



## Cheney School Academy Trust – Meeting of Trustees

Confirmed Minutes of meeting on Monday 10<sup>th</sup> November 2014 at 5:00pm at the school

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

	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 Mrs Garland.</p> <p>No declarations of interest were received</p> <p>The trustees confirmed Dr Durning as Chair.</p>	
2.	<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>2. 16/06/2014 Darbys to provide examples of Schemes of Delegation</p> <p>4. 14/07/2014 BD, GFL Equality Policy to be added to the next BoG agenda (15/09/14)</p> <p>The following points were confirmed as ongoing</p> <p>1. 25/0/2013 LJ/NHi A list of existing policies needed for governors information. NHi to send the clerk a list he requires. (SBE presenting on current draft list of policies item?)</p> <p>3. 16/06/2014 BD Consider best practice in recruitment of Trustees/Governors</p>	
	<b>Items for discussion and approval</b>	

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



3.	<p><b>Budget for Bayards Hill Primary School</b></p> <p>Mrs Berry presents on the Bayards Hill budget and the following key points were highlighted:</p> <ul style="list-style-type: none"> <li>- The cost of staffing had been underestimated in April 2014 due to the omission of holiday pay. This has now been reconciled.</li> <li>- The potential increase in cost of provision of swimming lessons at Bayards Hill, due to the withdrawal of free use of these facilities. It was noted that the increase may be contestable due to previous agreements. SHA and TB investigating</li> <li>- The reduction in cost of Food for Thought recharges</li> <li>- The reduction in IT costs</li> </ul> <p>Mrs Berry highlighted that there was a revenue overspend, but that a justification to the Education Funding Agency would be made on the basis of the needs of the school improvement required and the reserves held by the school</p> <p>Mrs Berry proposed that the remaining sum of the Fast Track grant to be allocated back to the Bayards Hill budget to finance school improvements. The Trust approved this, subject to an annual report detailing the use of this fund from Bayards Hill.</p> <p>Mrs Berry discussed the management of the funding of central services. Trustees approved Mrs Berry's current model, subject to a six month review, tracking expenditure and accuracy of allocation.</p>	<p>SHA, TB</p> <p>SBE</p> <p>SBE</p> <p>SBE, GFL</p>
4.	<p><b>Scheme of Delegation to Local Governing Bodies</b></p> <p>Trustees agreed to discuss this via email. The Chair to circulate.</p>	<p>All Trustees, BD</p>
5.	<p><b>Review of specific lists</b></p> <p>Mrs Berry presented and discussed the Risk Register for 2014. Mrs Berry highlighted the risk levels that had changed for this academic year and the reasons for these changes. Mrs Berry outlined the plans for management of risks.</p> <p>Trustees discussed and approved the risk register, subject to a review of the document by the Pay and Audit Committee.</p> <p>Clerk to arrange a meeting of the Pay and Audit Committee before the 8th December 2014.</p>	<p>Pay and Audit Committee</p> <p>GFL</p>

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



<p>6.</p>	<p><b>Trust Key Performance Indicators (Educational and finance)</b></p> <p>Mrs Berry presented on the 'Report to Trustees- Key Performance Indicators (distributed before the meeting).</p> <p>The Trustees discussed the report and approved the suggested targets and KPIs subject to the following amendments:</p> <ul style="list-style-type: none"> <li>(i) attendance targets to be amended and in line for both Bayards Hill and Cheney School</li> <li>(ii) target for Bayards Hill to be amended to 'meet or exceed' floor targets</li> <li>(iii) amend targets aiming at 100% improvement year on year</li> </ul> <p>Mrs Berry to draft Trustees Report and circulate to Chair for review. Trustees to review report at the Trust meeting 8th December 2014.</p> <p>Trustee agreed that KPIs should be added to Trust agendas as a standing item. Mrs Berry to create a template proforma for the presentation and monitoring of KPIs. Chair to circulate example template to Mrs Berry.</p> <p>Trust to review results achieved against targets over academic year 13/14 at the meeting of the 8th December</p>	<p>SBE</p> <p>SBE, BD GFL</p> <p>GFL BD, SBE</p> <p>GFL</p>
<p>7.</p>	<p><b>Trust protocols and procedures</b></p> <p>Draft Finance Handbook</p> <p>Mrs Berry presented on the Draft Finance Handbook, and highlighted the addition of an approved supplier list. The Trustees discussed and approved the document, subject to the following amendments:</p> <ul style="list-style-type: none"> <li>i) p.3 d) 'Authorising orders and the award of contract over £170,000' amended to be a Trust responsibility</li> <li>ii p.3 e) 'Authorising significant financial implication of any changes to the Trust personnel establishment that exceed the virement limits' to be amended to a Trust responsibly             <ul style="list-style-type: none"> <li>iii) p.3 c) 'on behalf of the LGB' to be amended to 'on behalf of the Trust'</li> <li>iv) p.6 'The form and content of the development plan are a matter for the Trust/LGB' to be amended to 'The form and content of the development plan are a matter for the Trust'</li> </ul> </li> <li>v) p.9 'The HR manager will email these forms to OCC for processing as payroll provider' to be removed</li> </ul>	<p>SBE</p>

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



	<p>Appendix 2</p> <p>vi) p.25 No guideline required on the number of Trustees on the Finance and Resources Committee</p> <p>vii) p.26 10 'Draft/amend and review whole school pay' to be amended to a Trust responsibility.</p> <p>viii) p.26 11 'decide on recommendation relating to the pay of all members of staff, staff appointment and salaries' to be amended to a Pay and Audit Committee responsibility.</p> <p>ix) p.6 14 'Establish a health and safety policy' to be amended to a Trust level responsibility, with the Local Governing Body responsible for the implementation of local procedures</p> <p>Review date agreed as 10th November 2015.</p>	
<p>8.</p>	<p><b>Trust Policies</b></p> <p><b>a) Equality Policy</b></p> <p>Trustees reviewed and approved the policy, subject to the following amendments</p> <p>i) Addition of the Cheney School Academy Trust Logo</p> <p>ii) Change 'Cheney school Equality Policy' to 'Cheney School Academy Trust Equality Policy'</p> <p>iii) References for 'Cheney School' to be removed and replace with 'Cheney School Academy trust'</p> <p>iv) A review of the policy by Mrs Hawken</p> <p>v) A review of the policy by Mrs Berry, Ms Davies and Mr Stamper</p> <p>vi) The addition of an Annex B detailing the Accessibility Plan for Bayards Hill School</p> <p>Trustees approved Annex A, Accessibility Plan for Cheney School and highlighted that this must go live immediately</p> <p><b>b) Allegations of abuse made against teachers and other staff</b></p> <p>Governors reviewed and approved this policy, subject to the following amendments</p> <p>i) Addition of Trust logo</p> <p>ii) p.2, 7- Mrs Berry to amend wording</p> <p><b>c) Code of Conduct for Parents, Carers and Visitors</b></p> <p>Trustees reviewed and approved this Code of Conduct, subject to the following amendments:</p> <p>i) p 1.2 addition of 'part of our commitment to safeguarding;'</p>	<p>GFL</p> <p>SHA SBE, EDA, RS</p> <p>SBE, EDA</p> <p>SBE</p> <p>GFL SBE</p> <p>GFL</p>

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



<p>ii) Reference to Executive Principal to be removed                  iii) p. 4 'Google' to be replaced with 'relevant sites'</p>		<p><b>d) Exclusion Policy</b></p> <p>Trustees reviewed and approved this policy subject to the following amendments:</p> <p>i) 'SEN' to be replaced with 'SEND'                  ii) 'Cheney School Multi Academy Trust Exclusion Policy' to be amended to 'Cheney School Academy Trust Exclusion Policy'                  iii) p2 4 addition of reference to the sending of the readmission form to parents                  iv) Reference to 'Executive Principal' to be removed</p> <p>Mrs Berry to confirm here 'BIP' would classify as an exclusion.</p> <p>Next review confirmed as November 2015</p>	<p>GFL</p> <p>SBE</p>
<p><b>e) List of other Trust Policies</b></p> <p>Trustees reviewed the list of Trust policies and highlighted the following as priorities to 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>Trustees agreed that future procedure for the approval of Trust Policies. These should be escalated gradually to the Trust, following a recommendation for approval from the relevant committee or Local Governing Body. Local Governing Body to produce a report to Trust detailing Local policies approved.</p>	<p>SBE</p> <p>GFL</p>
<p>The Chair, Mrs Berry and Miss Flegg to meet to discuss polices list further.</p>		<p><b>Articles of Association</b></p> <p>Trustees reviewed and approved the Articles of Association</p>	<p>GFL, SBE, BD</p>

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



8.	<p><b>Draft Procedure for appointment of Trustees</b></p> <p>Governors reviewed the draft procedure. Chair to circulate discussion points about the procedure via email and Trustee to respond</p>	BD, Trustees
10.	<p><b>Items for next agenda</b></p> <p>None raised.</p>	
11.	<p><b>Date of next meeting</b></p> <p>8th December 2014</p>	

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