

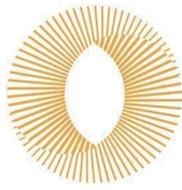
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**Community Schools Alliance Trust – Meeting of the Trustees**

**Non-confidential minutes of Board of Trustees meeting  
on Monday 13th July 2020, via video conference call**

<b>In the Chair:</b>	Liz Tyler Bell
<b>Present:</b>	Ann Childs, Jonathan Dawson (Chair of the Finance and Resources Committee), Bridget Durning, Linda Earnshaw, Pat O'Shea (Chair of the Education Performance and Achievement Committee), Ian Thompson, Jolie Kirby (CEO) until item 13
<b>In attendance:</b>	Ben Hegedus (Head of HR & Compliance), Laura Waller (Head of Finance), Judith Geddes (Clerk)
<b>Apologies:</b>	None

	<b>Minutes</b>
	This meeting was held by video conference call following government advice due to the impact of the Covid-19 pandemic.
<b>1.</b>	<b>Apologies for absence</b>  No apologies were received.  The meeting was quorate.  <b>Declarations of interest</b>  There were no declarations of interest received for any items on the agenda.
<b>2.</b>	<b>Non-confidential minutes of the meetings on 29th May 2020 and 2nd June 2020</b>  Trustees reviewed and approved the non-confidential minutes of the meetings held on 29th May and 2nd June 2020.
<b>3.</b>	<b>Update on action points from the previous meetings</b>  All outstanding actions from the meetings on 29th May 2020 have been completed.  The outstanding action from the meeting on 2nd June 2020 regarding the tender process to secure a competitive utilities contract has been progressed. Tenders are due in on 20th June. The Trustee assigned to sign off the utilities contract confirmed that she was available on this date. The Head of Finance will update the Finance and Resources Committee with the outcome of the tender process.  <b>ACTION: HEAD OF FINANCE</b>
<b>4.</b>	<b>CEO Report</b>  The CEO referred to a report which was circulated to the Trustees prior to the meeting. The following key areas were highlighted: <ul style="list-style-type: none"><li>- Staffing restructures at both Cheney School and Bayards Hill School have been finalised.</li><li>- Bryony McCraw has joined the Trust as Head of School at Barton Park, from 1st July 2020.</li><li>- A Chair of the Local Governing Body at Barton Park School needs to be appointed. The Chair asked</li></ul>



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Trustees to consider whether they would like to take on this role. She also asked the Clerk to approach the current Vice Chair of Bayards Hill LGB, who's term of office has come to an end, to ascertain whether she would like to consider undertaking this role.

**ACTION: CLERK**

- Undergoing lots of work on risk assessments for staff.
- Three main challenges: 1) Educational experience/outcomes for CSAT pupils - Both schools are placing this as a key area of work within their respective School Improvement Plans, 2) Planning and uncertainty - The need to be agile, reflective and careful in CSAT's planning combined with high levels of resilience in staff and effective communication will all be vital aspects to the success of the imminent wider opening of CSAT schools, 3) Change management - two new heads are joining the Trust and making sure they are confident, well equipped and supported will be important factors to the success of all three schools.
- KPIs - Bayards Hill is unlikely to secure the attainment floor target for Year 6, but will be in line /above for progress. However, this is not referred to by Ofsted. 2019 is the reference point for any future Ofsted inspection.
- Turnover of staff is low at both schools compared to previous years with very strong retention of NQTs.

The Trustees asked what the number 63 referred to with regards to Bayards Hill in the table: "Turnover, attendance and vacancies" since there were not 63 teaching staff at the school? The Head of HR confirmed that 63 referred to the overall number of staff and not just teachers. The Trustees also asked whether the attendance figures were being skewed by a small number of staff on long-term sick leave? The Head of HR confirmed that 2 members of staff are on long term absence and this does affect the overall figures.

The Chair asked for a paragraph explaining the figures in more detail to be added to future reports. The Head of HR agreed to follow up on this.

**ACTION: HEAD OF HR**

The Chair asked whether staff exit interviews showed any key themes? The Head of HR said that details were held in a Starters / Leavers spreadsheet which he will share with the Trustees following this meeting.

**ACTION: HEAD OF HR**

With regard to the SIP for Cheney School, the Chair pointed out that previously sixth form was included in the SIP to cover i) student retention and curriculum and ii) financial viability. The Chair asked that given the sixth form is now coming out of the SIP was it correct that financial viability may not now be so closely scrutinised? The CEO replied that although sixth form was no longer within the SIP, the financial viability of the sixth form is still an area of concern so she suggested that this issue continues to be considered at both EPAC and FRC meetings. The Clerk will keep this issue on both EPAC and FRC agendas.

**ACTION: CLERK**

There were no other questions.

The Chair thanked the CEO, the Head of HR and the Head of Finance for their hard work in producing the report.

**5. Update on Barton Park**

The CEO referred to an update on Barton Park which was circulated to the Trustees prior to the meeting. The following key areas were highlighted:

- The RSC now requires a Deed of Variation with regards to the independent nursery. The CEO said that she is hopeful that this can be resolved swiftly.



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- The tender for the Nursery provision closes on 21st July, to be appointed by the end of August.
- The CEO will undertake a site visit next Monday to look specifically at the fire plan.
- Staff have been appointed.
- IT equipment has been ordered
- Social, Emotional and Mental Health (SEMH) provision was registered with OCC on 9th July and details passed to the Head Teacher of Bayards Hill and the Head of Finance.

The Trustees noted that the travel plan was rag rated as red but this was understandable due to COVID-19 restrictions. The Trustees asked about the issue with BT phone lines and how high a concern this is? The CEO answered that some recent progress has been made on this issue but it is still a concern.

The Chair highlighted the opportunity for Trustees to visit Barton Park and to let the CEO know if they would like to look around the site.

**6. Membership of and reduction in the remit of the Education Performance and Achievement Committee (EPAC)**

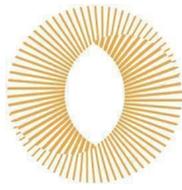
The Chair of EPAC pointed out that at the last EPAC meeting held on 30th June, only 2 out of the 3 Trustees on the Committee were able to attend. The Clerk checked the Terms of Reference and at least 5 Trustees should sit on the Committee. The Chair asked for Trustees to consider whether they could join this Committee and to let the Chair of EPAC know. The Chair said that she would join EPAC.

**ACTION: TRUSTEES**

The Chair of EPAC advised that the intention is to have a Trustee who sits on the Committee linked to each of the Trust's schools but this has not yet happened. The Chair of EPAC also pointed out that her understanding was that EPAC was to scrutinise and interrogate LGBs on educational performance but that she was unclear on the decision making powers of the Committee.

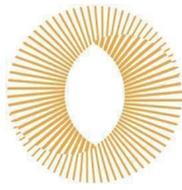
The Chair said that her understanding was that EPAC was set up to hold LGBs to account and any major decisions would be taken by the Trust Board as a whole. The Chair added that clarity was required as to the expectation of the role of the Trustees, LGBs and Committees. The Chair advised that she will confirm what is expected from EPAC and the LGBs in terms of scrutinising and decision making powers.

**ACTION: CHAIR**



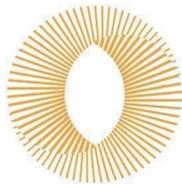
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<p>7.</p>	<p><b>Update from the Chair of the Education Performance and Achievement Committee</b></p> <p>The Chair of EPAC stated that the first meeting of the Committee was held on 18th March 2020. Due to COVID-19 restrictions, this was reduced to a single item agenda regarding the temporary closure of Bayards Hill Nursery.</p> <p>The Chair of EPAC added that the meeting on 30th June included 5 items: i) presentation from Judy Gleen on Trust curriculum work, ii) Pupil Premium progress across the Trust, iii) SIP presentations, iv) Expansion of Cheney Plus and v) Barton Park update. The Chair of EPAC was concerned that the curriculum changes presented at the meeting and the proposal to expand Cheney Plus were decisions that the Trust Board should take. The Chair said that the LGB should bring such proposals as a recommendation for approval to EPAC who then make a recommendation to the Trust Board for the Trustees to make a final decision.</p> <p>The Chair will confirm with the Chair of Cheney's LGB whether a decision on the changes to the curriculum has been taken.</p> <p><b>ACTION: CHAIR</b></p> <p>The Chair also asked the Clerk to include Chairs of Committees as well as Chairs of LGBs to any future Chairs Forums.</p> <p><b>ACTION CLERK</b></p> <p>The Trustees had no questions.</p>
<p>8.</p>	<p><b>Update from the Chair of the Finance and Resources Committee (FRC)</b></p> <p>The Chair of the FRC stated that the latest meeting held on 24th June covered: i) Trust Development Plan, ii) Risk Register, iii) Financial Handbook and iv) Budget timetable review and financial update.</p> <p>As the Trust development plan is to be discussed later in the agenda, the Chair of the FRC turned to the Budget timetable review and Financial update and summarised the key issues and decisions:</p> <ul style="list-style-type: none"><li>- The Trust's financial position is better than it was earlier in the year. The Chair of the FRC thanked everyone involved for their hard work on this.</li><li>- In terms of cost reduction, the Chair of the FRC advised that the Committee has asked for a closure report for discussion at the FRC meeting in August 2020. This report will then be shared with the Trust Board thereafter.</li><li>- With regards to the timing of the budget, the Committee agreed that the budget should be approved and minuted by 31st August. The Chair of the FRC advised that this budget will be a baseline and will need to be revised when the financial position becomes clearer. An extraordinary Trustee meeting will be required to approve this budget.</li></ul> <p>The Trustees agreed to hold an extraordinary meeting on 27th August at 5pm to approve the budget. The Clerk will schedule the meeting.</p> <p><b>ACTION: CLERK</b></p> <ul style="list-style-type: none"><li>- The Chair of the FRC confirmed that he will be meeting with the Head of Finance this week to progress updates to the Financial Handbook.</li></ul> <p><b>ACTION: CHAIR OF FRC AND HEAD OF FINANCE</b></p>



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	<ul style="list-style-type: none"><li>- The Chair of the FRC pointed out that a revised Academies Financial Handbook had been published and he had sent Trustees details of section 8 which sets out clearly the expectation of Trustees in this area.</li></ul> <p>The Trustees had no questions.</p>
<b>9.</b>	<b>Preparations for the full opening of schools in Autumn term 2020</b>  The updated CST framework and risk assessments had been circulated to the Trustees prior to the meeting. The Trustees raised the following queries: <ul style="list-style-type: none"><li>- How many vulnerable staff are unable to return to school in September 2020? The Head of HR replied that there are 8 staff members at Cheney who are anxious about returning and 2 or 3 at Bayards Hill. The Head of HR advised that these staff members have been asked to complete individual risk assessments. One Trustee said that her employer was asking all employees to complete the Alama risk assessment to assess an individual's risk to Covid-19. The Head of HR responded that CSAT had produced its own risk assessment and that the Trust's approach was to hold a meeting with any anxious individual to address any concerns or issues they may have.</li><li>- The Chair said that although LGBs have scrutinised the plans for the full reopening of schools and the work completed has been very thorough there are still 6 or 7 weeks until September and circumstances may have changed by then. The Chair suggested that the Trust Board revisit this at the extraordinary Board of Trustees meeting scheduled for 27th August. All Trustees agreed.</li></ul> <p><b>ACTION: TRUSTEES</b></p> <p>The Trustees had no further questions.</p> <p>The Chair thanked everyone involved for the hard work they have done in this area.</p>
<b>10.</b>	<b>Confidential Items</b>  These are minuted separately.
<b>14.</b>	<b>Any other business</b>  <b>Approval of Governors</b>  Paperwork relating to the approval of one new Governor to the Bayards Hill LGB and two new Governors to the Barton Park LGB had been circulated to Trustees prior to the meeting.  The Trustees approved the appointment of all three Governors.  The Chair asked Trustees to consider whether they would like to put themselves forward as Governors on the schools' LGBs following merger with the RLT and to let her know.  <b>ACTION: TRUSTEES</b>
<b>15.</b>	<b>Date of next meetings</b>  <b>Provisional dates of Board of Trustees and Committee meetings for next academic year</b>



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A draft indicative annual planner for meetings in 2020/2021 had been circulated to the Trustees prior to the meeting. The Chair asked Trustees to review these dates and let the Clerk know of any changes required.

**ACTION: TRUSTEES**

Date of next meeting: Thursday 27th August 2020 at 5pm

The meeting ended at 7.03pm.

Signed ..... Date .....