

MINUTES OF MEETING

Academy: Sparken Hill Primary Academy
Meeting title: Annual General Meeting - Members
Date and time: Friday 9th December 2022 at 10.00am
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)
Mr P Gawthorpe (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/01/22 Welcome and introductions **Action**

Members were welcomed to the meeting and shared short introductions.

AGM/02/22 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/03/22 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 2022/23.

All to note

There were no other declarations of interest, either direct or indirect, for items of business on the agenda.

AGM/04/22 Approval of minutes of 2021-22 meeting and any other special meetings

The minutes of the autumn term meeting held on 10th December 2021 having been previously circulated were confirmed as a true and correct record therefore it was **AGREED** that the minutes of 10 December 2021 were to be signed electronically by the chair.

Actions in the minutes were reviewed. It was noted that they had all been undertaken or were to be discussed in the meeting.

AGM/05/22 Receiving the end of year accounts 2020/21

The CFO advised that the accounts were as presented to the F&P committee meeting (see item **F&P/51/22**) with the exception of the VAT issue in the Trustees Report which had now been resolved.

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/06/22 Reappointing of auditors

The CFO reported that the contract with the auditors was now in its final year (2022/23)

Q. Members asked when the contract ended?

A. The CFO explained that accounting year was 1 September to 31 August each year, so the contract ran until 31 August 2023.

Q. Members enquired about the process/timeline of appointment?

A. The CFO clarified that all the paperwork which explored fees and provision of services was gathered and circulated to Members in advance of the December meeting.

Q. Members queried the gap between end of contract and appointment at the December 2023 meeting?

A. The CFO shared that this had always been the process/timeline.

Members **CONSIDERED** the benefits of an earlier meeting to ensure no gap in cover.

In addition, Members **DISCUSSED** involvement with the Trust Board and school and **ACKNOWLEDGED** that whilst there was no requirement to meet beyond the annual meeting, it was good due diligence to develop understanding and build relationships.

The principal **PROPOSED** that Members:

- be invited to FGB meetings on a rota basis;
- attend the summer term meeting where information about the external auditors for the next 3-year cycle was shared to enable a decision to be taken.

**All to note
VD/Clerk**

Members **AGREED** to the proposals as discussed.

Members **ACCEPTED** 'Streets' as auditors for 2022/23.

AGM/07/22 Fixing the auditors remuneration*External auditors*

The CFO reported that the contract with the auditors was now entering its final year (2022/23) and fees were fixed.

Internal auditor

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

Q. Members questioned whether the academy required an internal auditor?

A. The CFO confirmed that the academy must engage an internal auditor. The principal added that the school had always undertaken a regular financial health check even when maintained.

Q. Members asked whether the auditor produced the report during the days in school?

A. The CFO shared that the information was drafted in school then taken away and put into a report.

AGM/08/22 Trust Update

The chair of trustees provided Members with an update on the current situation with regard to finance, staffing, outcomes and actions taken to mitigate against matters that had arisen.

AGM/09/22 Determination of confidentiality of business

It was

resolved

that the confidential sections within the following reports:

- trustees report;
- 2021 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 10.20am

Signed (chair) Date