



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 7th July 2021, 5.30pm via video conference call

In the Chair:	Jonathan Dawson (Chair)
Present:	Liz Tyler-Bell (Chair of Trustees) and Linda Earnshaw (LE)
In attendance:	Mary Clarkson (Chair of Governors, Barton Park School), Maurice East (Chair of Governors, Bayards Hill School), Ben Hegedus (Head of HR and Compliance), Richard Stamper (Chair of Governors, Cheney School), Laura Waller (Head of Finance)
Apologies:	Ann Childs and Judith Geddes

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 Ann Childs and Judith Geddes. 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 previous meeting held on 30th June 2021 The Committee reviewed and approved the non-confidential minutes of the meeting of 30th June 2021.
3.	Update on outstanding non-confidential action points from the previous meeting of 30th June 2021 Two action points remains open: <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) ACTION: HEAD OF FINANCE- Continue to undertake due diligence in respect of the work being done on the outdoor area at Bayards Hill School (due December 2021) ACTION: LE



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

4. Budget 2021/2022

The Head of Finance advised that since the last FRC meeting she has reviewed the budgets with the Headteachers and all 3 CSAT Schools are showing a surplus for the next two academic years, with Cheney and Bayards Hill Schools also showing a surplus for Year 3. However, Barton Park School still requires some operational decisions to be made to try to eliminate the deficit forecasted in Year 3.

The Committee discussed the individual budgets in more detail and asked the following questions:

Central Team Budget

- Given the delay to the merger with RLT, how will the educational support from RLT be paid for? Will it come out of the Central Team budget through the top slice?
The Head of Finance replied that she has included a provision for support within the Central Team budget. There is also money within the reserves that can be used to pay for support.
- There is a provision in the Central Team budget for £30,000 for consultancy fees to cover the Head of Finance's departure. Why is this included here as well as having an additional provision for support?
The Head of Finance replied that this is included in order to cover whatever decision the Committee makes regarding ongoing Finance support. Any outstanding money will then move to reserves.

There were no further questions or comments on this budget.

Cheney School Budget

- If we decide to take out the loan for the heating at Cheney, as this isn't part of the current budget will a prioritisation exercise need to be carried out within the budget?
The Head of Finance agreed that no provision for this is in the current budget and pointed out that she cannot show the impact of this without knowing the specific details of the amount of the loan, term and level of repayments but this will likely have a huge bearing on resources, staffing etc.

There were no further questions or comments on this budget.

Bayards Hill School Budget

- Is any income from the Bayards Hill Nursery included in this budget?
The Head of Finance highlighted that this is included in the Income and Expenditure.
- The current budget looks materially better than the budget presented at last week's FRC meeting which showed a deficit of £60,000 for 2021/2022. How has this been accomplished?
The Head of Finance explained that this is as a result of the movement of the money from the Trust, a review of staffing contracts and a reduction in cost due to a potential change in the SLT structure.
- For 2022/2023, the current budget looks around £100,000 better than the figures presented last week. How has this been accomplished?
The Head of Finance said that a large part of the change is to do with an increase made to pupil numbers.
- What about Educational Support from RLT?
The Head of Finance confirmed that Bayards Hill School will receive free support from RLT up to the end of this calendar year through the successful emergency funding bid. Any further support required will need to be paid for out of the top slice.

There were no further questions or comments on this budget.



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

	<p>Barton Park School Budget</p> <p>A discussion was held around the current level of staff / pupil ratio and the need to take action including talking to the County Council around increasing pupil numbers and the Head of School taking up further teaching duties in class.</p> <ul style="list-style-type: none">- The forecast for the first two years of the current budget are significantly better than the figures presented to the FRC last week. How has this been accomplished? The Head of Finance explained that the FF&E pot is very restrictive but she has moved everything that she is allowed to into there from other areas in the current budget including a number of expensive IT items.- Are we happy to submit this budget as it stands even though further work is required for Year 3? The Head of Finance said that her recommendation is to approve a consolidated budget at Trust Level. The Chair agreed that he was comfortable with the budget as it stands provided that action is taken to look at the future funding situation. <p>It was agreed that the Chair of Barton Park LGB and the Head of School at Barton Park, put together proposals for discussion at the next Board of Trustees meeting in the new academic year regarding the school's budget position going forward.</p> <p>ACTION: CHAIR OF BARTON PARK LGB AND HEAD OF SCHOOL AT BARTON PARK</p> <p>There were no further questions or comments on this budget.</p> <p>The Committee agreed a recommendation should go forward to the Board of Trustees to approve the budgets. This is on the agenda for the next Board of Trustees meeting scheduled for 21st July 2021.</p> <p>The Chair thanked the Head of Finance, the Headteachers and SLT for their hard work in reviewing and preparing revised budgets for this meeting.</p>
5.	<p>Confidential items</p> <p>These are minuted separately.</p>
	<p>Any other business</p> <p>Early Years Outdoor Environment at Bayards Hill</p> <p>LE stated that the current quote for the outdoor area is around £41,000. This includes converting the concrete playground area into the outdoor space and putting a fence around the climbing frame so it can only be used under supervision. Next step is to involve Charley Middleton, Early Years Lead at Bayards Hill School, in further discussions.</p>
	<p>Date of next meeting</p> <p>TBC</p> <p>The meeting ended at 7.05pm.</p>