



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 Monday 27th September 2021, 5.30pm, via video conference call

In the Chair:	Liz Tyler Bell
Present:	Ann Childs (Vice Chair of the Education Performance and Achievement Committee), Jonathan Dawson (Chair of the Finance and Resources Committee), Linda Earnshaw (Chair of Bayards Hill LGB), Pat O'Shea (Vice Chair) and Maurice East.
In attendance:	Stephen Axcell (Interim Head of Finance), Charley Eaglestone (Interim Headteacher of Bayards Hill School)(until item 8), Ben Hegedus (Head of HR & Compliance), Jolie Kirby (Trust Consultant (for item 16), Bryony McCraw (Headteacher of Barton Park School) (until item 8), Rob Pavay (Headteacher of Cheney School) (until item 8), Richard Stamper (Chair of Cheney LGB)(until item 14), Judith Geddes (Clerk)
Apologies:	Bridget Durning, Ian Thompson 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 Bridget Durning, Ian Thompson and Mary Clarkson. The meeting was quorate. Declarations of interest There were no declarations of interest received for any items on the agenda.
2.	Election of Chair and Vice Chair Maurice East nominated Liz Tyler-Bell for Chair. This was unanimously agreed. Liz Tyler-Bell proposed Pat O'Shea for Vice Chair. This was unanimously agreed.
3.	Non-confidential minutes of the meeting on 21st July 2021 Trustees reviewed and approved the non-confidential minutes of the meeting held on 21st July 2021.
4.	Update on non-confidential action points from previous meeting There are two outstanding actions: <ul style="list-style-type: none">- To provide an update on the Early Years Outdoor Environment project at Bayards Hill School at the next Board of Trustees meeting in the Autumn term. ACTION: CHAIR OF BAYARDS HILL LGB



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

- 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.

ACTION: HEAD OF HR, CHAIR OF CSAT MEMBERS AND CHAIR OF CHENEY LGB

5. Update from Cheney School

The Headteacher of Cheney School highlighted the following points:

- Exam results were very good but direct comparisons with previous years is difficult.
- No students are NEET (Not in Education, Employment or Training).
- Over 40% of Year 13 students received an A or A* grade.
- 7 students were accepted at Oxford or Cambridge Universities.
- 81 out of 84 students are attending their first choice university with 3 going to their insurance choice.
- Exclusion and detention rate is half of the corresponding rate last year.
- Around 100 students are out of school due to Covid-19. This has had a significant impact on attendance figures. Live lessons are being streamed.
- Vaccine roll out is scheduled for 19th October. Flu vaccinations are also taking place on the same day.

The Chair advised the Trustees that as the vaccine rollout is a contentious issue, the Headteacher of Cheney School has put planning in place in case there are any parental protests outside the school.

The Trustees raised the following questions:

- ***Anecdotally, there appears to be concerns over the lack of politeness of students in general. Have you found this at Cheney School? Also well done on reducing the number of exclusions.***
The Headteacher of Cheney School replied that Cheney School feels noticeably much more pleasant than previously due in part to appropriate provisions for students now being in place. With regards to exclusions, there have been 7 days lost to exclusions, 5 of which were due to one student.
- ***Is the school making use of the catch up funding and, if so, how is this being monitored?***
The Headteacher of Cheney School advised that the DfE has 3 pots of money available. He stated that Cheney School is making use of the National Tutoring Programme and also spending some of the catch up funding on enhanced staff CPD and possible Easter or Summer revision camps for Year 11 students. Literacy catch up, using Lexia, is also in place for Year 7,8 and 9 students.

There were no further questions or comments.

The Headteacher of Cheney School also added that a review of the timetable is also currently being undertaken. It was agreed that the Clerk will include this on the agenda of the first EPAC meeting in November 2021.

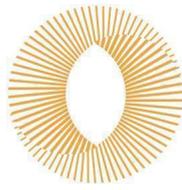
ACTION: CLERK

The Chair thanked the Headteacher of Cheney School for his update.

6. Update from Bayards Hill School

The interim Headteacher of Bayards Hill School highlighted the following points:

- New teaching staff have settled in well and are already becoming valued members of the team.
- There has been a focus on classroom environments. The classrooms are well organised, tidy and purposeful.
- Have started a well-planned assembly programme again.
- A weekly newsletter is being produced to engage with parents as much as possible.
- Senior staff have spent time in classrooms.
- The new caretaker is extremely proactive and is making a big difference.
- A reception baseline assessment has been done.



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

- The school has been nominated for a Music Mark.
- Difficulty in staffing the school when teachers are off or self-isolating due to Covid-19.
- Reception children have a high level of need.
- Safeguarding has increased significantly. Currently have had the following in the first 2 full weeks back at school:
 - Immediate concerns reported to MASH: 7 phone calls covering 4 children
 - Online MASH referrals: 4
 - No Names Consultations: 4
 - MASH Information Requests: 6
 - Emergency Duty Team: 1 phone call
 - Strategy Meeting: 1
 - Escalation from CIN - CP: 1
 - ICPC: 1
 - 2 TAFs closed to Early Help covering 3
 - 7 children in the process of opening to Early Help or LCSS
 - 2 LAC children left the school

The Chair of Bayards Hill LGB advised that the hard scaped section of the Early Years outdoor environment will now be used as the learning area. She added that a further meeting regarding the Early Years outdoor area is scheduled for Friday.

The Head of HR pointed out to the Trustees that the School has received notification from the Local Authority (OCC) questioning whether the outdoor area is safe or not. However, the FRC has looked into this issue carefully and the relevant minutes have been shared with the interim Headteacher.

The Trustees asked the following question:

- ***What authority does the OCC have in this area?***

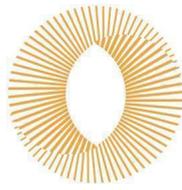
The interim Headteacher replied that they have no authority over the school's use of the outdoor area.

The Chair thanked the interim Headteacher for his update.

7. **Update from Barton Park School**

The Headteacher of Barton Park School highlighted the following points:

- There have been no Covid-19 cases in either staff or pupils.
- Restructuring details have been shared with staff members. This has been very difficult.
- Strategic plans are being put in place regarding the merging of reception and Year 1 into one class.
- Two children are awaiting EHCPs.
- The school has signed up for NELI, an Early Language intervention programme, but there is a concern that there is not the personnel to run this which will significantly impact the children who need this help.
- The school currently has a high need cohort.
- Have not seen a budget for this academic year yet.
- Two new TAs and one new teacher have settled in well.
- The Nursery is moving in the right direction but is not yet open.
- Transition from nursery was good but there is a lack of paperwork regarding the SEN register for certain pupils.
- The library was set up over the summer and looks great.
- Lunchtimes are going well and have introduced play buddies.
- Have switched to Read, Write Inc for phonics and have obtained resources for this from Bayards Hill School.
- A reception baseline assessment has been carried out.



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

The Head of HR added that representatives from RLT are in contact with the local authority to enquire about extending the period of financial guarantee to Barton Park School.

The Trustees asked the following questions:

- ***What is the level of capacity currently at the school to carry out functions such as open days and other events to help grow the school?***

The Headteacher of Barton Park School replied that there is a lot going on with a limited number of staff. Open day will of course be held but the school is restricted in what it can do at present.

- ***Are you getting children coming to the school from the new estate?***

The Headteacher of Barton Park School said that less children are coming to the school from the new estate this year.

- ***Is there anything that the Trustees can do to support the school?***

The Headteacher of Barton Park School replied that she needs access to the budget for this academic year. She is currently unaware of what she is able to spend and would like to run the NELI intervention and hopefully get more TA support.

The interim Head of Finance advised that he is currently looking at the Trust budget as a whole and is aware that this is a priority.

It was agreed that the Headteacher of Barton Park School, the interim Head of Finance and the Chair of the FRC will follow up on this issue outside of the meeting.

ACTION: INTERIM HEAD OF FINANCE, HEADTEACHER OF BARTON PARK SCHOOL AND CHAIR OF FRC

There were no further questions or comments.

The Chair thanked the Headteacher of Barton Park for her insightful report highlighting the current challenges at the school.

All three Headteachers left the meeting at 6.35pm.

8. CSAT Policies Updates and Scheme of Delegation

The Head of HR referred to the policies circulated to Trustees via Governor Hub prior to the meeting and advised the Trustees that he has checked all of CSAT policies for compliance and has added the following protocols:

- **Governing Board Code of Conduct** – setting out the Trust's expectations of the governors forming part of the Local Governing Bodies.
- **Terms of Reference Documents** – updated for the current academic year.
- **Exclusion Policy** – reviewed by SLT but no changes.
- **LGPS Pension Discretions Policy** – the Trust is required by the Local Government Pension Scheme to have this in place, it's based on the wording of the RLT equivalent policy.
- **Domestic Abuse Policy** – drafted at the request of local trade union representatives.
- **Visitors and Contractors Procedure & Site Security Policy** – These are procedures that have been followed for some time, but are now cemented in formal policies.

The Chair of the FRC pointed out that the Domestic Abuse Policy does not include financial control or coercion.



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

	<p>The Head of HR agreed to add this into the Domestic Abuse Policy.</p> <p>ACTION: HEAD OF HR</p> <p>The Chair asked whether Bridget Durning was the Trustee Link to Barton Park School. The Clerk will follow this up.</p> <p>ACTION: CLERK</p> <p>The Trustees agreed to the policies and additions, subject to the aforementioned change to the Domestic Abuse Policy.</p>
<p>9.</p>	<p>Finance Update</p> <p>The interim Head of Finance referred to the finance update circulated to Trustees prior to the meeting and raised the following points:</p> <ul style="list-style-type: none">- Report is in a similar format to that used by RLT.- Plan is to provide this report on a monthly basis.- Currently reviewing budgets to ensure they are reliable.- There are a couple of areas still requiring accounting work but which will not affect the amount of revenue carried forward.- Currently comparing figures with the reforecast carried out at term 2 - actual results are in excess of this.- Cash position is healthy.- Certain items of funding have been received that would not have been budgeted for at the beginning of the year.- Staffing costs are generally down compared to the budget.- There has also been a significant squeeze on discretionary spending against budget.- Central function has reported quite a large reserve. On transfer to RLT, a decision will need to be made regarding these funds.- Unable to understand the amount of LA funding budgeted in respect of Barton Park School.- Cheney results are the largest component of the figures and there is scope to look at maintenance requirements.- Specific earmarked funds have not been spent within the academic year. Still working on what costs can be allocated. <p>The Trustees asked the following questions:</p> <ul style="list-style-type: none">- <i>Is there a risk that the reserves held currently in the central team will be swept up on transfer to RLT?</i> The interim Head of Finance replied that this will not be the case.- <i>The budget for Barton Park is tight, what needs to be done?</i> The interim Head of Finance said that work needs to be carried out to get the underlying data to agree with the budget. Further discussions will then be required on particular areas of expenditure, what the scope is and what is going to be put in place.- <i>Is there a requirement to scrutinise monthly accounts?</i> The interim Head of Finance answered that there is a requirement for monthly accounts to go to Chairs of LGBs but that it might also make sense for these to go to the whole of the LGBs to aid familiarity. <p>A discussion followed and it was agreed to look at the numbers in more detail at the next FRC meeting. It was further agreed to hold future FRC meetings on the second Wednesday of each month online at 5.30pm.</p> <p>ACTION: CLERK</p>



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

10.	Risk register The Head of HR referred to the risk register which was circulated to Trustees prior to the meeting and highlighted the following key areas: <ul style="list-style-type: none">- Currently, it is very difficult to fill teaching positions at Bayards Hill School. Some vacancies have received very few or no applicants.- Difficult in building up numbers at Barton Park School if the quality of the provision goes down. There were no questions or comments.
11.	Gender Pay Gap report The Head of HR referred to the report on the gender pay gap which was circulated to Trustees prior to the meeting and highlighted the following key points: <ul style="list-style-type: none">- Figures are healthy but do not tell you anything about the key areas of unconscious bias and discrimination.- Have implemented blind shortlisting at Cheney which has been highly effective. The Trustees approved the report.
12.	Resignation of Lynn Douglas as a CSAT Member The Chair advised that Lynn Douglas has resigned as a CSAT Member. The Chair extended the Board of Trustees' thanks and gratitude to Lynn for her experience and the significant contribution she has made to both the Trust and Cheney School.
13.	Appointment of Karen Fogden to Cheney LGB The Trustees approved the recommendation from Cheney LGB to appoint Karen Fogden as an Appointed Governor. The Chair of Cheney LGB left the meeting at 7.21pm.
14.	Confidential items These are minuted separately.
17.	Any other business There was no further business to discuss.
18.	Date of next meeting Monday 29th November 2021, 5.30pm, via Google Meet The meeting ended at 7.30pm.