



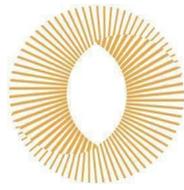
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Community Schools Alliance Trust – Meeting of the Trustees

**Non-Confidential minutes of Extraordinary Board of Trustees meeting
on Friday 29th May, via video conference call**

In the Chair:	Liz Tyler Bell
Present:	Ann Childs, Jonathan Dawson (Chair of the Finance and Resources Committee), Bridget Durning, Linda Earnshaw, Pat O'Shea, Jolie Kirby (CEO) until item 3
In attendance:	Ben Hegedus (Head of HR & Compliance), Laura Waller (Head of Finance), Judith Geddes (Clerk)
Apologies:	Ian Thompson

	Minutes
	<p>This meeting was held by video conference call following government advice due to the impact of the Covid-19 pandemic.</p>
1.	<p>Apologies for absence</p> <p>Apologies were received and accepted from Ian Thompson.</p> <p>The meeting was quorate.</p> <p>Declarations of interest</p> <p>There were no declarations of interest received for any items on the agenda.</p>
2.	<p>Sign off of Trust reopening plan and related risks</p> <p>The Chair summarised the position regarding the proposed dates for the wider reopening of Cheney School and Bayards Hill Primary School and the training to be given to all staff.</p> <p>The Trustees were concerned about the lack of in-depth documentation received from Bayards Hill as compared to the comprehensive information received in respect of Cheney School. Within the meeting, the CEO contacted the Head Teacher of Bayards Hill School who immediately e-mailed across further details. The CST Framework document received was then used as a basis for the remainder of the discussion and the following questions were raised by the Trustees:</p> <ul style="list-style-type: none">- With regards to Fire Safety, was the wedging open of doors in school a fire risk? The CEO replied that some doors cannot be wedged open due to a potential fire risk and this will be communicated to staff.- On policy updates due to Covid-19, are we confident that all staff are aware and understand the impact of the changes made? The CEO confirmed that all changes have been clearly communicated and these will be reiterated during staff training.- The Chair asked about external visitors to the schools and assumed that only essential visitors will be allowed on site? The CEO confirmed that this is the case.- The Chair also asked about communication to staff and parents? The CEO advised that communications are being sent to parents at least once a week and that staff briefings had been held last week at Bayards Hill, which included a video highlighting the new protocols in action and showed an example of a classroom with social distancing measures in place. A similar process had also been



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carried out at Cheney School. The Head of HR added that clear communication has helped with easing staff concerns and supporting staff not yet returning to school.

- The Chair wanted to know whether these changes were also being shared with the Chairs of both LGBs? The CEO confirmed that both Chairs had attended the relevant recent staff briefings and that this issue was on the agenda of the latest LGB meetings so that both LGBs are well aware of the concerns and implications of the changes being introduced.
- The Chair wondered about the financial impacts of the changes. The Head of Finance advised that the Government has been quite specific regarding what schools can and cannot claim for and that the Trust has set up google documents to capture any additional costs identified.
- The Chair asked about the longer term plan on how the gap in learning will be bridged? The CEO replied that she and the Head Teachers of both Bayards Hill and Cheney have talked about Year 6 being more on site at Cheney as there had been little opportunity to date for transition work. Another Trustee enquired as to whether there had been any communication with either Windmill Primary School or Wood Farm Primary School in respect of their current Year 6 pupils who are moving to Cheney in Year 7. The CEO stated that she had attended a Headington Partnership Meeting recently and that the intention was to send round a video of Cheney to feeder primary schools and as soon as face to face meetings could be arranged then this will be done.
- Trustees asked whether the reopening plans for Year 6 at Windmill and Wood Farm Schools were similar to those of Bayards Hill? The CEO advised that these schools' plans for reopening for Year 6 were comparable to those of Bayards Hill.
- The Chair wanted to know whether the school had received any laptops from the Government? The CEO responded that an order had been put in place for Year 10 but, at present, vulnerable children were using the schools' spare IT equipment.

The Chair then asked the CEO to highlight any issues from the risk assessments that she would like to draw the Trustees attention to. The CEO advised the following:

- Social distancing measures had been put in place in the Nursery and Early Years areas at Bayards Hill. A lot of toys have been taken away and children are not now allowed to take a book out independently. The risk of this is that children will find it strange and difficult to understand but a lot of staff briefings have been held for those dealing with younger pupils.
- There is a higher risk for cleaning staff. Relevant Personal Protective Equipment (PPE) has been procured.
- Trustees wanted to know if there were any other areas of exposure that the Trust Board should be concerned about? The CEO cited the risk associated with Black Asian and Minority Ethnic (BAME) staff. A risk assessment will need to be carried out with this community. Also, as the Government's Test and Trace system comes into effect this potentially could result in staff being asked to self-isolate for 14 days and if this happened to all SLT at once then this would be a high risk scenario. The CEO confirmed that contingency plans were in place for such a scenario. The CEO also suggested that virtual Trustee and LGB meetings continue at this stage.
- Trustees asked how children will be inducted on their first day back at school? The CEO confirmed that easy to read posters on the new changes are in place and that pupils will have an induction at the start of their first day back to explain the new protocols. They will also receive regular updates.
- The Chair asked how the new processes in place will be reviewed? The CEO answered that as the risk assessment document is a live google document, anything that is not going to plan will be easily highlighted and dealt with. She also pointed out that Bayards Hill have appointed a Governor to oversee the school's response to Covid-19 and as CEO she will visit the sites weekly and report to the relevant Head Teacher to ensure processes in place are working well.

The Trustees thanked the CEO and senior staff for the fantastic level of work and complex planning that has been carried out.

The Trustees approved the plans for the wider reopening of Cheney school but were uncomfortable on signing off on the wider reopening of Bayards Hill without a more detailed plan. It was agreed that the Trustees would reconvene on Tuesday 2nd June at 5pm to consider a more detailed document from Bayards Hill. The Clerk will convene a meeting at this time.



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	<p>ACTION CLERK</p> <p>The CEO left the meeting at 6.54pm.</p>
3.	<p>Agree accountability for site oversight in the Autumn term in light of Covid-19 restrictions</p> <p>The Trustees discussed accountability for oversight of the sites from September 2020 in light of Covid-19. It was agreed to discuss this issue at the Board of Trustees meeting on 13th July 2020 when details of the volume of the work involved will be better understood. The Clerk will add this item to the agenda for the next Board of Trustees meeting.</p> <p>ACTION: CLERK</p>
4.	<p>Any other business</p> <p>There was no other business.</p>
5.	<p>Date of next meetings</p> <p>Finance and Resources Committee - 24th June, July (TBC), August (TBC) Education Performance and Achievement Committee - 30th June Board of Trustees - 13th July</p> <p>The meeting ended at 7.03pm.</p>

Signed Date