



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

Community Schools Alliance Trust – Meeting of the Trustees

Confirmed Non-Confidential Minutes of the Annual General Meeting on Monday 3rd December 2018, 4pm at Bayards Hill School

In the Chair:	Liz Bell
Present:	Bridget Durning (Member), Lynn Douglas (Member), Bob Price (Member)
In attendance:	Richard Stamper (Cheney School Chair of Governors), Rupert Moreton (Cheney School Headteacher) (until item 7), Maurice East (Bayards Hill Chair of Governors), Rachel Medley (Bayards Hill Headteacher), Shane Carter (Senior Finance Manager), Ben Hedges (Trust Head of HR and Compliance), Charley Eaglestone (Bayards Hill Deputy Headteacher), parents, Gemma Jennings (Clerk)
Apologies:	Jolie Kirby (CEO)

	Minutes
	Part 1
1.	<p>Introductions and Welcome</p> <p>Mrs Bell opened and welcome all in attendance to the Community Schools Alliance Trust Annual General Meeting.</p> <p>Apologies were received from Mrs Kirby, CEO, who was unable to attend the meeting due to illness</p>
2.	<p>Report and Accounts</p> <p>Mr Carter presented on the Trust Report and Accounts. The Trust's financial status and forms of income were outline and headlines on financial performance and audit processes over the year were discussed. The Trust's reserve levels were discussed, including management strategies and key areas of investment, particularly the Bayards Hill Garden Project. It was also highlighted that in light of increasing pressure on government funded income the Trust had focused in raising trading income, which had significantly increased. Other key areas of expenditure were noted as staffing costs, which had slightly decreased, curriculum and operating infrastructure, such as IT and premises. It was noted that audit activity had identified a small number of medium level risks which were being actively addressed by the Trustees.</p> <p>Questions were raised around the Trust's reserve, including where these were held and how much of the Trust's funds were being held in reserved. It was noted that according to statutory provisions around investment and risk, funds had to be retained in low risk accounts, and were currently held in a current account. It was noted that reserves levels were held around 9-12% which complied with the most recent guidance from the Regional Schools Commission.</p> <p>Questions were also raised about how the Trust's central administration was financed. It was noted that Trust costs were split between Cheney School and Bayards Hill School in a 79-21% ratio, although this was under review. The need to ensure value for money for the schools in the Trust was stressed, and questions were raised about what proportion of each school's budget such expenditure represented. It was noted these figures could be produced and circulated and that assuring value for money in Trust work was a high priority for the central team. It was noted that some of this work resulted reduced school costs, such as removing expenditure on outsourcing IT support and school improvement work. It was also noted that economies of scale could increasingly be accessed by operating through the Trust.</p>
3.	CEO/Chair of Trustees Update including plans for Barton Park School



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	<p>Mrs Bell presented an update on Trust work over the year. This included work to challenge and engage students across the Trust, fostering academic excellence and setting high expectations for pupils and students, such as drives to improve attendance. The completion of Garden Project at Bayards Hill, which gave students access to outdoor learning facilities was also noted. It was also highlighted that a key area of focus had been developing the partnership between the Trust schools and facilitating staff to share expertise and best practice.</p> <p>It was noted that the Trust would be sponsoring the new Barton Park School and was working closely with planners and architects to develop building plans, as the central team worked in close consultation with primary educators to ensure the building was well designed. It was noted that a consultation about the school's admissions policy would be opened with local residents shortly.</p>
4.	<p>Question and Answer Session</p> <p>A question raised about the opening date of the Barton Park School. It was noted that the school was due to open in 2020, although this did depend to some extent on development of the catchment area and construction work on the estate.</p> <p>Community involvement in the school was discussed, stressing to the need to ensure that the local community was consulted and involved with the school. It was noted the school would house a community centre on site and the Trust was working to invite local residents to be involved in the consultation process</p> <p>A question was asked around the value of the CEO role in a small MAT. The fact that the CEO conducts a significant amount of School Improvement work rather than the school needing to buy that in was explained.</p> <p>Meeting closed: 4:40pm</p>