



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 9th December 2020, 5.30pm via video conference call

In the Chair:	Jonathan Dawson (Chair)
Present:	Ann Childs (AC), Liz Tyler Bell (Chair of Trustees), Linda Earnshaw (LE)
In attendance:	Ben Hegedus (Head of HR and Compliance), Jolie Kirby (Trust Consultant), Richard Stamper (Chair of Governors, Cheney School), Laura Waller (Head of Finance), Judith Geddes (Clerk)
Apologies:	Maurice East and Mary Clarkson

Minutes	
	This meeting was held by video conference call following government advice due to the impact of the Covid-19 pandemic.
1.	Apologies for absence Apologies were received and accepted for Maurice East and Mary Clarkson. The meeting was quorate. Declarations of interest There were no declarations of interest received for any items on the agenda.
2.	Non-Confidential minutes of the last meeting held on 11th November 2020 The Committee reviewed and approved the non-confidential minutes of the previous meeting.
3.	Matters arising not appearing elsewhere on the agenda 3.1 Updated Risk Register The Head of HR referred to the updated risk register which was circulated to the Committee prior to the meeting. There were no questions. 3.2 Transfer of operational management control - Bayards Hill Primary School This is minuted separately under confidential items.



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	<p>3.3 Bayards Hill Primary School - Inset/ Staff Wellbeing Day, Friday 18th December 2020</p> <p>The Committee agreed with the Headteachers' recommendations in relation to inset / wellbeing days for their schools on Friday 18th December 2020.</p>
<p>4.</p>	<p>Financial update</p> <p>The Chair noted that a number of Financial reports to the Committee were verbal and asked for written reports from the Head of Finance going forward in order to provide a clear audit trail.</p> <p>ACTION: HEAD OF FINANCE</p> <p>The Head of Finance set out the position on Term 1 reforecasts:</p> <p>Cheney School</p> <ul style="list-style-type: none">- Current saving of £50k to budget- Staffing reforecast. Largely inline £6k saving to budget at present- Income up £127k:<ul style="list-style-type: none">i) £106k due to COVID catch upii) £8.5k increase in high needs incomeiii) £10k income from parents re laptops (also corresponding outgoings)iv) £15k increase in donations due to success of scheme this yearv) Reduction of £7k in lettingvi) Reduction of £5k in other income as this relates to the Middle Leaders partnership- Expenditure down £104k to budget:<ul style="list-style-type: none">i) £20k CIF bid costs addedii) £14k saving in Paycare cancellationiii) £6k saving in Accelerated Read programmeiv) £2k minibus saving as no trips etc in Term 1 <p>Bayards Hill School</p> <ul style="list-style-type: none">- Reforecast showing £12k deficit- Staffing reforecast – Based on an 'ideal world' scenario additional costs of £7k. The Headteacher at Bayards Hill has made a number of changes and movements between staff / roles. He is aware of this increase and is looking into how it can be configured. Also reviewing the recharges between schools and this will be updated further following the outcome of item 3.2 on the Agenda- Income up £34k:<ul style="list-style-type: none">i) £25k due to COVID fundingii) £9k increase in Pay/Pension Grant forecast as a result of Term 1 receipts- Expenditure – increase of £44k:<ul style="list-style-type: none">i) £18k re Sports Premium that was missed from Budgetii) £25k re COVID catch up spendiii) £1k Educational consultancy for monitoring visits linked to assessment, not previously included



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	<p>Barton Park School</p> <p>The Head of Finance advised that this is being reviewed and will be updated next week. The aim is to have a full plan with costings in early 2021 which covers the next several years.</p> <p>Trust</p> <p>The Head of Finance highlighted that although there have been movements between contracts / areas, the position is broadly the same.</p> <p>The Chair of Trustees asked about the challenge relating to staff ratios and GAG and assumed that this will be put forward as a proposal to the Trustees? The Head of HR replied that the Headteacher of Cheney School is carrying out a detailed review to ensure that CSAT is not out of kilter with other similar schools. The Chair of Governors at Cheney School highlighted the need to compare like with like when looking at staff ratios.</p> <p>There were no further questions.</p>
5.	<p>Barton Park School Budget</p> <p>The Head of Finance advised that she is to meet the Executive Headteacher and Head of School at Barton Park on Monday to discuss the Barton Park School budget and to ensure a plan is in place in January 2021. The Chair was concerned about waiting until January 2021 to approve the budget and asked if there was anything that could be done sooner? The Head of Finance answered that currently there was nothing for the Committee to approve and that a budget would be in place for approval at the next meeting.</p>
6.	<p>Financial position of Cheney's Sixth Form</p> <p>The Head of Finance advised that the cost for Sixth Form was around £151,000 with an income of just over £1million, including £19,000 of bursary money. The Committee agreed that, as work is currently being carried by the Headteacher of Cheney School around developing the Sixth Form offerings, this was not an item for the Committee to actively pursue at this point. The Chair of Trustees pointed out that it would be useful to carry out a root and branch review of the Sixth Form in the future.</p>
8.	<p>Confidential items</p> <p>These are minuted separately.</p>
	<p>Any other business</p> <p>Date of next meeting</p> <p>Wednesday 10th February at 5.30pm.</p>