



**Community Schools Alliance Trust – Meeting of the Trustees**

**Non Confidential Minutes of the meeting on Monday 4<sup>th</sup> December, 5pm at Cheney School**

<b>In the Chair:</b>	Mr Busby
<b>Present:</b>	Mrs Tyler, Mrs Kirby, Dr Childs
<b>In attendance:</b>	Mr Honey (CSAT Senior Operations Manager), Mr Carter (CSAT Senior Finance Manager) Until Item 10.) Mrs Hathaway (CSAT Communications Manager) until item 6, Miss Ahmed (Clerking)
<b>Apologies:</b>	Dr Durning, Mr Kiani, Mrs Nuttall

	<b>Minutes</b>	<b>Action</b>
	<b>Part 1</b>	
1.	<b>Apologies for absence and declaration of interest</b>  Apologies for absence were received from Dr Durning, Mr Kiani, Mrs Nuttall.  Introductions were received from all present and no declarations of interest were received for items on the agenda  The meeting was quorate.	
2.	<b>Election of Chair and Vice Chair (5 minutes)</b>  Mr Busby was approved as Vice Chair of Trustees..	
3	<b>Minutes of Previous Meeting 9<sup>th</sup> October 2017 (5 minutes)</b>  The minutes of 9 <sup>th</sup> October 2017 were reviewed and approved as a correct version.	
4	<b>Action Grid Review</b>  The action grid was reviewed, completed items were confirmed as discharged and ongoing items were reviewed.	
	<b>Items for Discussion</b>	



5	<p><b>CSAT Branding (Communications Manager, 10 minutes)</b></p> <p>Mrs Hathaway presented on the new website for the trust.</p> <ul style="list-style-type: none"> <li>- All trustees agreed the new trust logo.</li> <li>- The site is currently live, but not visible by search.</li> </ul> <p><b>Trustees information page to be added. Trustees to email Mrs Hathaway paragraph of explanation (no more than 100 words) by the Friday 8<sup>th</sup> December 2017</b></p>	Trustees
6	<p><b>Cheney School Results and Governors Update</b></p> <p>Concerns raised were; Under performance in year 10 &amp; closing the gap between pupil premium students and non-pupil premium students.</p> <p>An overview was presented by Rupert Moreton (Head of Cheney) and Richard Stamper (Chair of Governors) in regard to Cheney School results, which followed the report circulated.</p> <p>Response by the school was to change the examination for all optional subjects to be taken at the end of Year 11.</p> <p>There will also be changes to the way support/SEND/Inclusion is structured to bring together a more coherent structure.</p>	
7	<p><b>CEO &amp; KPI Report</b></p> <p>Mrs Kirby presented on KPIs. Concerns were raised with year 10 Mathematics. There appears to be slower progress year 10, compared to rapid progress in year 11. There are also concerns with year 9 English.</p> <p>There have been no concerns at Bayards with regards to attendance and behaviour. It was noted that early years are making sufficient progress. Positive news in regard to low levels of exclusions and high attendance 96%. These seem to be result of more home visits and the celebration of attendance. The concern of outcomes at Bayards was raised. Careful monitoring of this will continue to be a priority as will the development of Teaching and Learning.</p>	
8	<p><b>CSAT Strategic Plan</b></p> <p>CEO circulated an update to Trustees which provides details on the key improvements in regard to teaching and learning, health and wellbeing and professional development.</p> <p>These were agreed as useful documents to support the overall improvement 5 year plan.</p> <p>It was noted that Ms Nuttall, Mrs Bell and Dr Childs had recently joined the Trust Board. It was outlined that recruitment for Trustees was ongoing.</p>	CEO/ Chair of Trustees
9	<p><b>Termly Risk Register</b></p> <p>Key risks were discussed and appropriate actions noted.</p>	



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

10	CEO reported on key aspects in relation to safeguarding. Cheney school will undergo an LA audit next term.	<b>CEO report back</b>
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**Meeting finished at: 7:00pm**

**Date of next meeting: Monday 19<sup>th</sup> March 2018**