MINUTES OF MEETING

SPARKEN HILL ACADEMY

Academy:	**Sparken Hill Academy**
Meeting title:	**Annual General Meeting – Members**
Date and time:	**Thursday 5th December 2024 at 11.10am**
Location:	**At the academy**

Membership
'A' denotes absence

Mrs S Cutts
Revd D Gough
Cllr J Shepherd
Mrs F Walker

In attendance

Miss J Littlewood (clerk to the governors)
Mr P Gawthorpe (chair of trustees)
Mr R Lilley (principal – accounting officer)
Mrs V Dashper (chief financial officer – CFO)

AGM/01/24	**Welcome and introductions**	**Action**
	Members were welcomed to the meeting.	
AGM/02/24	**Apologies for absence**	
	There were no apologies for absence.	
AGM/03/24	**Declaration of interest**	
	Members **AGREED** to read and sign the updated Register of Business Interest/ Declaration of Eligibility forms and return them to the academy for incorporation into the academy register of business interests for 2024/25.	**All to note**
	There were no declarations of interest, either direct or indirect, for items of business on the agenda.	
AGM/04/24	**Approval of minutes of 2023-24 meeting and any other special meetings**	
	The minutes of the autumn term meeting held on 8th December 2023 having been previously circulated were confirmed as a true and correct record therefore it was **AGREED** that the minutes of 8 December 2023 were to be signed electronically by one of the Members.	**JS/Clerk**
	Actions in the minutes were reviewed. It was noted that they had all been undertaken or were to be discussed in the meeting.	
AGM/05/24	**Receiving the end of year accounts 2023-24**	
	The CFO advised that the accounts were as presented to the F&P committee meeting (see item **F&P/56/24**).	
	Q. Members asked about the plan for the surplus funds? **A.** The CFO explained that the advice of the auditors had been to review the reserves figure and plan what was to be done with the money.	

Action

The CFO confirmed that the reserves policy had been updated and the reserves figure included the equivalent of 2 months' salaries plus a contingency for the building.

Furthermore, the CFO shared that there was also planned into the budget, the funds to secure the LED lighting project and the foundation stage project.

Q. Members enquired about the attendance of a couple of the trustees?
A. The chair of trustees and CFO reassured Members that:

- the matter had been addressed and was related to the work commitments of a number of the trustees;
- a decision had been taken to vary the start times to support greater participation in meetings.

Members **CONGRATULATED** the finance team for the exemplary management of the academy accounts.

Members **RECEIVED** the:

- annual accounts approved by the trustees;
- annual report to trustees approved by the trustees.

AGM/06/24 Reappointing of auditors

a *External*

The CFO reminded Members that:

- the auditors 'Streets' had been appointed in December 2023 for three years with a review undertaken annually;
- the annual fee = £6,525 (fixed for three years as previously agreed) inclusive of an RPI uplift on 31st August each year.

The CFO advised that the value of the company went beyond the work done for this meeting – the advice, guidance and support given throughout the year was hugely important and worthwhile.

Members **ACCEPTED** 'Streets' as auditors for 2023/24.

b *Internal*

The CFO outlined the skills and expertise of the internal auditor and the proposal to continue with her services at the fees indicated:

- £625 per day (an increase of £25 per day);
- 3 internal audit visits per year.

Members **ACCEPTED** Vickie Lievesley as internal auditor for 2024/25.

AGM/07/24 Fixing the auditors remuneration

External auditors

Members **CONFIRMED** that the new contract with 'Streets' of £6,525 fixed for 3-years, plus RPI uplift based on 31 August.

Internal auditor

Members **CONFIRMED** the new contract with Vickie Lievesley (internal auditor) was fixed at £1,875.

Action

AGM/08/24 Determination of confidentiality of business

It was

resolved

that the Trustees report remained confidential and the confidential sections within the 2023 autumn term AGM/member's meeting but that all other papers and reports be made available as required.

The meeting closed at 11.30am

Signed: **(Member)** Date: **4th December 2025**