

MINUTES OF MEETING

Academy: Sparken Hill Primary Academy
Meeting title: Annual General Meeting - Members
Date and time: Friday 8th December 2023 at 9.30am
Location: Hybrid – onsite and via Microsoft Teams

Membership Mrs S Cutts * * denotes virtual attendance
'A' denotes absence Revd D Gough
Cllr J Shepherd
A Mrs F Walker

In attendance Miss J Littlewood (clerk to the governors) *
Mrs C Middleton (vice-chair of trustees) *
Mr R Lilley (principal – accounting officer)
Mrs V Dashper (chief financial officer – CFO)
Mrs U Flowers (proxy holder for Mrs Walker)

AGM/01/23 Welcome and introductions **Action**
Members were welcomed to the meeting.

AGM/02/23 Apologies for absence
Apologies for absence were received from:
• Mrs F Walker (holiday).
It was
resolved
that the above apology for absence be accepted and consented to.

AGM/03/23 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 2023/24. **All to note**
There were no other declarations of interest, either direct or indirect, for items of
business on the agenda.

The CFO confirmed that Mrs Walker had read and considered all documentation
being presented at the meeting and had nominated Mrs U Flowers as proxy holder
for all votes.

AGM/04/23 Approval of minutes of 2022-23 meeting and any other special meetings
The minutes of the autumn term meeting held on 9th December 2022 having been
previously circulated were confirmed as a true and correct record therefore it was
AGREED that the minutes of 9 December 2022 were to be signed electronically by
the chair of trustees. **PG/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/05/23 **Receiving the end of year accounts 2022-23**

The CFO advised that the accounts were as presented to the F&P committee meeting (see item **F&P/58/23**) with the exception of an administrative error in section 3.1 of the accounts which had now been resolved by the auditors.

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/06/23 **Reappointing of auditors**

The CFO reminded governors that at the previous AGM a question had been raised about the timing of consideration of auditors' remuneration and appointment.

The CFO clarified that she had sought guidance from both the internal and external auditors who confirmed that the process followed was as prescribed in the Academy Trust Handbook (ATH) and the articles of association.

Q. Members asked if they were expected to attend governors' meetings?

A. The CFO explained that there was no expectation for Members to attend governor/trustee meeting but if they chose to, they could – the role of Members was to hold Trustees to account.

a External

The CFO communicated to Members that she had contacted four firms of auditors for quotes:

- 1) **Streets** quoted £6,525 (3 years fixed) – with an RPI uplift based on RPI on 31 August each year);
- 2) **UHY** – declined to quote but advised if they were to quote it would be c.£10,000;
- 3) **Mazars** - declined to quote, working only with large MATS;
- 4) **PFK Smith Cooper** quoted £12,945.

Members **DISCUSSED** and **CONSIDERED** the quotes obtained.

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:

- £600 per day;
- 3 internal audit visits per year.

Q. Governors enquired whether the CFO was satisfied with the internal auditor?

A. The CFO agreed that the internal auditor was very efficient and knowledgeable.

Members **ACCEPTED** Vickie Lievesley as internal auditor for 2023/24.

AGM/07/23 Fixing the auditors remuneration*External auditors*

Members **CONFIRMED** that the new contract with 'Streets' of £6,525 fixed for 3-years.

Internal auditor

Members **CONFIRMED** the new contract with Vickie Lievesley (internal auditor) was fixed at £1,800.

AGM/08/23 Determination of confidentiality of business

It was

resolved

that the confidential sections within the following reports:

- trustees report;
- 2022 autumn term AGM/member's meeting;

be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 10.10am

Signed:



(Member)

Date: 4th December 2024