



Cheney School Academy Trust – Meeting of Trustees

confirmed Minutes of meeting on Thursday 29 September 2016 at 5:00pm at Cheney School

In the Chair:	Dr Durning (from item 4)
Present:	Mrs Kirby, Mr Stamper, Dr Hindley, Professor Brighthouse (until item 8)
Absent:	Mr Busby
Apologies:	
In attendance:	Mrs Jennings (Clerking)

	Minutes	Action
	Part 1 – Non Confidential Business	
1.	<p>Apologies for absence and declaration of interest</p> <p>Apologies for absence were received from Mr Busby.</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 July 2016</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> <p>It was noted that some succession planning for the Trust Board was required, noting that Mr Stamper would like to retire from the Pay and Audit Committee and that Dr Hindley would like to retire from the Trust Board at the end of his term of office in December. Dr Hindley stated he would remain until a replacement Trustee was appointed</p> <p>Trustees discussed Health and Safety oversight and noted that the CEO was currently working with staff across the Trust to gauge staff understanding of this. It was noted that the Trust had appointed a Senior Operations Manager and an Operations Manager.</p> <p>Trustees requested access to CEFM to be able to view policies. Dr Bruckner to look into this. Trustees also requested a policies folder to be added to the Governors area of the website- Clerk to create. For more oversight on policies, Clerk to create policies grid.</p>	<p>UBR</p> <p>GFL</p>
	Items for Approval	
4.	<p>Election of Chair</p> <p>It was noted that an expression of interest in the role of Chair had been received from Dr Durning. No other nominations were received. Trustees voted and Dr Durning was approved. Dr Durning chaired for the rest of the meeting.</p>	

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5.	<p>Election of Vice Chair</p> <p>Mr Stamper was nominated as Vice Chair. Trustees voted and Mr Stamper was approved.</p>	
6.	<p>Policies</p> <ul style="list-style-type: none"> i) Pay Policy (JKI) ii) Equality Policy (JKI) iii) Exclusion Policy (SHA) iv) Charging and Remission Policy (KST) <p>It was noted that these policies would be circulated to Trustees for approval via email.</p>	
Items for Discussion		
7.	<p>CSAT Strategic Plan</p> <p>The strategic plan (circulated with agenda) was discussed and the following key points were raised:</p> <ul style="list-style-type: none"> - The name of the Trust was discussed and Trustees outlined the need to change the name of the Trust to ensure that this was more inclusive. Potential names for the Trust were suggested and discussed. Trustees agreed that the naming process should be consultative, to include consultation with students, staff in the Trust plus local primaries. CEO to hold consultation for an aspirational name, which should avoid any reference to locality. The need to emphasise the partnership focus of the Trust was outlined. - Trustees discussed the vision for the structure of the Trust. Trustees noted that the preference would be for more than a single secondary school and an increased number of primary schools within the structure, which would be particularly key in staff retention and development. Trustees noted that a reference to this should be included within the plan under the vision, wording agreed as ‘desire to expand in a considered manner with more partner schools in our Trust in the secondary and primary sector.’ CEO to amend plan. - Other amendments agreed were noted as: removal of reference to recent bid for new Bicester school, consistent language throughout around Board of Trustees, the Trust, schools and clear definitions of any acronyms included, removal of references to brokerage, numbered subsections throughout the document and removal of Leadership and Governance section. CEO to amend. - The need for an emphasis on the safe environment in Trust schools was noted and Trustees requested the addition of ‘to learn in a safe, supportive and welcoming environment’ to student expectations. Trustees also requested the inclusion of development of ‘Confident, resilience and independent learners who are able to work together’ within the key elements of the Trust approach. CEO to amend. - Trustees discussed the objectives of the Trust and noted that the focus of objective four should reflect the ambition to develop the Trust, and amended working was agreed as ‘To increase the numbers of schools in the MAT to build a more resilient and capable organisation’. Trustees also requested that the subtitle ‘How will we achieve our objectives’ be amended to ‘Details on our Strategic Objectives’, with clear success criteria designated for each objective. CEO to amend. - Trustees reviewed the Improvement Plan and requested that the title be amended to action plan. Trustees also requested that CEO review the plan to simplify the document with clear and measurable objectives and success criteria. Trustees also 	<p style="text-align: right;">JKI</p> <p style="text-align: right;">JKI</p> <p style="text-align: right;">JKI</p> <p style="text-align: right;">JKI</p> <p style="text-align: right;">JKI</p>

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	<p>requested that the document be formatted. CEO to review and amend.</p> <ul style="list-style-type: none"> - Trustees requested that an amended version of the document be circulated as soon as possible. CEO to circulate when amended. - Trustees noted that no feedback had yet been received regarding the unsuccessful bid to sponsor the new Bicester school. Clerk to request feedback. 	JKI JKI GFL
8.	<p>Setting Trustee objectives</p> <p>An annual review every September of the Strategic Plan was agreed.</p>	
9.	<p>Safeguarding</p> <p>The CEO noted that the school had concerns around the communication to schools from Thames Valley Police around a recent serious safeguarding concern in Oxford. CEO to raise with Thames Valley Policy. It was noted that following this incident communications had been sent to parents and additional safeguarding staff were on duty at the end of the school day. It was also highlighted that a suspicious individual on Cheney School grounds recently had been reported to policy.</p>	JKI
10.	<p>Health and Safety</p> <p>It was noted that a school fence up to the sports centre required mending. CEO to communicate with Senior Operations Manager.</p> <p>It was also noted that significant roadworks in Headington would be starting shortly and would be ongoing until March 2017. Trustees questioned whether this would impact student access to Cheney School. The CEO noted that there was increased staff presence before and after school following a number of road traffic incidents in 2015/16. It was also noted that an additional school entrance would shortly be opened.</p>	JKI
Items for Information		
15.	<p>Items for agenda of next meeting</p> <p>Equality Policy, to include equality monitoring report. Annual Review of the Scheme of Delegation</p>	
16.	<p>Date and location of next meeting</p> <p>Monday 7th November, Cheney School</p>	

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