



SPARKEN HILL  
ACADEMY

**Minutes of the AGM held on**

**Thursday 3 December 2015, 4.00pm, Conference Room 1, Sparken Hill Academy**

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| <b><u>Present:</u></b> |                                                        | <u>Members</u><br>Mrs S Cutts<br>Mr J Hemshall<br>Mr P Gawthorpe<br><br><u>Accounting Officer</u><br>Mr R Lilley<br><br><u>Chief Financial Officer</u><br>Mrs V Dashper<br><br><u>Clerk</u><br>Mrs B Thorpe                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                         |
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| 1.                     | <b><u>Declaration of Interest</u></b>                  | There were no declarations of interest, either direct or indirect, for items of business on the agenda.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                         |
| 2.                     | <b><u>Receiving the End of Year Accounts 14/15</u></b> | <p>The Members received the End of Year Accounts 14/15 as presented by Streets at the F&amp;P Meeting 17 November 2015. All members of the Governing Body were invited to attend and were given the opportunity to challenge or raise any queries at the meeting.</p> <p>Amendments noted in the Draft document were as follows:<br/><b>Page 1</b><br/>Trustees: Neither Mr R Priestley nor Mrs N Bloomer listed.<br/>Senior Management Team: Remove J Hemshall, Director of Finance and administration.<br/>Internal Auditor: To be amended to Vickie Lievesley<br/><b>‘Chief Financial Officer’</b><br/>Agreed to change Mrs V Dashper’s present title from “Business Manager” to Chief Financial Officer.</p> <p><u>Full Governor’s Meeting 3/12/15 1.00pm</u><br/>It was confirmed that the final account documents had been received as presented and that these were considered and approved.</p> <p><u>Signing of Accounts</u><br/>After checking that the above amendments had been completed the accounts were approved and signed by:<br/>Mrs S Cutts (Chair) and Mr R Lilley (Accounting Officer)</p> | VMD to post to Streets. |

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| 3 | <p><b><u>Reappointing of Auditors</u></b></p>          | <p><b><u>External Auditor</u></b></p> <p>Mrs V Dashper reported that she had been highly satisfied with the service Streets had given during this first year as an Academy. They have been very responsive to any queries raised and have provided advice and guidance throughout. The team are always approachable, pleasant, and extremely professional.</p> <p><u>Question:</u> Mr John Hemshall asked if it would be necessary to undertake tender process for appointing auditors if we are satisfied with the service provided because it falls below the value for tender.</p> <p>Mrs V Dashper confirmed that it was not necessary to go to tender process. However annually Trustees should consider the service provided and ensure 'best value'.</p> <p>It was agreed to continue with Streets as the Academy's external Auditors</p> <p><b><u>Internal Auditor</u></b></p> <p>It was acknowledged that historically Vicki Lievesley has known the school before we became an Academy and that this had been extremely helpful in providing her with a good understanding of our operating procedures and budget, as well as creating a good professional working relationship between her and ourselves.</p> <p>Mrs Dashper said Vicki Lievesley is very professional in her role, she is thorough, knowledgeable, hard-working and someone that the SLT and Trustees can approach and rely on for accurate advice and guidance if required with regards to Academy finance.</p> <p>It was agreed to continue with Vicki Lievesley as the Academy's internal Auditor</p> |  |
| 4 | <p><b><u>Fixing the Auditor's Remuneration</u></b></p> | <p><b><u>External Auditor – Streets</u></b></p> <p>Annual Cost = £5575 + any additional works which may need to be undertaken, for example, Corporation Tax return (see below).</p> <p>The annual cost of £5575 is a fixed rate fee to 2017 (3 years). A breakdown of what is included was provided based on the original quotation from Streets.</p> <p><u>Question:</u> Mr John Hemshall asked how much time Streets were on site during the annual audit.</p> <p>Mrs V Dashper gave details of how the audit was conducted and confirmed two staff from Streets, the Audit Manager and assistant, were on site for a duration of three days.</p> <p><b><u>Corporation Tax Return</u></b></p> <p>After being advised by Streets at the meeting on 17 November 2015 that HMRC <u>may</u> sometimes request a return for corporation tax, Mrs Dashper was able to confirm that only a few days after this meeting we had in fact received notice of a return for Corporation Tax and that this will incur an additional cost of approximately £500 for Streets to undertake. This has been submitted to Streets for them to follow up with HMRC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |

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|   |                                                            | <p><b><u>Internal Auditor – Vicki Lievesley</u></b></p> <p>Annual Cost = £2,000. This is for 4 full day internal audit visits a year at a cost of £500 per day. This includes a full audit report following each visit.</p> <p>Members accepted the remuneration fees for both External and Internal Auditors.</p> |  |
| 5 | <b><u>Determination of Confidentiality of Business</u></b> | No items were considered to be confidential as it is a public document.                                                                                                                                                                                                                                            |  |
|   |                                                            | There was no other business discussed. The meeting finished at approximately 4.30pm.                                                                                                                                                                                                                               |  |