



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

## Community Schools Alliance Trust – Meeting of the Trustees

Non-confidential minutes of Board of Trustees meeting  
on Wednesday 21st July 2021, 5pm, via video conference call

<b>In the Chair:</b>	Liz Tyler Bell
<b>Present:</b>	Ann Childs (Vice Chair of the Education Performance and Achievement Committee), Jonathan Dawson (Chair of the Finance and Resources Committee), Bridget Durning (Chair of CSAT Members), Linda Earnshaw (Vice Chair of the Finance and Resources Committee), Pat O'Shea (Chair of the Education Performance and Achievement Committee), Ian Thompson (IT)
<b>In attendance:</b>	Maurice East (Chair of Bayards Hill LGB), Ben Hegedus (Head of HR & Compliance), Jolie Kirby (Trust Consultant), Richard Stamper (Chair of Cheney LGB), Laura Waller (Head of Finance), Judith Geddes (Clerk)
<b>Apologies:</b>	Mary Clarkson

	Minutes
	This meeting was held by video conference call following government advice due to the impact of the Covid-19 pandemic.
1.	<b>Apologies for absence</b> Apologies were received and accepted for Mary Clarkson.  The meeting was quorate.  <b>Declarations of interest</b>  There were no declarations of interest received for any items on the agenda.
2.	<b>Non-confidential minutes of the meeting on 17th May 2021</b>  Trustees reviewed and approved the non-confidential minutes of the meeting held on 17th May 2021.
3.	<b>Update from Cheney School on the School Development Plan</b>  The Chair of Cheney LGB advised that the Governors had recently held an away day with the SLT to discuss the school's visions and values; the wording of these have now been agreed and will be uploaded to the school's website.  The priorities of the SIP were also discussed with the focus on the following: 1) raise outcomes for all students, including the most disadvantaged and 2) increase attendance and improve behaviour, especially for the most disadvantaged. However, the Chair of Cheney LGB feels that the SIP needs to be more explicit around the type of evidence the LGB will be provided with to demonstrate the outcome of the school's policies. The Chair said that the Trustees are happy to support the Chair of Cheney LGB in further discussion around the content of the SIP, if required.  There were no further questions or comments.  The Chair thanked the Chair of Cheney LGB for his update.



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

<p>4.</p>	<p><b>Update from Bayards Hill School</b></p> <p>The Chair of the Education Performance and Achievement Committee (EPAC) updated the Trustees on the findings of both the Ofsted visit on 23rd June 2021 and the Governance monitoring visit on 6th July. The following key areas were highlighted:</p> <p><b>Ofsted visit on 23rd June 2021:</b></p> <ul style="list-style-type: none"><li>- Ofsted’s visit was much more positive than their visit earlier in the year commenting that the pace of improvement has increased and clear action plans are in place.</li><li>- Ofsted also commented that “leaders show a fighting spirit to improve the school.”</li><li>- Ofsted stated that to further improve, the school needs to i) focus on the delivery of the curriculum plans so they are taught effectively to help all pupils learn well and ii) improve the use of the outdoor provision to help children in early years develop across all areas of learning.</li></ul> <p><b>Governance monitoring visit 6th July 2021</b></p> <ul style="list-style-type: none"><li>- School leaders showed clear evidence of working towards a more coherent and focussed approach to improvement. There is no longer the sense of fighting on too many fronts at once.</li><li>- Significant progress has been made towards: i) Greater consistency, continuity and clarity of purpose, ii) Increasing the pace of improvement, iii) An increased focus on fewer priorities, iv) Recognition of what the next steps are, and that more needs to be done, particularly in developing approaches to SEND and v) Developing an enabling culture.</li><li>- CPD is now streamlined and focussed, linking to the key priorities of the school and to leaders’ monitoring.</li><li>- Among those interviewed, there was an impressive unity and clarity about what needs to be done.</li><li>- Another Governance visit will be scheduled for mid to late October 2021.</li></ul> <p>The Head of HR asked whether similar monitoring visits should be considered at both Cheney School and Barton Park school? The Chair of EPAC agreed that this would be useful if there was sufficient capacity to undertake such visits. The Chair of Cheney LGB advised that the LGB had recently discussed the reorganisation of Link Governor roles and structure of monitoring visits. It was agreed that the Chair of EPAC, the Head of HR and the Chair of Cheney LGB meet separately to consider the best course of action for Cheney School regarding Governance Monitoring Visits going forward.</p> <p><b>ACTION: CHAIR OF EPAC, HEAD OF HR AND CHAIR OF CHENEY LGB</b></p> <p>It was further agreed that the Head of HR will follow up with Barton Park School regarding a possible Governance Monitoring Visit.</p> <p><b>ACTION: HEAD OF HR</b></p>
<p>5.</p>	<p><b>General Update from the Education Performance and Achievement Committee (EPAC)</b></p> <p>The Chair of EPAC gave a general update of the work done by EPAC during the 2020/2021 academic year and highlighted the following points:</p> <ul style="list-style-type: none"><li>- EPAC has embedded its modus operandi focussing on a particular key question at each meeting with Chairs of LGBs attending rather than Headteachers.</li><li>- EPAC meetings have focussed on Safeguarding, Teaching and Learning and the next one will look at Governor Training.</li></ul>



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

	<ul style="list-style-type: none"><li>- The Chair also pointed out that the Chair of Barton Park LGB has been unable to attend all of the EPAC meetings this academic year. The Vice Chair of EPAC commented that she has recently held a productive catch up meeting with the Chair of Barton Park LGB outside of the EPAC meetings.</li></ul> <p>There were no questions or comments.</p> <p>The Chair thanked the Chair of EPAC for her report.</p>
<b>6.</b>	<b>General Update from the Finance and Resources Committee (FRC)</b>  <b>2021/2022 Budget Recommendation</b> With regard to the 2021/2022 budget, the Chair of the FRC stated that the recommendation from the FRC is that the Board of Trustees approve the budget sign-off.  After a discussion, the Board of Trustees approved the 2021/2022 budget.  <b>Nursery Provision at Barton Park School</b> The Chair of the FRC gave the background to the process undertaken regarding the choice of Nursery provider at Barton Park School and advised the Board of Trustees that The Oxford Nursery has been appointed from September 2021.  The Chair asked whether all the necessary communications to the different stakeholders have been completed? The Head of HR stated that this has been.  <b>Early Years Outdoor Environment at Bayards Hill School</b> The Vice Chair of the FRC summarised the current position regarding the outdoor area at Bayards Hill School and highlighted the following key points: <ul style="list-style-type: none"><li>- FRC agreed to commit up to £30,000 to support the development of the Early Years outdoor site.</li><li>- A time limit has been set by the FRC of 6 months to December 2021 to make use of this money.</li><li>- Currently looking at options of the site as a whole and will be guided in this by the school leadership.</li><li>- The project will be undertaken in stages.</li><li>- The Vice Chair of the FRC will continue to conduct the due diligence on this project on behalf of the Trust Board.</li></ul> <p>It was agreed that an update on this project is given at the next Board of Trustees meeting in the Autumn term.</p> <b>ACTION: VICE CHAIR OF THE FRC</b>  There were no further questions or comments.  The Chair thanked the Chair of the FRC for his report and the Head of Finance for her hard work during her time in the role.  The Chair of FRC thanked the Head of Finance for all the work she has done on CSAT's financial position which the Trust is now benefiting from.
<b>7.</b>	<b>Update on Health and Safety Issues</b>  The Chair of CSAT Members advised that she has met with Rachel Evans, CSAT Hard Surfaces Team Leader, in her role as the Health and Safety Link Trustee in which they discussed the Trust's legal obligations and actions required to be undertaken over the next 6 months. The Chair of CSAT Members advised that currently she has no concerns on Health and Safety issues and she will meet Rachel Evans again in 6 months time.



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

	<p>The Chair of Cheney LGB highlighted that the Cheney LGB had been advised by the Head of HR to appoint a Health and Safety Link Governor which he had agreed to take on and wondered how his role dovetailed with that of the Health and Safety Link Trustee?</p> <p>The Head of HR replied that in terms of structure, the ultimate responsibility regarding Health and Safety issues lies with the Trustees but, mindful of the planned merger with RLT, LGBs also need to develop these skills. It was agreed to arrange a meeting between the Chair of CSAT Members, the Head of HR and the Chair of Cheney LGB to decide how best to work together on Health and Safety issues.</p> <p><b>ACTION: HEAD OF HR, CHAIR OF CSAT MEMBERS AND CHAIR OF CHENEY LGB</b></p>
8.	<p><b>Reappointment of Trustees</b></p> <p>The reappointments of the Vice Chair of EPAC and the Chair of Trustees as CSAT Trustees were approved.</p>
9.	<p><b>Appointment of new Trustee</b></p> <p>This is minuted under the confidential minutes.</p>
10.	<p><b>Resignation of Bob Price as a CSAT Member</b></p> <p>The Chair advised that Bob Price has resigned as a CSAT Member. The Chair extended the Board of Trustees' thanks and gratitude to him for his experience and counsel.</p>
11.	<p><b>Format of Board of Trustees Meetings for 2021/2022</b></p> <p>It was agreed to continue to hold Board of Trustees meetings online with the aim to hold at least the last one of the academic year in person. It was further agreed to change the start time of Board of Trustees meetings to 5.30pm for 2021/2022.</p> <p>The provisional dates of the 2021/2022 Board of Trustees meetings were noted. It was agreed that the Trustees would respond to the Clerk if there were any issues with these dates by the end of July 2021.</p> <p><b>ACTION: TRUSTEES</b></p>
12.	<p><b>Any other business</b></p> <p>There was no further business to discuss.</p>
13.	<p><b>Confidential items</b></p> <p>These are minuted separately.</p>
21.	<p><b>Date of next meeting</b></p> <p>Monday 27th September 2021, 5.30pm, via Google Meet</p> <p>The meeting ended at 7.22pm.</p>

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