

# Hellesdon High School

('the Company')

## Minutes of the Annual General Meeting of the Company

held at Middletons Lane, Norwich, Norfolk, NR6 5SB

on Wednesday 26 November at 4pm

|                       |                 |                |
|-----------------------|-----------------|----------------|
| <b>PRESENT:</b>       | Mary Richards   | (Chair)        |
|                       | Gerry Batty     | (Head Teacher) |
|                       | Debra Griffiths | (Member)       |
|                       | Maria Piper     | (Member)       |
|                       | David Bowman    | (Governor)     |
| <b>IN ATTENDANCE:</b> | Linda Mortimer  | (Secretary)    |
|                       | Sharon Norris   | (Clerk)        |
| <b>APOLOGIES:</b>     | Chloe Smith     | (Member)       |

---

### 1. **PRELIMINARIES**

- 1.1 A quorum being present, the Chair declared the meeting open. Introductions were made and the role of Members of the Academy Trust clarified.
- 1.2 Tom Ward has resigned as a member and Maria Piper has become a new member since the last meeting.
- 1.2 With the consent of the meeting the notice convening the meeting (a copy of which is attached to these minutes) was taken as read.
- 1.3 Apologies and a Form of Proxy had been received from the Member Chloe Smith (attached to these minutes) nominating Gerry Batty to act as her proxy for the meeting and indicating her voting preferences. This was accepted by the meeting as having been received in accordance with requirements.

### 2. **ANNUAL GOVERNORS' REPORT and FINANCIAL STATEMENT**

The Annual Governors' Report and Financial Statement of the Company for the accounting period 1 September 2013 to 31 August 2014, were laid before the meeting and, with the consent of the meeting, taken as read. Linda Mortimer advised the meeting that all amendments raised by governors have been carried out. No other amendments were received. Linda Mortimer explained to the

meeting that the school has had three audits which found minor issues with some systems. Price Bailey were very pleased with the ways the audits went.

The meeting agreed to receive the report as presented.

The Head Teacher and Chair of Governors signed the annual governors report and financial statement.

3. **TO DISCUSS LETTER OF ENGAGEMENT FOR PRICE BAILEY**

**IT WAS RESOLVED** that Price Bailey be confirmed by the members as the appointed auditors of the Company for the 2014/15 academic year and that the Governors be authorised to fix their remuneration.

The Head Teacher and Chair signed the letters of engagement.

**A.O.B**

The pension liability was discussed briefly. Linda Mortimer confirmed that the liability has increased due to life expectancy increasing by 1.5 years and the deteriorating performance of stock market affecting investment portfolio; this issue was also discussed at the FGB meeting on Monday 10 November.

4. **CLOSE OF MEETING**

There being no further business, the meeting closed at 16:15 pm.

**SIGNED AS A TRUE RECORD**

*Mel Richards*

**CHAIR**