

MINUTES OF MEETING

Academy: Sparken Hill Academy
Meeting title: The Annual General Meeting
Date and time: Friday, 10 December 2021 at 9.30am
Location: At the school

Membership
'A' denotes absence

A Mrs M Cutts
Mr P Gawthorpe (Chair of Trustees)
A Mrs F Walker
Councillor J Shephard
Reverend D Gough
Mr R Lilley (Principal/ Accounting Officer)
Mrs V Dashper (Chief Financial Officer)

In attendance

Mr CA Richardson (clerk)
Mrs U Flower (proxy for Mrs F Walker)

AGM/1/21 Apologies for absence Action

Apologies for absence were received from Mrs M S Cutts (illness) and Mrs F Walker (personal).

It was

resolved

that the committee consent to these absences.

AGM/2/21 Declaration of interest

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

AGM/3/21 Minutes of the last meeting

Due to the Members/Trustees restructure in the last 12 months there was no members at this meeting that attended the AGM in 2020, therefore those present were unable to propose them as a true record.
Mr Lilley moved that they be accepted.

These were **approved** by the members.

AGM/4/21 Receiving the End of Year Accounts 2020/21

The members received the end of year accounts 2020/21 as presented by Streets at the Finance and Personnel meeting held on Thursday, 25 November 2021. All trustees on the governing board were invited to attend that meeting and given the opportunity to ask any questions prior to and during the presentation.

The following amendments were agreed and actioned:

Chair/Accounting Officer

- Page 1 - L Holmes removed as a Staff Trustee
- Page 9 – Achievements & Performance, however removed from opening statement
- Page 11 – Reserves statement updated to reflect agreed reserves values and purpose
- Page 46 – Teachers FTE updated, 21 not 10

All the amendments and responses that had been discussed during the meeting of 25, November were included in the final copies.

The management response has also been included.

Mrs U Flower (Proxy for Mrs F Walker) formally proposed the accounts be accepted and Councillor Shephard seconded the proposal. Members agreed to their acceptance.

AGM/5/21 Reappointing of Auditors

Streets were appointed at the AGM on Thursday, 10 November 2020 for a period of three years as follows:

2020/21

2021/22

2022/23

AGM/6/21 Auditor's Remuneration

External Auditors

Streets were re-appointed for a period of three years on Thursday, 10 December 2020 at a fixed price of £5975 + VAT per annum, fixed for three years. The break down of charges per annum is listed below:

Preparation and audit of accounts, audit of regularity statement - £4,750 (£4,750)

Attendance at meeting to present and discuss accounts - £300 (£300)

Preparation of Accounts Return - £650 (£500)

Certification of Teachers Pension Scheme EOYC - £275 (£275)

Total - £5,975 plus VAT Fixed for three years

Internal Auditors

Mrs Dashper explained that Mrs V Lievesley's charges were £575 per day as discussed at a previous F & P meeting, effective from September 2021. It was further confirmed that it was a full day and did not finish until the work was complete. This would be for 3 internal audit days per year.

Governor question: Are we happy with the performance of Mrs Lievesley?

Mrs Dashper confirmed that she and the staff were very happy with this service and would not suggest an alternative provider.

Mr Lilley commented that 3 internal audit visits per annum is probably the optimum number of visits. We have trialled more or less and wish to keep it at 3.

A governor commented that as a stand-alone academy we are under a lot of scrutiny. The integrity & detail provided by this internal scrutiny enables full compliance with financial controls.

Governor question: As new members were present details of the service provider and works carried out were requested

Mrs Dashper explained the role of Mrs Lievesley as an internal auditor, and the work she undertook 3 times a year.

Mrs Dashper advised that an audit scheme approved for use by the trustees was used and how this worked across the 3 visits ensuring all areas are covered

**Mrs
Dashper**

Governor question: A new member requested a copy of the scheme for reference.

Mrs Dashper agreed to provide the details of the scheme along with any other supporting documents.

AGM/7/21 Determination of confidentiality of business

No items were considered confidential as it is a public document.

The meeting closed at 9.40am.

Signed(chair) Date