

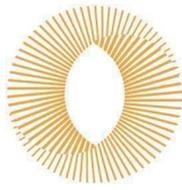
Registered address: Cheney School, Cheney Lane, Oxford, OX3 7

Community Schools Alliance Trust – Meeting of the Trustees

**Non-Confidential Minutes of Extraordinary Board of Trustees meeting
on Tuesday 2nd June, via video conference call**

In the Chair:	Liz Tyler Bell
Present:	Ann Childs, Jonathan Dawson (Chair of the Finance and Resources Committee) from item 3, Bridget Durning, Linda Earnshaw, Jolie Kirby (CEO) until item 3
In attendance:	Ben Hegedus (Head of HR & Compliance), Laura Waller (Head of Finance), Judith Geddes (Clerk)
Apologies:	Pat O'Shea and 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 Pat O'Shea and 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 asked the CEO to summarise the initial planning framework documentation regarding the wider reopening at Bayards Hill School, which had been circulated prior to the meeting. The CEO stated that the documentation the Trustees have received regarding Bayards Hill School are the same documents as they saw for Cheney School although they are not linked in the same way. The CEO highlighted the following key areas in respect of Bayards Hill School:</p> <ul style="list-style-type: none">- The risk assessments have been updated for cleaning staff in particular.- Two staff briefings have been carried out since Friday 29th May covering protocols and Q&As.- A link governor has been appointed to oversee the school's reopening in response to the Covid-19 restrictions. He will visit the school tomorrow and produce an independent report on his findings.- Two Year 4 teachers are currently shielding which may create an issue if additional year groups are required to return to school.- Every classroom has been set up with social distancing measures in place.- All outstanding areas of the documentation from the previous Trustee meeting have now been addressed.- Senior leaders are supporting in class and encouraging staff to return whilst balancing health and well-being.- A capacity issue may arise if there was a surge in the number of key workers' children returning to school. <p>The Trustees acknowledged the level of work that has been carried out and the transparency of the documents provided.</p>



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	<p>The Chair asked the CEO if the Trustees will need to reconvene if the Government requires a wider reopening of schools to additional year groups other than Nursery, Reception, Year 1, Year 6, Year 10 and Year 12. The CEO said that she would recommend this and, in addition, a more extensive risk assessment will need to be performed.</p> <p>A vote was taken and the Trustees approved the wider reopening of Bayards Hill to Nursery, Reception, Year 1 and Year 6 pupils. It was further agreed that if the Government requires further year groups to return to school then the Trustees would reconvene on this issue.</p>
<p>2.</p>	<p>Any other business</p> <p>Utilities Contracts</p> <p>The Chair of the Finance and Resources Committee joined the meeting at 5.28pm.</p> <p>The Head of Finance discussed the utilities contracts for Cheney and Bayards Hill Schools and the use of the Crown Service.</p> <p>The Trustees agreed that Linda Earnshaw would act on behalf of the Trustees with regards to this issue.</p> <p>ACTION: Head of Finance and LE (on behalf of the Trustees)</p>
<p>5.</p>	<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