



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 16th July 2018, 5pm at Bayards Hill

In the Chair:	Dr Bridget Durning (BD)
Present:	Liz Bell (LB), Jolie Kirby (JK), Ann Childs (AC), Liz Nuttall (LN), Pat O’Shea (PO)
In attendance:	Ben Hegedus (BH), Shane Carter (SC), Rachel Medley (RM) (until item 5), Maurice East (ME) (until item 5), Gemma Jennings (GJ, Clerking)
Apologies:	Ehsan Kiani (EK), Ian Busby (IB)

	Minutes	Action
	Part 1	
1.	<p>Apologies for absence and declaration of interest</p> <p>Apologies for absence were received from Mr Kiani. It was noted Mr Ian Busby was expected to arrive late.</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 21st May 2018 (5 minutes)</p> <p>The minutes were reviewed and agreed as a correct record, subject to the following amendments:</p> <p>p.3, item 10 ‘2/3 schools’ to be amended to ‘2 to 3 schools’</p>	
3.	<p>Action Grid (5 minutes)</p> <p>Trustees reviewed the action grid and confirmed completed items as discharged. The CEO presented an update on all ongoing items.</p> <p>Trustees requested that brief written action updates should be completed on the grid prior to circulation to Trustees. Clerk to action</p>	JG/GJ
	Items for Information	
4	<p>Head teacher & Chair of Governors Report – Bayards Hill (incl update on SATs results) (10 minutes)</p> <p>Mrs Medley (Headteacher, Bayards Hill School), presented a school update and report on SATs results for Bayards Hill School (papers circulated with agenda). The following key points were raised:</p>	



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<ul style="list-style-type: none"> - It was highlighted that the school had not achieved results at the level expected. It was noted that following the school's review of the data, key issues identified included the attainment of certain cohorts of pupils, including students joining the school in later years, SEN students and the attainment of PP boys. It was also highlighted that the grade boundaries had been increased and that there a number of students who had not achieved their expected grades, despite obtaining these consistently across the year. - The school's strategy for supporting students' attainment was discussed and Trustees' reviewed the strategy evaluation. It was noted that individual intervention in maths had resulted in strong progress whereas the Easter School required further refinement, particularly in tailoring the provision to individual students' needs. Trustees questioned which strategies the school felt would be transformative for students in 2018/19. It was highlighted that following the academisation of Bayards Hill School in 2013 the school had been working to overcome legacy issues and had invested more intervention into lower years, bringing up the attainment levels of the current cohort before starting year 6, which avoided reliance on late stage intervention. It was also noted that both the Head and Deputy Head would be regularly teaching year 6 classes to ensure they had a thorough understanding on each pupil's individual needs. - Key challenges for 2018/19 were outlined and discussed. These were noted particularly as the unfilled pupil places and overcoming the legacy of undiagnosed SEN needs for some pupils - Trustees questioned Mr East, Chair of the Bayards Hill Governing Body, on the Governing Body's position. It was highlighted that the Governing Body had been disappointed that the results had been below expectations and that they were working to support the school in improving provision and student attainment. It was noted that Governors received and analysed regular data reports from the school and were working to improve Governors' ability to evaluate this data, potentially through further training. It was also noted that the Governing Body was reviewing its own priorities and structures to ensure the best possible support was in place for the school, including potentially replacing the current Pupil Standards Committee with more time allocated to these issues at full Governors' meetings. It was noted that this would ensure greater transparency and comprehension across the Governors and would also streamline work for the Headteacher. Trustees noted their support for this proposal. <p>Trustees thanked Mrs Medley and Mr East for the presentation.</p>	
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Items for Approval	
<p>5. Due Diligence Activities for Joining Schools- CEO (10 minutes)</p> <p>The CEO presented the draft process for Due Diligence for any academy potentially joining the Trust (papers circulated with agenda). The following key points were raised:</p> <ul style="list-style-type: none"> - It was noted that the document had been developed by the Trust's Central team and would be subject to an annual review - It was highlighted that the aim was to ensure a thorough and transparent process, facilitating the Trust with all the information required to make informed decisions. - Trustees discussed the papers and noted that they should be amended to include the name of the person carrying out the due diligence, date completed, document version number, reviewer/review body, review date and outcome - Trustees noted their support for the due diligence template as outlined in principal but also highlighted the need to adapt the process to individual schools and circumstances where appropriate. - Trustees to send any further amendments to the CEO by the close of Friday 20th 	



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	July.	All Trustees
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