



Cheney School Academy Trust – Meeting of Trustees

Confirmed Minutes of meeting on Monday 13 July at 5:00pm at Cheney School

In the Chair:	Dr Durning
Present:	Mr Ewen, Mr Stamper, Dr Hindley, Mrs Kirby
Absent	
In attendance:	Mrs Berry (Presenting, until item 18), Miss Flegg (Clerk), Mrs Stroo (Presenting, until item 18)

	Minutes	Action
	Part 1 – Non Confidential Business	
1.	<p>Apologies for absence and declaration of interest</p> <p>Trustees welcomed Mrs Stroo, who would be presenting financial matters to the Trust from September.</p> <p>Apologies for absence were received from Professor Brighthouse and Mrs Garland.</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 11 May 2015 (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 (2) 'remove' to be amended to 'removed'</p>	GFL
3.	<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> <p>Trustees noted that the Trust had received communication from the National Association of Schoolmasters Union of Women Teachers (NASUWT) regarding teachers' pay award 2015-16 and would await further information from Oxfordshire County Council.</p>	
	Items for Discussion	

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



4.	<p>CSAT vision development update</p> <p>Trustees accepted the draft CSAT vision development document (circulated with the agenda). The CEO presented and the following key points were raised:</p> <ul style="list-style-type: none"> - Trustees discussed the suggested motto and suggested that ideas for the Trust motto should be received from the school and wider community. CEO to meet with the Head of Bayards Hill School to discuss how to engage the community in an open dialogue about this. - The CEO noted that she was exploring potential partnerships for the Trust, and that the inclusivity of the current Trust name was limited. It was noted that a change to this name would involve a legal process. - Trustees discussed the suggestion to launch a Trust website, and considered the potential requirements in terms of financial cost and staff time. CEO to produce a costing document for consideration by the Trustees. 	<p style="text-align: center;">JKI</p> <p style="text-align: center;">JKI</p>
5.	<p>Bayards Hill: Ofsted Inspection</p> <p>Trustees accepted the Ofsted monitoring inspection report for Bayards Hill School (circulated with agenda). The CEO presented and the following key points were raised:</p> <ul style="list-style-type: none"> - Bayards Hill had undergone an unannounced Ofsted Inspection of Leadership and Management and Behaviour and Safeguarding following an unvalidated parental complaint relating to two incidents involving the Health and Safety of a pupil. - Trustees discussed the lessons learnt from the inspection and the CEO noted that paperwork, particularly around the single central record, from previous administrations should be reviewed. Trustees also requested further reporting from both schools around student behaviour to ensure this could be carefully monitored at Trust level. Trustees requested that Local Governing Body minutes from both schools be circulated and considered by the Trustees. Clerk to action. It was also noted that a Chairs Forum for the Chair of the Trust to meet with the Chairs of the Local Governing Bodies and CEO was being instigated to further facilitate information sharing. - Trustees discussed the most effective method of reporting from both schools and suggested that a termly report be received by Trustees from the CEO, to include information regarding student attainment and KPIs (to include behaviour). Clerk to add to schedule of business for 2015/16. It was also noted that a CSAT Behaviour and Standards Group would be launching in September 2015. 	<p style="text-align: center;">GFL</p> <p style="text-align: center;">GFL</p>
6.	<p>Barton Park Update</p> <p>Trustees noted that the CEO had met with the Local Authority and Barton Park developers and had been advised of a delay to the building work, resulting in a likely delay to September 2017 for the opening of the new school. The CEO noted that there would a further meeting in September 2015. Trustees requested that the CEO raise the question of staff housing with the developers. CEO to raise at the September meeting.</p>	<p style="text-align: center;">JKI</p>
7.	<p>Budget</p> <p>Trustees accepted the reports from the School Business Manager regarding the consolidated budget. Trustees discussed the budget and the following key points were raised:</p> <p>-Trustees noted that a number of corrections and amendments had been made in the Bayards Hill budget submitted by the Business Manager which were reflected in the consolidated accounts presented to Trustees. Trustees noted that ensuring the accuracy of budgets was a key responsibility of the Board and agreed to consider the budgets presented by the Business Manager with amendments included. Trustees requested the Business Manager advise Bayards Hill School of amendments made. Business Manager to progress.</p>	<p style="text-align: center;">SBE</p>

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



	<p>- Trustees discussed the three year projected budget and questioned whether these figures included inflation. The Business Manager noted that this was not included due to low rates. Trustees noted that predicted expenditure on items such as materials and energy consumption had been reduced and that this was a result of investment that had been made into these areas.</p> <p>- Trustees considered how the Trust could generate further income, and considered use of the facilities at both schools. The Business Manager noted that on completion of the building work at Bayards Hill School the Games Room would be a very valuable resource. The Business Manager outlined the steps the Trust currently had in place to generate income, including the letting of school resources over holiday periods and school teachers taking on positions as subject leaders of education. The Trustees outlined that alumni and parental donations and family trusts should also be considered.</p> <p>Trustees approved the budget.</p>	
8.	<p>Annual allocation of Fast Track Grant Report</p> <p>Trustees accepted the Business Manager Fast Track Grant Report to Trustees. Trustees discuss the report and requested an amendment to point 7 to reflect to use of the grant to fund staff secondments from Cheney School to Bayards Hill School. Business Manager to amend.</p>	SBE
9.	<p>Review of Headline Risks</p> <p>Trustees accepted the Risk Management and Risk Register (circulated with the agenda). Mr Stamper, Chair of the Pay and Audit Committee, presented and the following key points were raised:</p> <ul style="list-style-type: none"> - The Pay and Audit Committee had met on 23 June and had reviewed the register, making amendments where necessary. The Chair of the Committee highlighted current areas of high risk, and outlined the reasons for these risks. - Trustees reviewed the register and discussed next actions. Trustees requested that the full register be passed to each Local Governing Body. Clerk to action. Trustees noted that the Pay and Audit Committee would next review the risks in November 2015. 	GFL
10.	<p>KPI review & KPIs for 2015/16</p> <p>Trustees accepted the KPI update report and discussed data to date. Trustees requested the addition of a KPI for 2015/16 around student behaviour, and recommended that this was based around student voice. Trustees requested an amendment to the control of staffing costs indicator- KPI to be amended to 'Staffing cost to not exceed 75% of total income (excluding capital income)'. Clerk to amend.</p>	GFL
11.	<p>Ofsted inspection framework update</p> <p>The CEO noted that a number of changes to the Ofsted framework would affect both schools in the Trust from September. The CEO outlined that 'Good' schools would undergo a one day inspection, which would be extended to a full inspection if the rating of the school was likely to change.</p>	

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



12.	<p>Policies</p> <p>i) Drugs Policy</p> <p>Trustees reviewed the draft policy and noted that there were no provisions outlined for students with chronic conditions requiring self medication. Trustees noted that the draft policy also made no reference to specific drugs training for staff. CEO to liaise with Head of Bayards Hill to ensure the policy applicable at primary school level. Policy to be further amended and returned to Trustees for approval.</p> <p>ii) Health and Safety Policy</p> <p>Trustees reviewed and discussed the draft policy. Trustees approved the policy, subject to the following amendments:</p> <ul style="list-style-type: none"> - p.8, p.10- removal of named members of staff to be amended to include roles of staff only - Inclusion of an appendix with a personnel list <p>Trustees noted that Mrs Berry, Business Manager, had resigned and thanked her for all her work.</p> <p>iii) Pension Policy</p> <p>Trustees reviewed the draft policy and discussed the amendments recommended by the Business Manager. Trustees requested that any references to the Headteacher be amended to CEO. Trustees requested that the policy was re-circulated to Trustees with recommended amendments included for final approval. Business Manager to action.</p> <p>iv) Freedom of Information Act Publication Scheme</p> <p>Trustees reviewed and discussed the draft policy. Trustees approved the policy, subject to the following amendments:</p> <ul style="list-style-type: none"> - References to Cheney School be amended to Cheney School Academy Trust - The addition of page numbers <p>Business Manager to action</p>	<p>JKI AW, GFL</p> <p>SBE</p> <p>SBE</p>
13.	<p>Credit card delegation</p> <p>Trustees approved the delegation of credit card use from School Business Manager to the Finance Manager, and noted the current limits would remain consistent.</p>	
14.	<p>Safeguarding (Standing item)</p> <p>Trustees requested that a brief update from each school's safeguarding lead be provided for Trustees meetings in future. Clerk to action.</p>	GFL
15.	<p>Health and Safety (Standing item)</p> <p>Trustees requested that in future Health and Safety reports come to Trustees. Business Manager to provide Chair with login to Health and Safety portal for monitoring.</p>	SBE
Items for Information		
16.	<p>Items for agenda of next meeting</p> <p>Trustees reviewed the annual schedule of business (circulated with agenda). It was suggested</p>	

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	that an additional Trustees meeting may be required.	
10.	Date and location of next meeting Monday 21 st September at Cheney School.	