



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

Community Schools Alliance Trust – Meeting of the Trustees

Draft Non-Confidential Minutes of the meeting on Monday 25th November, 5pm at Bayards Hill School

In the Chair:	Liz Tyler Bell
Present:	Anne Childs, Bridget Durning, Pat O'Shea, Jolie Kirby (CEO)
In attendance:	Laura Waller (Head of Finance), Judith Geddes (Clerk)
Apologies:	Ian Busby

Minutes	
Part 1	
1.	<p>Apologies for absence and declaration of interest</p> <p>Apologies for absence were received from Mr Busby. The Chair confirmed that Mr Busby will retire in late December.</p> <p>No declarations of interest were received.</p> <p>The meeting was quorate.</p>
2.	<p>Minutes of Previous Meeting</p> <p>Trustees reviewed and approved the minutes of the previous meeting, subject to the revision of some minor typing errors. The Chair will email the required changes to the Clerk.</p> <p style="text-align: right;">ACTION: CHAIR AND CLERK</p>
3.	<p>Scheme of Delegation, School's Scheme of Delegation, Terms of Reference of Trust Board, Local Governing Body (LGBs) and Committees</p> <p>CEO presented on the feedback received on the draft Scheme of Delegations and Terms of References.</p> <p>Trustees discussed the responses and approved the following:</p> <ul style="list-style-type: none"> - Trustees will have the final approval of the appointment of Governors recommended by the LGB. This does not cover the appointment of Staff Governors. - Trustees agreed that the CEO does not have a role to play in the recruitment of Governors. Head Teachers will support the Chair of Governors in their recommendation of Governors joining the LGB. - Trustees agreed that the CEO is not accountable for the appointment of Head Teachers. The Trust Board is accountable for this process, with the CEO and LGB supporting.



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

	<ul style="list-style-type: none"> - Trustees agreed that further clarification is required to the Chairs of the LGBs regarding the issue of Trustees being linked to each school and the fact that they will not be attending meetings of the LGBs. CEO pointed out that it is not usual for Trustees linked to each school to sit on LGBs unless they are a Governor on that LGB as well as being a Trustee. - LGBs should submit SIP and targets for final approval to Trustees. <p>A discussion of the draft Communication Plan followed. Clerk to amend the Communication Plan to make the Clerk's role clearer.</p> <p style="text-align: right;">ACTION: CLERK</p> <p>Trustees approved the Schemes of Delegations and Terms of Reference. It was further agreed that these will take effect from 1st December 2019.</p> <p>Clerk to share the approved documents with the LGBs and upload them onto the schools' websites.</p> <p style="text-align: right;">ACTION: CLERK</p>
4.	<p>Update on Barton Park Primary School</p> <p>CEO presented an update on Barton Park Primary School. The following key points were discussed:</p> <ul style="list-style-type: none"> - Build is progressing well. - Currently, the risk is the dialogue between OCC and DfE. CEO confirmed that she is committed to producing a weekly update to DfE to cement the Trust's relationship. - Recommend Barton Park Primary School's governing body is set up in line with the approved Terms of Reference for LGBs and is separate to Bayards Hill Primary School's LGB. <p>Trustees reviewed and approved the governance structure for Barton Park Primary School.</p>
5.	<p>Financial Update</p> <p>Mrs Waller (Head of Finance) presented a finance update for Trustees. Trustees discussed the update and the following key points were raised:</p> <ul style="list-style-type: none"> - Latest set of draft accounts had been received from the previous Head of Finance but these were not complete. Accounts need to be signed off and submitted by the end of December 2019. There has been a large movement in the figures since previously discussed with the Trustees mainly due to previous budgeting and forecasting. - CEO proposed that the Trustees consider different types of financial modelling at their next meeting in February 2020. - The Trustees were concerned as to why the Trust was in its current financial position and how could Trustees be sure the information they receive now reflects the true picture? - CEO pointed out that within the previous Scheme of Delegation, the financial responsibilities sat with the LGBs but this has now changed. Checks and balances have been tightened up and processes are being rigorously checked. - Mrs Waller also highlighted the fact that the current Financial Handbook needs to be updated. - Trustees discussed Mr Honey's (Head of Estates) letter regarding CIF bids for asbestos and heating work. The Trustees supported the 4 bids. - Trustees discussed fire detection at Cheney School and were concerned that there were limited fire detection systems within some science rooms in Cheney. It was agreed the CEO would check the current position and whether some additional fire detection could be put in place. <p style="text-align: right;">ACTION: CEO</p>



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

	Mrs O'Shea left the meeting at 6.30pm.
6.	<p>Risk Register</p> <p>CEO presented on the risk register. Key highlights discussed were:</p> <ul style="list-style-type: none">- Bayards Hill Primary School is due an Ofsted inspection in the near future.- Further development of use of time and feedback needs to be secured for Middle Leaders at Bayards Hill primary School.- Early Years attainment at Bayards Hill Primary School is an area for even greater progress. Head of Early Years is going on maternity leave and two new staff members will be joining in January 2020.
7.	<p>Any other business</p> <p>Trustees discussed the formal appointment of new Trustees and the composition of the Education Performance and Achievement Committee (EPAC) and the Finance and Resources Committee (FRC). The following key points were raised:</p> <ul style="list-style-type: none">- CSAT Members need to approve Trustees' recommendation of new Trustees. Recommended Trustees are Jonathan Dawson, Linda Earnshaw and Ian Thompson. Linda Earnshaw will continue as a Governor on Bayard Hill Primary School's LGB.- Trustees agreed that each committee should have a minimum of three Trustees.- Trustees agreed that EPAC will be made up of Ann Childs, Pat O'Shea and Ian Thompson, the Estates committee will be made up of Bridget Durning and two others and the FRC will consist of Jonathan Dawson, Linda Earnshaw, Liz Tyler Bell and one other.- Ms Durning commented that she knew someone with suitable skills who she will approach to gauge their interest in joining a committee.- Clerk to co-ordinate dates for meetings of the EPAC and FRC committees. Clerk to send out a communication to parents and also to go back to Academy Ambassadors to obtain any interest in joining the FRC and Estates committees. <p style="text-align: right;">ACTION: MS DURNING AND CLERK</p>
8.	<p>Date of next meeting</p> <p>AGM – 9th December, Bayards Hill Primary School, 5pm. Auditors will be available from 4pm to 4.45pm.</p> <p>The meeting closed at 6.55pm.</p>