



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

Community Schools Alliance Trust Meeting of the Trustees and Members

Minutes of the Annual General Meeting on Monday 6th December 2021, via video conference call

In the Chair:	Bridget Durning (Chair)
In attendance:	Stephen Axcell (Interim Head of Finance), Charley Eaglestone (Interim Headteacher at Bayards Hill Primary School), Linda Earnshaw (Trustee), Maurice East (Trustee), Ben Hegedus (Head of HR), Bryony McCraw (Headteacher at Barton Park Primary School), Ian Thompson (Trustee), Liz Tyler-Bell (Chair of Trustees), Robert Kirtland (Senior Partner at Critchleys) (until item 3b), Judith Geddes (Clerk)
Apologies:	Tim Wainwright (Member)

	Minutes
	This meeting was held by video conference call following government advice due to the impact of the Covid-19 pandemic.
1.	Welcome, apologies for absence and declarations of interests The Chair opened the meeting and welcomed all in attendance. Apologies were received and accepted for Tom Wainwright. No declarations of interest were received. The meeting was quorate.
2.	Minutes of the last meeting held on 7th December 2020, and any matters arising not addressed in the rest of the agenda The minutes of the previous meeting were reviewed and approved.
3a.	Presentation of annual report and accounts for 2020/2021 The Senior Partner for Critchleys, presented a summary of the annual report and accounts for 2020/2021 which had been circulated prior to the meeting. The Senior Partner at Critchleys advised that as CSAT will not be a going concern following the merger with RLT, a note highlighting this fact had been included on page 21 of the annual report and accounts. He added that once the merger with RLT has happened, a last audit of CSAT will need to take place and Trustees will be required to approve the final accounts. The Senior Partner at Critchleys highlighted the following financial figures for the year ending 31st August 2021: <ul style="list-style-type: none">- Net Income of around £8.2 million (page 27 of the report)- Debtors of £360,000 (page 29 of the report)- Cash at bank and in hand of around £1.7 million (page 29 of the report). An increase of approximately £820,000 from 2020.- GAG balance of just over £800,000 (page 44 of the report)- Some catch-up premium and other bits of grants are still unspent.



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	<p>- Unrestricted funds of £62,000 at start of the year and £290,000 at the end of the year (page 44 of the report).</p> <p>The Interim Head of Finance highlighted the management letter that had been prepared and commented that there are only a couple of minor points to note.</p> <p>The Chair thanked the Interim Head of Finance for all his hard work and the Senior Partner at Critchleys for his update and attendance at the meeting</p> <p>The accounts for 2020/2021 were approved..</p> <p>The Senior Partner at Critchleys left the meeting at 5.47pm.</p>
3b.	<p>Level of contingency fund to be held back for CSAT</p> <p>The Head of HR advised that CSAT will remain a Trust for the purposes of the Department of Education until it is formally wound up. As there may be potential unknown liabilities arising in the future, the Head of HR recommended that Trustees keep a contingency fund within CSAT reserves.</p> <p>Following a discussion, it was agreed, in principle, to keep the whole of CSAT reserves back as a contingency fund at present. However, the Head of HR and Interim Head of Finance were asked to investigate the level of contingency that should be kept back in reserve post-transfer and to raise this proposal at the next Finance and Resources Committee meeting for approval.</p> <p>ACTION: HEAD OF HR AND INTERIM HEAD OF FINANCE</p>
3c.	<p>Internal Scrutiny report</p> <p>The Interim Head of Finance advised that he has received a draft report which he will forward to the Clerk for distribution to the Trustees.</p> <p>ACTION: INTERIM HEAD OF FINANCE</p> <p>The Interim Head of Finance asked Trustees to scrutinise the report on receipt and implement actions to improve processes as necessary.</p> <p>ACTION: TRUSTEES</p>
4.	<p>Appointment / retirement of Members</p> <p>The Chair advised that both Lynn Douglas and Bob Price have resigned as CSAT Members. The Chair extended CSAT's thanks and gratitude to both for their experience and the significant contribution they have made to both the Trust and, in Lynn's case, Cheney School.</p> <p><i>The Chair asked whether 3 Members was still sufficient going forward.</i> The Head of HR replied that 3 members was sufficient for now given the impending merger with RLT.</p>
5.	<p>Appointment / Resignation / Retirement of Trustees</p> <p>Members approved the re-appointment of both Liz Tyler-Bell and Ann Childs as Trustees and the appointment of Maurice East as a Trustee.</p>
6.	<p>Update on Trust Merger with River Learning Trust</p> <p><i>The Chair asked what actually happens on 1st February when the merger with RLT is due to take place.</i></p>



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	<p>The Head of HR advised that staff will transfer to RLT and will be employed by RLT from that date. CSAT will remain as a Trust for the purposes of the Department of Education and the Interim Head of Finance will continue to support on accounting issues and the final audit of CSAT. He added that it will take around 3 to 5 months following the merger to finally dissolve CSAT.</p> <p><i>The Chair asked whether a final meeting will be required to sign off the accounts and whether Members need to approve these.</i></p> <p>The Interim Head of Finance replied that the final accounts can be signed off by written resolution so a meeting is not required and Trustees approve the accounts whilst Members receive them.</p> <p>There were no further questions..</p>
7.	<p>Closing remarks</p> <p>The Chair thanked all Members, Trustees, Governors and staff for their hard work during another very challenging year.</p> <p>Meeting closed: 6.11pm</p>