



SPARKEN HILL ACADEMY

Minutes of the AGM held on

**Thursday 1 December 2016, (straight after Full Governors' Meeting), Conference Room 1,
Sparken Hill Academy**

<u>Present:</u>	<u>Members</u> Mrs S Cutts Mr J Hemshall Mr P Gawthorpe <u>Accounting Officer</u> Mr R Lilley <u>Chief Financial Officer</u> Mrs V Dashper <u>Clerk</u> Mrs B Thorpe
The meeting commenced at 12.35pm, straight after the Full Governors' meeting.	
Action	
1.	<u>Declaration of Interest</u> There were no declarations of interest, either direct or indirect, for items of business on the agenda.
2.	<u>Minutes from Last Years' AGM (3/12/15)</u> (Enc) The minutes from last years' AGM (the first one) held on the 3 December 2015 and signed by Mrs S Cutts on the 7 December 2015 were noted.
3.	<u>Receiving the End of Year Accounts 15/16</u> The Members received the End of Year Accounts 15/16 as presented by Streets at the F&P Meeting held on the 17 November 2016. All members of the Governing Body were invited to attend, and were given the opportunity to raise any questions before and during the meeting. Amendments Mrs V Dashper confirmed that the amendments (as listed below) had been undertaken. • Overall revenue funds c/f should be £569,934 not

		£504,811 (<u>final rounding shown as £569,933</u>) • Total Funds decreased by £1357,362 to £7,325,401 not £7,235,401. • <u>Related Parties</u>: a management response has been included regarding BPBP. • <u>In-year deficit</u>: a management response has been included as well as how future funds and commitments will be managed. <u>Full Governor's Meeting 1/12/16 9.30am</u> It was confirmed that the final account documents had been received as presented and that these were considered and approved. <u>Signing of Accounts</u> The accounts plus letter of representation for the Chair and Accounting Officer were approved and signed by Mrs S Cutts (Chair) and Mr R Lilley (Accounting Officer).	VMD to post to Streets
4.	<u>Re-appointing of Auditors</u>	<u>External Auditor</u> Mrs V Dashper reported that she continues to be highly satisfied with the service Streets give, commenting that they are responsive to any queries/questions and very supportive. The members agreed: • to continue with the service provided by Streets as the Academy's external Auditor. <u>Internal Auditor</u> Mrs V Dashper confirmed her satisfaction with the service Vicki Lievesley continues to give as the Academy's internal auditor. The members agreed: • to continue with the service provided by Mrs V Lievesley as the Academy's Internal Auditor.	
5.	<u>Fixing the Auditor's Remuneration</u>	<u>External Auditor – Streets</u> The annual cost is £5575+VAT, a fixed rate fee to 2017 (for 3 years), therefore there is no change from last year. Additional fees: This may apply if there are any HMRC / tax related items to deal with. The members accepted: • the remuneration fee for the External Auditor.	

		<u>Internal Auditor – Vicki Lievesley</u> <u>Proposed change to the number of internal audits</u> Previously the Internal Auditor has undertaken 4 internal audits throughout the year at a cost of £2,000 (£500 per day). However Mrs V Dashper informed that Mrs V Lievesley has recommended reducing the number of internal audits from 4 to 3 (1 per term), <u>unless</u> there are any changes that would necessitate additional internal audits. Cost: £1,500 (for 3 internal audits @ £500 per day). This includes a full audit report following each visit. <u>Next internal audit</u>: Further to the last internal audit (as noted at the Full Governors' meeting 1/12/16), Mrs Dashper confirmed that Mrs Lievesley will concentrate on credit card transactions during her next internal audit inspection. The members accepted: • the recommendation to reduce the number of internal audits from 4 to 3 per year (1 per term) • the remuneration fee for the Internal Auditor.	
6.	<u>Determination of Confidentiality of Business</u>	No items were considered to be confidential as it is a public document.	
		There was no other business discussed. The meeting finished at 12.50pm.	