



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

Community Schools Alliance Trust – Meeting of the Finance and Resources Committee

Non-confidential minutes of the meeting on Wednesday 30th June 2021, 5.30pm via video conference call

In the Chair:	Jonathan Dawson (Chair)
Present:	Ann Childs (AC) and Linda Earnshaw (LE)
In attendance:	Mary Clarkson (Chair of Governors, Barton Park School), Charley Eaglestone (Deputy Headteacher at Bayards Hill School) (from item 4 until item 7), Maurice East (Chair of Governors, Bayards Hill School), Roger Farrell, Dawn Farrell and Lydia Farrell (The Oxford Nursery) (for item 9), Ben Hegedus (Head of HR and Compliance), Bryony McCraw (Head of School at Barton Park School) (for item 9), Richard Stamper (Chair of Governors, Cheney School), Laura Waller (Head of Finance), Judith Geddes (Clerk)
Apologies:	Liz Tyler-Bell and Jolie Kirby

Minutes	
	This meeting was held by video conference call following government advice due to the impact of the Covid-19 pandemic.
1.	<p>Apologies for absence</p> <p>Apologies were received and accepted for Liz Tyler-Bell.</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>Non-Confidential minutes of the previous meeting held on 28th April 2021</p> <p>The Committee reviewed and approved the non-confidential minutes of the meeting of 28th April 2021.</p>
3.	<p>Update on outstanding non-confidential action points from the previous meeting of 28th April 2021</p> <p>Only one action point remains open:</p> <ul style="list-style-type: none"> - To investigate how to separate out the financial information (cash statement and balance sheet) by each school individually so that local governing bodies are given more detailed information (Head of Finance) <p>ACTION: HEAD OF FINANCE</p>



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<p>4.</p>	<p>Financial Update</p> <p>The Deputy Headteacher at Bayards Hill School joined the meeting at 6.05pm.</p> <p>The Head of Finance updated the Committee on the latest draft schools' budgets and highlighted the following key areas:</p> <p>Cheney School</p> <ul style="list-style-type: none">- Cheney has made a significant ICT investment in 2020/2021 of around £60k.- Both CIF bids were unsuccessful. A provision for investment in buildings of £240k has been made over the next three years. However, the Head of Finance highlighted that this will not be enough to fund the work that needs to be done and plans should be made as soon as possible regarding the Chadwick building in the short and long term.- There is a significant leak in the Sports Hall roof. Quotes are being obtained at present but there is currently no indication of costs.- A further £80k of ICT investment has been included over the next three years. <p>Bayards Hill School</p> <ul style="list-style-type: none">- Current forecasts show that next year looks fine but incremental losses are budgeted in each future year. The Head of Finance advised that this will become a problem in two years' time and is partly as a result of the Nursery reopening, which will initially have high expenditure and take time to grow, and partly due to the significant needs of the pupils which isn't supported by the school's funding. <p>Barton Park School</p> <ul style="list-style-type: none">- Barton Park School is underwritten for funding for the first two years of operation. In year 3 it will revert to the October census pupil number based calculation. As a result, the school staffing costs far outweigh the income it will receive.- The FFE monies (capital funds) will continue to be used for ICT, furniture and fittings as the school grows. The Head of Finance confirmed that this capital spending must not be used on staffing costs. <p>The Chair was concerned that the draft schools' budgets were not balanced and that the financial standards that the Committee had set for itself were not being met with these budgets as they currently stand. Part of the issue is the lack of clarity in the reports provided between operational and capital budgets.</p> <p>The Committee agreed that in order to make an informed decision and to sign off the budgets they will require to know the implications on the schools of a balanced budget.</p> <p>It was agreed that the Head of Finance should work with the Headteachers over the coming week to review the budgets and balance these for years 1 and 2. This work should take priority.</p> <p>ACTION: HEAD OF FINANCE</p> <p>There were no further questions.</p>
<p>5.</p>	<p>Risk Register</p> <p>The Head of HR referred to the Risk Register which had been circulated to Committee members prior to the meeting and highlighted the following main changes to the register since the previous meeting:</p> <ul style="list-style-type: none">- The departure of Head of Finance at the end of the academic year will potentially give rise to a gap at a high level. The Head of HR stated that the Trust is currently recruiting for a replacement, but given the understanding that the merger with RLT was imminent, it is not currently for a like-for-like



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	<p>replacement. However, the Head of HR added that if there is a suitable candidate the Trust will broach the option of them initially taking on a trust-wide role with a supplemental payment for doing so.</p> <ul style="list-style-type: none"> - The CIF bids have not been successful. The Head of HR advised that the Trust is seeking input from SixPC on the grounds of appeal - particularly given lack of any scores attributed on the larger (Chadwick Building) bid with regard to finances despite the full information having been provided. - The Trust is also exploring the possibility of being able to recommission the boiler in the Chadwick Building which comes with the risk of the basement being flooded, but if successful may provide a year or two of further use of the building in the winter months. <p>The Chair agreed that the recommissioning of the boiler at Cheney School made sense and should be explored.</p> <p>The Chair of Governors at Cheney School pointed out that successful CIF bids seemed to be those that helped the school be compliant with statutory regulations and the Trust should pitch their CIF applications to highlight the need to meet statutory obligations.</p> <p>There were no further questions on the risk register.</p>
<p>6.</p>	<p>Update on Bayards Hill School’s outdoor space following site visit on 14th June 2021</p> <p>The Head of HR referred to the site visit that some Trustees and Governors undertook on 14th June to inspect the outdoor space at Bayards Hill and pointed out that Ofsted has made it clear to the school that the outdoor Early Years provision needs to be funded in order for the school to be considered for a “Good” rating.</p> <p>In order to progress this issue, the Head of HR suggested that the Committee make available £30,000 directly to the school for senior leaders to assess and spend how they see fit in meeting the Ofsted requirements in relation to the Early Years outdoor space and ensure proper provision is in place.</p> <p>After a discussion, the Committee agreed to provide the school access to £30,000, for up to six months from now, to directly address Ofsted’s points in relation to the Early Years outdoor space at Bayards Hill and allow the SLT at the school to make the detailed decisions. LE will continue to undertake due diligence in this regard.</p> <p>ACTION: LE</p> <p>The Deputy Headteacher at Bayards Hill left the meeting at 6.41pm.</p>
<p>7.</p>	<p>Confidential items</p> <p>These are minuted separately.</p>
<p>12.</p>	<p>Update on Management Information System</p> <p>Following the discussion at the CSAT Board of Trustees meeting held on 17th May, the Head of Finance asked the Committee to note that, due to time constraints, the decision had been taken to remain with Arbor management information system for the next academic year.</p> <p>This was duly noted by the Committee.</p>
	<p>Any other business</p> <p>Budgets</p> <p>The Head of Finance said that she has now updated the budget to show the schools’ reserves more clearly but she will continue to work with Headteachers this week as actioned earlier in the meeting.</p>



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	There was no further business to discuss.
	Date of next meeting Wednesday 7th July 2021 at 5.30pm, to sign off the budget. The meeting ended at 7.42pm