

Cheney School Academy Trust



Cheney School Academy Trust – Meeting of Trustees

Confirmed Minutes of meeting on Monday 11 May at 5:00pm at Bayards Hill School

In the Chair:	Dr Durning
Present:	Mr Ewen, Mr Stamper, Dr Hindley, Mrs Kirby, Professor Brighthouse
Absent	Mrs Garland
In attendance:	Mrs Berry (Presenting), Miss Flegg (Clerk), Mrs Medley (Head of Bayards Hill School)

	Minutes	Action
	Part 1 – Non Confidential Business	
1.	<p>Apologies for absence and declaration of interest</p> <p>Trustees welcomed Mrs Medley, the new Head of Bayards Hill School. Introductions were received from all present.</p> <p>No apologies for absence or declarations of interest were received.</p> <p>The meeting was quorate.</p>	
2.	<p>Non confidential minutes of the previous meeting held 8 December 2014 (5 minutes)</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 Dr Hindley to be removed from the list of Trustees present</p> <p>p.2 ‘including Mrs Berry to Mrs Berry to confirm’ to be amended to ‘including Mrs Berry to confirm’</p> <p>Trustees requested that action points in future minutes to be highlighted in bold. Clerk to action.</p>	GFL
3.	<p>Minutes of AGM held 21 January 2015 (5 minutes)</p> <p>Trustees reviewed the minutes of the meeting, which were agreed and approved as a correct version, subject to the following amendments:</p> <p>p.1 ‘Sir Brighthouse’ to be amended to ‘Professor Brighthouse’</p>	GFL
4.	<p>Review of Trust level actions (5 minutes)</p> <p>Trustees reviewed the action grid and confirmed items as discharged and reviewed the ongoing items.</p>	

Signed..... Date.....

Cheney School Academy Trust registered address: Cheney School, Cheney Lane, Oxford, OX3 7QH

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	The Clerk informed the Trustees that she was working with a representative from the Cheney School Local Governing Body and the Chair to research a Cloud System to facilitate school governance.	
Items for Discussion		
5.	<p>Expansion of CSAT- next actions (5 minutes)</p> <p>The CEO presented and the following key points were raised:</p> <ul style="list-style-type: none"> - Trustees to be further advised on the progression of the sponsorship of the new Barton Park Primary School (agreed in principle subject to school performance), following a meeting with the Local Authority and Developers in June. Clerk to add to July agenda. - Trustees discussed future priorities of the Trust and potential partnerships with local schools. Trustees agreed next actions as the development of the CSAT vision and ethos, with a focus on equal partnership. The Chair and CEO to meet and discuss. 	<p style="text-align: center;">GFL</p> <p style="text-align: center;">BD, JKI</p>
6.	<p>Financial update- funding for 2015/16 (20 minutes)</p> <p>Mrs Berry presented on the Income and Expenditure accounts to end P7 March 2015 and funding for 2015-16. Trustees discussed the report and the following key points were raised:</p> <ul style="list-style-type: none"> - Trustees questioned the Trust's position against predicted budgets. Mrs Berry outlined that as a whole the position of the Trust was positive, and that for 2014/15 Cheney School had received more income than predicted, and expenditure had been lower, although noted that next year would be more challenging, with an overspend predicted. Trustees noted that according to current predictions, this overspend would negate the current predicted carry forward by September 2016. Mrs Berry outlined that at Bayards Hill School for 2015/16 there had been less income and more expenditure than predicted, although predicted budgets for 2016/17 were balanced. - Trustees requested that an executive summary be added to future reports, summarising the current situation, likely outcomes/scenarios and future options - Trustees questioned the reasons for the increased staffing costs at Bayards Hill. Mrs Berry noted that this was the results of the changes to staffing, including the end of terms of secondment of Cheney School staff, changes to the Leadership Team structure and the increased contributions to teachers pensions - Trustees questioned the reason for the underspend in educational support at Bayards Hill. Mrs Berry stated this was being addressed through the recruitment of Teaching Assistants. 	<p style="text-align: center;">SBE</p>
7.	<p>Biannual review of funding of central services (15 minutes)</p> <p>Trustees discussed the funding of central services and the following key points were raised:</p> <ul style="list-style-type: none"> - Trustees questioned how the time of the School Business Manager and the CEO was accounted for. Mrs Berry confirmed that the charge for this use of time was accounted as an income into Cheney School - Trustees questioned the reason for the proportional division of these costs between the two schools. Mrs Berry outlined that these figures where agreed in line with each school's budget. 	

Signed..... Date.....

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8.	<p>Delegation to Headteacher of Tier 1 Ill Health Retirement Decisions (10 minutes)</p> <p>Trustees discussed the proposal and confirmed the delegation to the CEO of Tier 1 Ill Health dismissals.</p>	
9.	<p>Approval of new provider of HR advice and Occupational Health services (10 minutes)</p> <p>Trustees reviewed the 'Procurement of HR Services Report to Trustees' and discussed the options available. Trustees considered the service offered, costing, risks and benefits of each potential provider. Trustees confirmed CEFM as the new provider of HR advice and Occupational Health services to Cheney School and Bayards Hill.</p>	
10.	<p>March 2015 Trust accounts return (15 minutes)</p> <p>Mrs Berry presented and outlined the current process on the March 2015 Trust accounts return. Mrs Berry highlighted that the deadline for submission of these accounts was 31 May, and that the documents were currently with the accountants. Mrs Berry to circulate accounts via email when available. CEO to write to accountants regarding services provided and required deadlines.</p>	SBE JKI
11.	<p>Finance Policy (15 minutes):</p> <p>Mrs Berry presented and outlined the changes made in the proposed Financial Procedures policy. Trustees reviewed and approved the policy, subject to following amendments:</p> <p>p.3 p.6, p.7 'school development plan' to be amended to 'school improvement plan'</p> <p>p. 25 'Cheney School Finance and Resources Committee/LGB Bayards Hill' to be amended to 'Cheney School and Bayards Hill Finance and Resources Committees'</p> <p>p.25-6, (11) 'Decide on recommendations relating to the pay of all members of staff, staff appointments and salaries.' to be amended to include 'Pay policy and oversight of performance related pay reserved to the Trust level'</p>	SBE
Items for Information		
9.	<p>Items for agenda for next meeting (5 minutes)</p> <ul style="list-style-type: none"> - KPI review - Review of headline risks 	
10.	<p>Date and location of next meeting</p> <p>Monday 13th July at Cheney School</p>	

Signed..... Date.....