



Registered address: Cheney School, Cheney Lane, Oxford, OX3 7

Community Schools Alliance Trust – Meeting of the Trustees

Non Confidential Minutes of the meeting on Monday 19th March 2018, 5pm at Bayards Hill

In the Chair:	Dr Bridget Durning (BD)
Present:	Liz Bell (LB), Jolie Kirby (JK), Ian Busby (IB), Ann Childs (AC)
In attendance:	Rachel Medley (RM), Ben Hegedus (BH) (until 6pm), Shane Carter (SC)(until 6pm), Chris Honey (CH)(until 6pm) Julie Germain (JG) Clerk
Apologies:	Liz Nuttall

	Minutes	Action
	Part 1	
1.	<p>Apologies for absence and declaration of interest</p> <p>Apologies for absence were received from Liz Nuttall</p> <p>Introductions were received from all present and no declarations of interest were received for items on the agenda</p> <p>The meeting was quorate.</p>	
2.	<p>Minutes of the previous meeting 4th December 2017 (5 minutes)</p> <p>These minutes are incomplete, it was therefore decided they would be deferred as there is a need to clarify and reflect the Finance section.</p>	BD, CEO, SC
3	<p>Action Grid (5 minutes)</p> <p>The action grid has not been updated and most of these items have been discharged. This needs to be updated.</p>	JG, CEO
	Items for Discussion	
5	<p>Risk Register – Head of Finance</p> <p>Head of Finance presented the main risks and went through the layout. There are some risks across the organisation. Summary of changes from July risk register, some new additions on Income and Data protection. Would like to add something more school specific, exec standard agenda to P&A, F&R, meetings. Head of Finance to put on P&A agenda for discussion, specifically Recruitment and Retention.</p> <p>Trustees asked how current it is? A - Exec team + SC & RM meet every couple of months with ongoing discussion. Trustees stated they are pleased with what has been done with this and how things are being picked up. Head of Finance stated this is good opportunity to challenge. CEO welcomes robust scrutiny of the Recruitment and Retention as we have made changes and would be useful to have professional expertise to look at this through the Board's eyes.</p>	SC



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<p>6</p>	<p>Health & Safety – Policy update - Head of Estates</p> <p>Head of Estates presented the updated H&S policy which mirrors previous policy.</p> <p>Trustees asked for clarity on the policy statement, does this mean Head of each school A - Yes it covers this.</p> <p>Trustees questioned responsibilities - CEO doesn't have direct responsibility and trustees not shown as responsible, what are the levels of responsibilities for Trustees A - Heads have local responsibility, Trustees previously did have responsibility and ultimate responsibility does sit with Trustees.</p> <p>Head of Estates will reword with clarity on this, will revise and circulate for final approval.</p>	<p>CH</p>
<p>7</p>	<p>Gender & Equality Policy – Head of HR & Compliance (10 minutes)</p> <p>Head of HR & Compliance presented this policy. Generally this follows national pay scale, support staff follows local pay scales, there is room for flexibility and clear outline for negotiations. This document is to set the scene and is a positive picture, some areas require improvement.</p> <p>Recruitment and Retention Trustees asked if it follows Department for Education template A It isn't a standard guide (statutory). Very few schools have put their policy out yet. CEO asked if it is possible to have links to other documents. Head of HR & Compliance to action what the reason is for this. Trustees asked how gender pay differences are shown. A Based on hourly rates part time staff have been stripped out. Looked at Support & Teacher, PT staff generate the gaps (these are predominately cleaners and female). Trustees asked if it could be made explicit as to how these figures are reported. Rework to show how these figures came about as this is essentially a good picture.</p> <p>This will be re-worded to make clearer to read.</p> <p>Trustees asked if there could be a space for upfront paragraph to explain the figures and format for the test then the tables and why the difference between mean and median? A This will be discussed at P&A. Trustees stated retention of staff, movement of female or male is something to consider as research show's higher numbers of female staff leaving the profession. We should look at this as a reference for CSAT schools.</p>	<p>BHE</p> <p>BHE</p> <p>BHE / IB</p> <p>BHE</p>
<p>8</p>	<p>HR & Payroll – Head of HR & Compliance (10 minutes)</p> <p>Head of HR & Compliance advised Trustees a new up to date system is being looked at, this will be much more user friendly allowing applicants to be informed with information of new roles. This to be shared more fully at next Pay & Audit.</p> <p>The new system will stream line processes for holiday and sickness with an on line system making it easier for staff and much easier to monitor any trends and issues.</p> <p>There is a new staff well-being programme supplied by Paycare offering support with medical support/costs. There are trained Mental Health first aiders in both schools.</p> <p>40% of staff complaints are pay related issues with current payroll company. There are presentations arranged for new payroll companies.</p> <p>Q Should we go it alone or go in direction others are going. Have we thought this through It was agreed that this would be further discussed at the next Pay & Audit meeting.</p>	<p>BHE</p> <p>BHE</p>



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<p>9</p>	<p>Barton Park update – CEO & Head of Estates (10 minutes)</p> <p>The CEO outlined details of the latest meeting with Oxfordshire County Council (OCC) and Oxford City Council(OCIC) and circulated a Gant chart. Next meeting will be in May with architect to look at and issues and any problems with other new schools built in Oxford. Head of Estates is pushing to be part of the design, views have been given to the design council. There is an opportunity for Trustees to visit another newly built school in Oxford. CEO has arranged a visit to new build primary in Didcot.</p> <p>There is a visit this week by Regional Schools Commission (RSC) to look at Bayards Hill and the health of the MAT. This will need to go well for the final sign off. On Barton Park 70% of the housing stock is currently sold. The school will have provision for SEND – 8 places. Trustees asked if the Gant chart could be interpreted to make clearer. Head of Estate will adjust to make this more understandable.</p> <p>This week RSC visit to see Bayards Hill. Meeting in April to sign off. It was confirmed that the original letter sponsoring CSAT was in 2015. Trustees asked if RSC pick up last Ofsted report with RI outcome. A – JKi advised RSC want to see Bayards’ outcomes and will look at this on Thursday. They have also requested to see CEO and Chair of Governors. We will have all information from this for the April meeting and will draw up a list of discussion for this meeting on 19th April.</p> <p>Trustees asked how we are addressing this, do we feel Trustees are putting best foot forward. Is there more information for trustees to process. CEO has written to Sarah Nairne with profiles of Trustees and financial information this is to be shared in more detail at the 19th April meeting.</p> <p>Trustees asked if the decision regarding Barton Park could be reversed. A – In theory yes but this would be unusual and will be addressing on Thursday’s visit when meeting with Bayards Chair of Governors and Head.</p> <p>Trustees asked could they be looking at competitors i.e. other MATs and is there a concern that other MATs maybe aggressively pitching for this. A – We are very well prepared for the RSC visit on Thursday. Trustees can join the April meeting with BD; they will need briefing before this.</p> <p>After Thursday’s visit we will have a view of the feel at the moment. And the April meeting will be much more detailed.</p> <p>Trustees stated it was good to have had this update.</p>	<p>JKi</p> <p>CH & JKi</p> <p>JKi</p>
<p>4</p>	<p>The Head teacher presented the Bayards Hill Spring Term report in the new format. Trustees agreed it was useful to have this format. Head teacher pointed to a few items to highlight – currently 4 or possibly 5 long term sicknesses. The Yr4 teacher issue is now resolved who has now resigned and will be released as of 31/3/18. We have secured a new Year 4 teacher for this class until the end of this academic year and possibly beyond. Trustees questioned what is in place for Teaching and Learning improvement. A – this could be presented in a table with regard to the long term strategy. Read Write Inc (RWI) is to develop and improve early reading. Current Year 5 & 6 have not had RWI and the impact of the RWI programme can be seen from Year 3. We are developing peer to peer work IRIS, this and is key to our development. There is a new maths scheme to ensure pitch and challenge are right. Base line testing with the ability to analyse these tests and then teach to the gaps.</p>	



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Trustees asked where children are.

A – Test gives benchmark question level analysis.

Trustees asked does this feed into or from evaluation

A – it feeds from at the moment.

Trustees questioned PP are still at Red, is this positive

A – we do have historic PP gap to close. Year 6 has PP low attainment. Short term strategies for this are 3 x maths teachers and after school tutoring.

Trustees asked if Governors are making the right types of challenges and questions

A – yes we are getting these questions, particularly with regard to the difficulties with historic Year 6 issues.

Trustees also asked if there is more general questioning from Governors.

A – these are addressed with Governor links and regular visits to school and through the sub-committee pupil panel.

Trustees questioned the risk of high level of NQTs

A – We have a full time NQT mentor on secondment from Cheney. We have four outstanding NQTs with no risk and is actually a very positive situation and looking at retention of these teachers.

Trustees asked what are Bayards Hill doing with regard to staff well-being survey

A – this will be shared at the inset day on 16th April 2018.

Data

This is generally moving in the right direction with some attainment issues.

There was a discussion with regard to target setting at 70%. This was set at 80% last year, which was ambitious, to raise expectations.

Trustees asked what is the view on how many will reach the target

A – it is achievable, Year 3 are working well. Would not want to set target below this, important to keep expectations high.

The CEO advised that the Head and Senior Leadership Team (SLT) are rigorous about looking at books to keep up to date with progress.

Trustees thanked the Head teacher for this report and information.



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	Items for Discussion	
10	<p>Corporate Governance Paper – CEO</p> <p>The CEO explained the reason for this new document and new finance levels. It was agreed that the financial element would be discussed at the next Pay and Audit meeting on 27th March 2018.</p> <p>Trustees questioned whether the Chair’s forum should be part of this document. CEO confirmed we could move this.</p> <p>Some tightening up of the wording was suggested for the Roles and Responsibilities and a clearer definition of reserves.</p> <p>Trustees agreed this was a very helpful document to move forward with some changes. It was agreed that Trustees will review and send comments to CEO by next Tuesday 27th March.</p> <p>It was agreed to discuss reserves at the Pay & Audit meeting next week, following this we will be in a position to move forward.</p> <p>Andrew Allison to be invited to this meeting for the Reserves discussion.</p>	<p>Trustees</p> <p>JG</p>

The meeting closed at 7:10pm

Date of the next meeting: 21st May 2018 – 5pm at Cheney School