made to the Exclusion Policy (including Mrs Berry to confirm here 'BIP' would classify as an exclusion)</p> <p>The following points were confirmed as ongoing</p> <p>1. A list of existing policies needed for governors information. NHi to send the clerk a list he requires- Mrs Berry reviewing</p> <p>3. Consider best practice in recruitment of Trustees/Governors</p> <p>7.11.3.iii Annual report to be made to Trustee detailing allocation of the Fast Track Grant at Bayards Hill- clerk to add to agenda for December 2015</p> <p>8.11.3.iv Trustees to review funding of central services, tracking expenditure and accuracy of allocation every 6 months</p> <p>9.11.4.i Chair to circulate Scheme of Delegation to Trustees. Trustees to discuss</p> <p>10.11.5.ii Pay and Audit Committee to review the Risk Register</p> <p>14.11.6.iv Creation of template proforma for the presentation and monitoring of KPIs. Chair to circulate example template to Mrs Berry.</p> <p>16.11.7.i Trust to review results achieved against targets over academic year 13/14 at the meeting of 8<sup>th</sup> December- Trust have reviewed figures for Cheney School, Bayards Hill to be reviewed</p> <p>18.11.8.a.i Agreed amendments to be made to the Equality Policy including:</p> <ul style="list-style-type: none"> <li>- A review of the policy by SHA</li> <li>- A review of the policy by SBE, ED, RS</li> </ul> <p>Annex A to go live</p> <p>22.11.8.e.i Draft and implement:</p> <ul style="list-style-type: none"> <li>- Charging and remission Policy</li> <li>- Whistle blowing policy</li> <li>- School Improvement Plan</li> <li>- Health and Safety Policy</li> <li>- First Aid and Medicines Policy</li> </ul> <p>School Improvement Plan, Health and Safety Policy and First Aid and Medicines Policy to be drafted</p> <p>23.11.8.e.ii Implement agreed policy approval procedure Trustees discussed and approved the use of Oxfordshire County Council model policies for HR policies. Trustees underlined this should be stated in the staff and governors handbooks.</p> <p>24.11.8.e.iii The Chair, Mrs Berry and Miss Flegg to meet to the discuss polices list further</p> <p>25.11.9.i Chair to circulate discussion points about the appointment of Trustees procedure via email and Trustee to respond</p>	<p>SBE</p> <p>GFL</p> <p>SBE</p>
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Items for Discussion		
4.	<p><b>Approval of Annual Report and Accounts (20 minutes)</b></p> <p>Mrs Berry and Mr Smarden presented the Accounts. Trustees reviewed the reports and discussed any changes made to the document. The Trustees agreed and approved the accounts subject to the following changes:</p> <p>p.7 'results remained consistently higher than the national average we 77%' to be changed to 'results remained consistently higher than the national average with 77%'</p> <p>p.9 The removal of the paragraph opening 'The Governors have determined that the appropriate level of'</p> <p>p.9 The addition of ' Reserves are required for the actions shown in the plans for the future below'</p> <p>p.10 The removal of the paragraph opening 'The current level of reserves is'</p> <p>Reference to Chair of Governors to be amended to Chair of Trustees</p> <p>Mrs Berry and Mr Smarden presented the Annual Report. Trustees reviewed the reports and discussed any changes made to the document. Trustees highlighted the importance of completing internal controls, such as the pecuniary interest forms. Upcoming changes in funding and accounting were outlined. The Trustees agreed and approved the report.</p> <p>Governors thanked Mr Smarden for his work. The Chair and the Head to sign the documents off. Mrs Berry to liaise with Mr Smarden to amend the documents according to the points raised above.</p>	JKI, BD, SBE
5.	<p><b>Delegation to Headteacher of Tier 1 Ill Health Retirement Decisions (10 minutes)</b></p> <p>Trustees discussed and agreed these decisions would be delegated to the Chief Executive, and not the Head, and that Bayards Hill School must be advised of this. Trustees did not approve the delegation, and agreed to discuss at a later date. Dr Bruckner to provide a report on the process and recommendations.</p>	UBR
6.	<p><b>Budget update for consolidated trust accounts (SBE) (10 minutes)</b></p> <p>Mrs Berry presented on the consolidated trust accounts. Trustees noted on error in the School Business manager's report, p.1, in the Net Balance figures. Mrs Berry to amend. Trustees reviewed the Trail Balance and discussed the overspends and underspends recorded. Mrs Berry outlined the reasons for these.</p> <p>Mrs Berry noted that she was currently reviewing the Trust's payroll provision</p>	SBE

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<p>7.</p>	<p><b>Trust policies (15 minutes):</b></p> <p><b>7.1 Data Protection Policy (new policy)</b> Trustees reviewed and approved the policy</p> <p><b>7.2 Charging and Remission Policy (converted local policy)</b> Trustees reviewed and approved the policy</p> <p><b>7.3 Investment Policy (converted local policy)</b> Trustees reviewed and approved the policy subject to the following amendments: i) Chief Executive Officer to be changed to Chief Accounting Officers</p> <p><b>7.4 Whistle Blowing Policy (converted local policy)</b> Trustees reviewed and approved the policy subject to the following amendments: i) 3.1 'Cheney Cheney' to be amended to 'Cheney'</p> <p><b>7.5 Allegations of Abuse Made Against Teachers and other Staff (new policy)</b> Trustees reviewed and approved the policy</p> <p><b>7.6 Teachers Pay Policy (new policy)</b>  Trustees reviewed and approved the policy subject to the following amendments: i) 28 Paragraphs in bold to be reformatted</p> <p>Trustees agreed this item to be added to the agenda for every first Trust meeting of the year. Trustees noted the need to monitor trends in the operation of the Pay Policy- Mrs Berry to produce a report.</p>	<p>SBE</p> <p>SBE</p> <p>SBE</p> <p>GFL SBE</p>
<p>8.</p>	<p><b>KPI Review (including review of results achieved against targets over academic year 13/14 and RAISE online review) (standing item) (15 minutes)</b></p> <p>The Head presented and outlined the key performance indicators highlighted by the Raise reports of Bayards Hill School and Cheney School. The Head underlined that the data in the Cheney School report was not yet validated and therefore subject to change.</p> <p>Trustees noted the Bayards Hill School required rapid improvement, and that the Bayard's Hill Local Governing Body was taking steps to address this. Clerk to circulate the Bayards Hill Raise report to Trustees.</p>	<p>GFL</p>

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	<p>Trustees noted that Cheney School was showing generally positive results for its Expected Progress figures, although the school was taking steps to address where certain cohorts are not achieving these.</p> <p>Trustee discussed the KPI report distributed and noted the reduction in Sixth Form numbers. The Head outlined that this was the result of increase rigour in the selection process, and the Head of Sixth Form was reviewing both the environment and curriculum offers of the school</p>	
<b>Items for Information</b>		
9.	<p><b>Items for agenda for next meeting (5 minutes)</b></p> <p>None raised</p>	
10.	<p><b>Date and location of next meeting</b></p> <p>Monday 11<sup>th</sup> May- Trustees hope to hold this at Bayards Hill School. Clerk to arrange</p> <p>Trustees noted that the Multi Academy Trust Launch and the Annual General Meeting would be held on 21/01/2015 at the school from 3:30 onwards</p>	GFL

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