

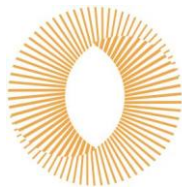
Registered address: Cheney School, Cheney Lane, Oxford, OX3 7QH

Community Schools Alliance Trust – Meeting of the Trustees

Approved Non-Confidential Minutes of the meeting on Monday 3rd December 2018, 5pm at Bayards Hill School

In the Chair:	Liz Bell (LB, from item 2)
Present:	Liz Nuttall (LN), Pat O’Shea (PO), Bridget Durning (BD), Ian Busby (IB),
In attendance:	Lynn Douglas (Member, LD, until item 6), Shane Carter (SC, Senior Finance Manager, until item 7), Ben Hedges (BH, Head of HR and Compliance, until item 7), Gemma Jennings (GJ, Clerk, until item 7)
Apologies:	Jolie Kirby, Ann Childs

Minutes	
Part 1	
1.	<p>Apologies for absence and declaration of interest</p> <p>Apologies for absence were received from Mrs Kirby and Dr Childs.</p> <p>No declarations of interest were received for items on the agenda.</p> <p>The meeting was quorate.</p>
2.	<p>Election of Vice Chair</p> <p>Mr Busby stood for election as Vice Chair.</p> <p>Trustees voted and approved the appointment.</p>
3.	<p>Minutes of the previous meeting 17th September 2018 (5 minutes)</p> <p>The minutes were reviewed and agreed as a correct record, subject to the following amendment:</p> <p>p.3, item 10, ‘principal’ to be amended to ‘principle’</p>
4.	<p>Action Grid (5 minutes)</p> <p>Trustees reviewed the action grid and confirmed completed items as discharged.</p> <p>Trustees requested an update on discussions relating to the Music School agreement to come the February Trustees agreement. Clerk to add to agenda.</p> <p>Communication from the school to Trustees, particularly labelling of emails and structuring of documents in the Google Drive, including setting up of a Governing Body minutes folder, was discussed. Clerk to review current practices to ensure clarity and accessibility.</p>
Items for Discussion	



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5.	<p>Pay and Audit Update (including Risk Register)</p> <p>Trustees noted the receipt of the Risk Register, circulated for information. It was highlighted that over the last academic year, risk management processes had been closely reviewed by the committee together with the finance team. It was noted to ensure that to ensure that these new systems were rigorous and effective the Trust would undergo an audit process with an external organisation.</p> <p>It was also highlighted that following some issues with the service currently provided by the Trust's auditors possible alternative providers would be reviewed.</p> <p>It was noted that the Terms of Reference for the committee were due for review. It was highlighted that an additional member may be required, as with three member was currently difficult to ensure a quorum was present in all meetings. It was suggested that this should be further discussed under governance structure discussion.</p>
6.	<p>Accounts</p> <p>Trustees noted the formal approval of the accounts.</p> <p>It was highlighted that three finance policies would be circulated for review and approval by the end of the week.</p>
7.	<p>Admissions Policy for Barton Park School</p> <p>Trustees reviewed and approved the draft admissions policy for consultation.</p>