



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 17th September 2018, 5:30pm at Cheney School

In the Chair:	Liz Bell (LB, from item 2)
Present:	Jolie Kirby (JK), Ann Childs (AC), Liz Nuttall (LN), Pat O’Shea (PO), Ehsan Kiani (EK)
In attendance:	Richard Stamper (RS, Cheney School Chair of Governors) (until item 7), Rupert Moreton (RM, Cheney School Headteacher) (until item 7), Chris Honey (CSAT Head of Estates), Antony Bardwell (CSAT Head of IT), Gemma Jennings (GJ, Clerk)
Apologies:	Bridget Durning (BD), Ian Busby (IB)

Minutes	
Part 1	
1.	<p>Apologies for absence and declaration of interest</p> <p>Apologies for absence were received from Dr Durning and Mr Busby.</p> <p>No declarations of interest were received for items on the agenda.</p> <p>The meeting was quorate.</p>
2.	<p>Election of Chair and Vice Chair (Clerk)</p> <p>It was noted that an expression of interest in the role of Chair had been received from Mrs Bell . No other nominations were received. Trustees voted and Mrs Bell was approved as Chair.</p> <p>Mrs Bell chaired for the rest of the meeting.</p> <p>It was noted that no nominations or expressions of interest had been received post of Vice Chair. Clerk to re-circulate the call for expressions of interest and add to agenda for the next meeting. Clerk to action</p>
3.	<p>Minutes of the previous meeting 16th July 2018 (5 minutes)</p> <p>The minutes were reviewed and agreed as a correct record.</p> <p>Trustees requested that the action column on minutes sheets be removed for future meetings. Clerk to action</p>
4.	<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 a date for completion be added to the action grid to facilitate better management and tracking. Clerk to action</p>
Items for Information	



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5.	Pecuniary Interests Register (Clerk) Pecuniary Interest Register forms were distributed for Trustees' to complete and return to the Clerk by 28th September.
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Items for Discussion	
6.	Cheney School results (Richard Stamper and Rupert Moreton) Mr Stamper and Mr Moreton presented on the Cheney School GCSE and A Level results. Trustees discussed these results and the following key points were made: <ul style="list-style-type: none">- GCSE results overall had been stronger than internal data had suggested, but the gap between the attainment of PP and non PP students had widened. English had achieved particularly strong results, whilst in maths the achievement of the top end had been comparatively strong the attainment of lower attaining students had been weak.- Progress 8 results showed a small improvement in Ebacc subjects but not for other subjects. It was noted that this in part related to legacy issues of students previously taking exams in Year 10.- Trustees questioned why the school felt such strong improvements had been made in English. It was noted that a number of changes had helped support attainment here, including the appointment of a new Assistant Head of Literacy, new staffing in the English team and raising the profile of literacy across the school. It was highlighted that the school would now need be focusing on improving the numeracy strategy and raising its profile across the school.- Trustee questioned whether the changes to curriculum model, particularly the removal of exams from the Year 10 curriculum, was anticipated to deliver better results. It was highlighted that the school felt that this was a positive step.- Trustees asked what the key points from the Cheney School Governors' discussion of the results were. It was noted that one of the issues highlighted by Governors was the need to increase support and engagement of the current Year 9 as well as the current structure of support for vulnerable learners.- Trustees noted that it would useful to see a copy of all Governor meeting minutes following GB meetings to facilitate more targeted analysis and avoid duplication of work. Clerk to request these are circulated by Governing Body Clerks.- Trustees also requested a review of papers by the CEO prior to the next meeting to ensure these are clear, consistent and user-friendly. CEO to review Board Meeting papers. It was suggested that Trustees arrange additional focus meetings prior to main Board meetings to thoroughly review papers and pre-determined questions to ensure focused discussion.- It was noted that headline figures for A Level results had generally been positive, although the percentage of entries obtaining 'U' grades, was higher than the school had been targeting It was highlighted that this resulted in part from students continuing onto exams despite poor attendance and attainment. There had been a failure to identify and discuss possible alternative provision for at risk students early enough and this is something the school will focus on in the future.- Future plans were discussed, noting that the Sixth Form as well as vulnerable students were the key foci in the Cheney SIP for the year. It was highlighted particularly that the school was seeking to address the poor value added of the key stage five provision, a long term concern, through both a cultural shift and a focus on Sixth Form teaching. This included the introduction of 'non negotiables,' a dress code and greater attendance monitoring as well as the use of Learning Walks and of insisting lessons are covered when teachers are absent. It was noted that Governors review of these measures were ongoing and an update on the Sixth Form would be presented to Trustees at their December meeting. Clerk to add to agenda.



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7.	<p>KPI and CEO Report (Jolie Kirby)</p> <p>The CEO present the KPI and CEO Report (circulated with the agenda). Trustees discussed the reports and the following key points were raised:</p> <ul style="list-style-type: none">- Key issues were highlighted and discussed, noting particularly Bayards Hill student attainment. Current measures to drive improvement here were noted, included 6 weekly reviews by the CEO as well as close work with middle leaders.- Trustees discussed the staffing section of the report and noted request clarity over the number of vacancies arising over the year, which were noted as high. Trustees also requested an amendment to future reports, including a breakdown of the data into support and teaching staff as well as information on trends over time. Trustees also discussed the process around staff exit interviews, noting that Governors reviewed data from these interviews and that a report of headlines would be shared with Trustees, via the CEO report. Clerk to raise with HR Manager- It was noted that Trustees would be undergoing an external review which would feed into a new development plan.
8.	<p>Trust Strategic Plan (Jolie Kirby and Chris Honey)</p> <p>The CEO presented an update on the Trust Strategic Plan. The following key points were made:</p> <ul style="list-style-type: none">- Barton Park Development- development plans were reviewed and discussed, noting the current focus on internal development and the close working collaboration with OCC and other stakeholders. It was highlighted that the school was scheduled to open in September 2020. Changes to internal development plans were discussed, including the relocation of KS1 and the nursery to the ground floor and changes to office spaces to provide more shared meeting rooms.- Curriculum intake was discussed, noting that this could impact intake at Bayards Hill. It was highlighted that the CEO was working with the Headteacher on catchment areas.-
Items for Approval	
9.	<p>Scheme of delegation and committee terms of reference</p> <p>The draft schemes of delegation and terms of reference were reviewed and discussed. Trustees requested further review of the schemes of delegations by the CEO and Finance Manager, particularly to reflect changes such as the amended procurement limit. Trustees noted that the HR Manager and Finance Manager should review the Pay and Audit Committee Terms of Reference.</p> <p>Trustees discussed the Pay and Audit Committee membership and agreed this as Mrs Nuttall, Mr Busby, Mr Kiani and Dr Durning. It was noted that in the interests of parity between Trust schools and ensuring effective meetings, no Local Governors would sit on the committee in future. Mrs Bell to communicate.</p>
10.	<p>Policies</p> <p>Trustees reviewed and discussed the draft staff remuneration and confidentiality policies. Trustees noted that they would need to see a summary of changes made from the previous versions of the policies but agreed them in principle. Clerk to design a summary change document to be completed by all staff presenting updated policies for approval.</p> <p>Trustees discussed the process of policy approval, noting that policies could be approved in future via email, as long as summary change document was included. If concern or points of contention were raised via email discussion policies to brought to the next full meeting.</p>



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