



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

Community Schools Alliance Trust – Meeting of the Trustees

Confirmed Non Confidential Minutes of the meeting on Monday 21st May 2018, 5pm at Cheney

In the Chair:	Dr Bridget Durning (BD)
Present:	Liz Bell (LB), Jolie Kirby (JK), Ian Busby (IB), Ann Childs (AC), Ehsan Kiani (EK)
In attendance:	Ben Hegedus (BH) (until 6pm), Martin Simpson (MS) (until 6pm), Chris Honey (CH)(until 5.25pm), Rupert Moreton (until 6.20pm), Richard Stamper (RS) (until 6.20pm), Julie Germain (JG) Clerk
Apologies:	Liz Nuttall, Pat O'Shea

	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 have been updated and were agreed.</p>	
3.	<p>Minutes of the previous meeting 19th March 2018 (5 minutes)</p> <p>These minutes were agreed as a correct record.</p>	
4	<p>Action Grid (5 minutes)</p> <p>All items currently on the action grid have now been discharged. This will be updated and any new actions added following this meeting.</p>	JG
	Items for Information	
5	<p>Members agreement regarding new Trustee Pat O'Shea and role – CEO</p> <p>Trustees confirmed their agreement to Pat O'Shea as a new trustee.</p>	
6	<p>Health & Safety – Head of Estates verbal report</p> <p>Head of Estates reported that the Health and Safety Policy is now implemented and a new automated system is in place.</p>	



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	<p>Asbestos annual check for Cheney has been carried out. Bayards – Oxfordshire County Council have a management plan being put in place with main risk in hand.</p> <p>All statutory testing is up to date on both sites.</p> <p>New induction procedure covers H & S and existing staff will also cover this.</p> <p>Trustees asked about the timescale for OCC asbestos for Bayards. A – this is 80% complete.</p> <p>Head of Estates updated Trustees regarding the possibility of a Gymnastics club using Bayards site for a new club.</p> <p>Trustees requested a full business plan for this proposal.</p>	CHN
7	<p>GDPR practice across the Trust – Head of HR & Compliance/Head of ICT</p> <p>Head of HR & Compliance presented details to Trustees including what GDPR means to the trust and how it will affect processes; our approach is in line with DfE guidelines.</p> <p>The presentation/training being given to all staff at Cheney and Bayards was shared with Trustees. This covers staff compliance and responsibilities and how we ensure we are aware of this and any changes.</p> <p>Trustees asked what staff need to be more aware of. A – more vigilance with USB's, email and SEN information to ensure this is secure. We are moving to a cloud based system to be more secure.</p> <p>Trustees asked if there is a checking process. A – An audit is being compiled and the outcome will look at how we implement specific changes over both schools. This is to go on the Risk Register.</p>	BH

Items for Discussion		
8	<p>Cheney School Head and Chair of Governors Report</p> <p>The Head and Chair of Governors presented the reports which had been shared with Trustees.</p> <p>The recent Ofsted was grade 2 – Good.</p> <p>A discussion followed regarding the lower expected outcomes for Year 11.</p> <p>Trustees asked how Year 10 are looking and the lower predictions for Year 9 A – Year 10 is looking much better and Year 9 are conservative predictions at this stage.</p> <p>The CEO stated it is really important to put support in place for vulnerable groups – SEN, PP.</p> <p>A new structure is being put in place for more pastoral support across the school. With a new Behaviour Improvement Team and new added roles of Pastoral Assistants. This includes new support structure for SEN pupils, using strong leaders for key roles and also ensuring the PP budget is being used in the correct areas.</p>	



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	<p>Trustee asked if these staff will be in lessons Yes they will spend a high level of time in classes.</p> <p>There is a restructuring of Sixth Form team with a new Head of Sixth Form, Deputy and Learning Mentors. The focus will be on progress and a new tutoring structure to support their tutees.</p> <p>Trustees asked if the curriculum was right in Sixth Form. A – there will be tightened entry requirements into Sixth Form and it is expected that numbers will be lower.</p> <p>Trustees asked for the LGB to look at this. Lower numbers will affect our funding but should build up outcomes for the Sixth Form and higher retention rates.</p> <p>Trustees asked when we will know the impact of the Financial implications.</p> <p>F&R are in the process of looking at this and will be ready for 11th June.</p>	F&R
9	<p>DfE visit & HMI review Bayards Hill (March) and DfE Trust visit (April) – CEO/Trust Chair Q & A opportunity following reports</p> <p>The CEO has requested DfE to revisit Bayards Hill in six months following their report. This will be to look at Middle Leaders and Year 1, there is currently training being put in place for Middle Leaders.</p> <p>The CEO advised that Bayards are now fully staffed for September and all 5 current NQTs are staying.</p>	
10	<p>Next meeting – set agenda on strategic development of Trust to include Barton Park</p> <p>Proposals for housing, Chair’s and Vice Chair’s meeting, look at other models (Trusts), different scenario planning on growing versus improving (80% of MATs have 2 to 3 schools).</p> <p>Trustees asked CEO to produce an outline plan for strategic future.</p>	CEO

The meeting closed at 7:00pm

Date of the next meeting: 16th July 2018 – 5pm at Bayards Hill School