

Charlton Kings Junior School

AGM minutes (Held virtually on 14th December 2020 at 6.30pm)

Ensuring excellent outcomes for children



Item No	Item for discussion	Action																																																
1	Attendance and apologies	Action																																																
	<table border="1"> <thead> <tr> <th colspan="2">Present</th> <th colspan="2">Also present</th> </tr> </thead> <tbody> <tr> <td>Caroline Parker (M)</td> <td>CP</td> <td>Rebecca Ragg</td> <td>RR (Clerk)</td> </tr> <tr> <td>Ian Davidson</td> <td>ID</td> <td></td> <td></td> </tr> <tr> <td>Hannah Young</td> <td>HY</td> <td></td> <td></td> </tr> <tr> <td>Lesley Crompton</td> <td>LC</td> <td>Apologies</td> <td></td> </tr> <tr> <td>Peter Williams</td> <td>PW</td> <td>Anna Ferchow</td> <td>AF</td> </tr> <tr> <td>Reece Nineham</td> <td>RN</td> <td>Andrew Lackey</td> <td>AL</td> </tr> <tr> <td>Gavin Roberts</td> <td>GR</td> <td>Russell Grimshaw</td> <td>RG</td> </tr> <tr> <td>Susannah Morgan</td> <td>SM</td> <td>Nick Jukes</td> <td>NJ</td> </tr> <tr> <td>Sue Selwood</td> <td>SS</td> <td>Mark Hawkins</td> <td>MH</td> </tr> <tr> <td>John Shields (M)</td> <td>JS</td> <td>Christopher Hunter</td> <td>CH</td> </tr> <tr> <td>Donald McConnell (M)</td> <td>DM</td> <td></td> <td></td> </tr> </tbody> </table> <p>DM and JS were formally welcomed.</p>	Present		Also present		Caroline Parker (M)	CP	Rebecca Ragg	RR (Clerk)	Ian Davidson	ID			Hannah Young	HY			Lesley Crompton	LC	Apologies		Peter Williams	PW	Anna Ferchow	AF	Reece Nineham	RN	Andrew Lackey	AL	Gavin Roberts	GR	Russell Grimshaw	RG	Susannah Morgan	SM	Nick Jukes	NJ	Sue Selwood	SS	Mark Hawkins	MH	John Shields (M)	JS	Christopher Hunter	CH	Donald McConnell (M)	DM			
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2	Declarations of interest	Action																																																
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3	Minutes of previous AGM for approval and signing	Action																																																
	The FGB meeting on February 27 th 2020 identified that until Members had been appointed the AGM was unable to be held and therefore postponed. PW sourced DM and JS who have been Governors in the past at CKJS and took up the positions of Members in July 2020.																																																	
4	Matters arising from previous minutes	Action																																																
	None																																																	
5	Receive and consider the trust's annual report	Action																																																
	<p>This is the 4th or 5th consecutive year that Hazelwood's has been used. The school has got used to the style of the audit, reporting and professionalism of this company. The lead auditor has experience which is beneficial to CKJS as he is a CoG at another school and audits a number of schools.</p> <ul style="list-style-type: none"> - PW reflected that over the past few years the ESFA has increased its expectations of internal controls and that the SBMs (previous and current) have run a tight ship. 																																																	

	<ul style="list-style-type: none"> - PW commented that in the past Hazelwood's had put some controls in, including monthly meetings, which have been running ever since (although this has recently been disrupted slightly due to Covid-19). - PW supplied that in last year's auditors report there were some areas flagged as amber from the previous year. There has been the introduction of an accountancy package two and half years ago (Xero) and in this latest report nothing has been flagged with the auditors. - PW praised the successes of this audit being down to school practises and effective triangulation by the Governing Board. This has led to an effective budget which the SBM is steering well, including during Covid-19 times. Surplus funds are being invested back into the school. <p>JS commented that the report was glowing and that it has been good to see the surplus being reinvested.</p> <p>CP highlighted that the school has been slightly penalised by having a surplus as this has meant the school cannot claim for expenses incurred through Covid-19 preparations and ongoing measures.</p>	
6	Receive and consider the audited accounts	Action
	<p>PW supplied that when the budget was set out for the school, there was a three-year expectation which highlighted a potential to run out of funds. The school has been slowly building up a surplus fund. At the time the previous HT (LP) had looked into restructuring TAs as he didn't want costs to run out of control, however the LA then amended the costs per head which improved the situation.</p> <p>PW also supplied that the school also has a good amount of restricted funds surplus, as well as unrestricted. This can be used against the new build.</p> <p>PW praised the vast narrative in the report detailing the running of the school as well as the figures. The school has a really healthy academic performance.</p> <p>CP raised that discussions have been taking place internally about having some of the costs broken down more to make it easier to review where the main spends are. These can then be discussed in greater detail at next year's AGM. It would help the Governors and Members to be more analytical about the figures to better assess value for money.</p> <p>GQ: What are the Governance costs? Is this training or secretarial? Is it important?</p> <p>GA: The SBM could not be here today and could probably answer this, however the Governors were unsure of what these costs are and agreed this would be looked into for more details. It was</p>	SS

	recognised that this type of detail in the reports would benefit from being further detailed.	
7	Appoint auditors for the next financial year	Action
	<p>PW advised that it is best practice to change auditors every 3-4 years. The school has become comfortable with the auditor's methods of challenge. PW felt that perhaps it could be sensible to not change anything for the next year as Hazelwood's went above and beyond to settle AF into the process when she joined the school. However, PW recommended seeking quotes for a new auditor in the following year.</p> <p>A discussion was held around the time-scale of when new auditors would need to be in place. The audit process starts in July/August.</p> <p>Governors agreed to maintain the same auditors for the next cycle and to begin the process of sourcing quotes and experiences from other schools. Potential auditors' suggestions would be brought to the next AGM for a decision to be made then.</p>	Operations committee
8	Receive a report regarding the financial performance of the trust	Action
	AF supplied a short report which the Governors and Members were satisfied with. It was noted the report was very thorough and clear.	
9	Receive a report regarding the academic performance of the trust	Action
	<p>SS informed the Governors and Members that there has been no official data from SATS in the last academic year due to Covid-19. It is expected that SATS will go ahead this academic year, but not the grammar test.</p> <p>JS thanked SS for a brilliant and positive report.</p> <p>GQ: Is there a reason for the changing PP number? It seems to be steadily rising, has there been a change in communication with the school or a change in the demographics? GA: There is generally a reluctance in the local community to accept PP, the school has encouraged parents to claim it if they can, however there has also been a slight increase in the population.</p> <p>GQ: The Ethnic minority numbers also seem to have changed a lot, what is driving this? Has the way data has been collected changed? GA: There are no particular drivers for this change, just standard variation. There have been no changes to how the data is recorded.</p> <p>ID praised the school for having such positive attendance figures. SS supplied that this number has dropped a little since the creation of the report due to Covid-19 cases. SS also reflected that the pandemic has had an impact on families taking holidays during term time.</p>	

	<p>CP praised the content of the report, in particular noting the summary of the year with the details of the monitoring plans going forward. CP acknowledged that the amount of information presented in the report provided a useful tool for Governors to see what the priorities are and how the work of the Governors fits into the school development plan.</p>	
10	Consider any required removal, resignation or appointment of trustees	Action
	<p>CP shared the Governor Categorisation file via Teams sharing screen and discussed the current vacancies and recent resignations. The Governors are currently recruiting for two parent governors.</p> <p>AM a co-opted Governor resigned in March 2020.</p> <p>Members are aware of and approve the resignation of SH.</p> <p>Work is currently underway to ensure compliance with the Articles of Association.</p> <p>A discussion was held about an ideal balance of co-opted Governors, Staff Governors, Parent Governors and Associate Governors.</p> <ul style="list-style-type: none"> - The members recognised that the current balance is good and will be improved once the current recruitment drive has achieved two more parent Governors. - The Governors recognised that supporting a schools Governing body can be a lot of work and reading. - It was recognised that it would be helpful to record who co-opted Governors. - Governors also noted that some current Governors could be interested in returning as an Associate Governor once their term of office has ended. - Governors recognised that more Staff Governors would be helpful. SS offered to open this up to all staff, not just teachers. It was also recognised that becoming a Staff Governor would offer good career progression to senior leadership. 	SS
11	Consider any required removal, resignation or appointment of members	Action
	<p>CKJS has now achieved the minimum number of members, three. It was recognised that having two or three more members would be beneficial to the school. Governors considered that potential members would be those who know the school and the workings of the school already, such as a Governor who had recently completed their term of office. CP offered to discuss this possibility with SH.</p>	CP
12	Consider any proposed amendments to the trust's articles of association	Action

	<p>A discussion was held around the number of co-opted Governors the Governing Body should have (7); however, the Articles of Association do not stipulate this. Governors would like to maintain the balance that the Governing Body currently holds.</p> <p>GQ: Do we want to prepare a clause, an argument for the change and initiate the process of amending the Articles?</p> <p>GQ: Should we research Articles from other schools? Some schools struggle to recruit Governors and would this change mean that we are too rigid?</p> <p>GA: This discussion is important, to be aware of the need to balance the skills. We could get the resolution approved by members or we could just look at it independently and try to abide by a balance.</p> <p>GA: Balcarras school has been supporting a Leckhampton School with setting up the Governance of the school, perhaps SS could make some enquiries.</p>	SS
13	Consider any proposed amendments to the trust's funding agreement	
	No amendments proposed.	
14	Any other business	
	<p>No items were sent ahead of the meeting.</p> <p>CP and SS thanked the members and Governors for attending the meeting.</p> <p>CP invited feedback as to how to support the members role over the academic year.</p>	
15	Confirmation of next meeting	
	13 th December 2021	
16	Confidential business	
	None	