

MINUTES OF MEETING

Academy: Sparken Hill Academy
Meeting title: The Annual General Meeting
Date and time: Tuesday, 17 December 2019 after the full governors meeting
Location: At the school

Membership

'A' denotes absence

A Mrs M Cutts (chair)
Mr P Gawthorpe
Mrs A Phillipson
Mr R Lilley (Principal/ Accounting Officer)
Mrs V Dashper (Chief Financial Officer)

In attendance Mr CA Richardson (clerk)

The meeting commenced at 11.25 am

AGM/1/19 Apologies for absence

Action

There were no apologies for absence.

Mr Gawthorpe did not attend the meeting.

AGM/2/19 Declaration of interest

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

AGM/3/19 Minutes of the last meeting

The minutes of the AGM held on Tuesday, 18 December 2018 had previously been approved and signed so that they could be part of the accounts for the EFA and signed by the auditors.

They were proposed as a true record by Mrs A Phillipson and seconded by Mrs M Cutts all attendees were in favour.

AGM/4/19 Receiving the End of Year Accounts 2018/19

The members received the end of year accounts 2018/19 as presented by Streets at the Finance and Personnel meeting held on Thursday, 6 December 2019. All members of the governing body were invited to attend that meeting and given the opportunity to ask any questions prior to and during the presentation.

All the amendments and responses that had been discussed during the meeting of 6, December were included in the final copies.

The management response has also been included.

These were **approved** by the members and signed by the Chair and Accounting Officer.

**Chair/Accounting
Officer**

HMRC had requested a Corporation tax return which had been duly completed and signed by Mr Lilley and returned. The return was a nil return.

AGM/5/19 Reappointing of Auditors

Streets were appointed at the AGM on Thursday, 30 November 2017 for a period of three years and have served for two years.

AGM/6/19 Auditor's Remuneration

External Auditors

Streets were appointed for a period of three years on November 30, 2017 at affixed price of £5285 + VAT per annum.

Internal Auditors

Governors **challenged** asking whether 3 visits from the internal auditor were enough. Mrs Dashper explained that she had discussed this again but felt that to reduce to two was too long in between visits to pick up any actions, so it had been decided to keep it at three.

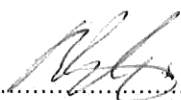
Mrs Phillipson proposed, and Mrs Cutts seconded and members all agreed to appoint Mrs Victoria Lievesley as the internal auditor and pay a remuneration of £525 per day.

AGM/7/19 Determination of confidentiality of business

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

The meeting closed at 11.33 am.

Signed



.....(chair)

Date

S/3/2020