

Hellesdon High School

('the Company')

Minutes of the Annual General Meeting of the Company

held at 187 Middleton's Lane, Norwich, Norfolk, NR6 5SB

on Monday 14th December 2015

PRESENT:	Mary Richards	(Chair)
	Gerry Batty	(Head Teacher)
	Debra Griffiths	(Member)
	David Bowman	(Governors)
	Adrian Matthews	
	Patrick Gorman	
IN ATTENDANCE:	Linda Mortimer	(Secretary)
	Sharon Norris	(Clerk)
	Roz Warnes	
APOLOGIES:	Chloe Smith	(Member)
	Maria Piper	(Member)

1. PRELIMINARIES

- 1.1 A quorum being present, the Chair declared the meeting open.
- 1.2 A member asked how the governing body was being constructed after the formation of the MAT.
- 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 Members Chloe Smith and Maria Piper (attached to these minutes) nominating Gerry Batty to act as their proxy for the meeting and indicating their 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 2014 to 31 August 2015, 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 previous audits which found minor issues with some systems. Price Bailey were very pleased with the final result of the audits.

Expenditure was queried by a Governor – On examination of the accounts, it was noted that there had been significant changes to Restricted Funds expenditure. This was due to the reallocation of capital expenditure relating to windows and roofing replacements.

A Governor queried the school's status on environmental performance – GB confirmed that many initiatives were being carried forward and that the Green Flag status is being renewed.

As requested by Governors, a note has been entered into 'Management Letter' as discussed in the Finance and Audit meeting.

Email has been sent to Governors about Limited Assurance Engagement and the representative from Price Bailey was able to give assurance to all present that this is standard wording and complies with financial regulations as stipulated in the Academy's Financial Handbook and Charity SORP.

Governors queried the reporting of the pension deficit – The Price Bailey representative explained that it is not normal practice for the pension deficit to be reported as an accrual in the current year, but that he would investigate the viability of this occurring with his superiors.

The meeting agreed to receive the report as presented.

Mrs Debra Griffiths Proposed

Mr David Bowman Seconded

All agreed

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

The report will be uploaded to EFA next week and will be recorded with Companies House by Price Bailey. The report will also be uploaded to the HHS website.

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 2015/16 academic year and that the Governors be authorised to fix their remuneration.

Governors discussed whether to continue to use Price Bailey at Finance and Audit Meeting and have agreed to continue.

The Head Teacher and Chair signed the letters of engagement.

4. **CLOSE OF MEETING**

There being no further business, the meeting closed at 15.40pm.

SIGNED AS A TRUE RECORD

M. Richards

CHAIR