

Holy Trinity C.E. Primary Academy (Handsworth) Governing Board

Annual General Meeting of the Trustees on
Monday 5th December 2016 at 3.45pm

Present: Mr David Willey, Chairman (DW)
Mr Graham Winfield (GW)
Mr Michael Wingrove (MW)
Mr Graham Poole (GP)
Revd. Peter French, Assistant Director of Education, Representative of
the Diocese of Birmingham Educational Trust (DBET) and Diocese
Board of Finance (DBF).
Mrs Helen Cross (HC)

1. WELCOME:

PF opened the meeting at 3.46pm with a prayer.

2. APOLOGIES ACCEPTED:

Whilst it was not compulsory that Governors attend the AGM, apologies were received from Mrs Lin Street, Vice-Chairwoman.

3. DECLARATION OF BUSINESS INTERESTS:

None.

4. CONSTITUTION OF THE MEETING:

DW confirmed the meeting was quorate with Revd. Peter French attending on behalf of DBET and DBF.

5. MINUTES OF THE PREVIOUS MEETING - 7th September 2015:

The minutes of the previous meeting were accepted as a true and accurate record.

6. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING:

None

Signature of Chair.....
Date: 5/12/2016.....

7. REVIEW OF ANNUAL REPORT AND ACCOUNTS (Appendix 1):

DW invited GP to provide feedback on this year's Report and Accounts. GP reported that David Farnsworth of Feltons Auditors had provided feedback on the draft Report and Accounts to the Finance, Staffing and Audit Sub-Committee on the 1st December 2016. A copy of that draft Report and Accounts was provided to all those in attendance, prior to this meeting (Appendix 1). GP confirmed that there had been a clean set of accounts prepared, with a few minor account issues listed on the Report to Management Letter of which two of the seven items listed, were removed following the meeting on the 1st December 2016 (Appendix 2). Those issues reported on the Report to Management Letter related to the School Fund and Governor Fund which would be addressed once a new Financial Management System was installed in 2017. One further item regarding bank reconciliation had been reviewed and the committee was satisfied that the bank accounts were being reconciled monthly. GP concluded that both Auditors and Governors were satisfied and recommended that the Report and Accounts be signed by DW as Chairman. All Governors expressed their agreement to DW signing off the Report and Accounts.

8. APPOINTMENT OF AUDITORS:

GP recommended that Feltons be re-appointed as the Academy's auditors for the following year. **GW seconded this action with all present in agreement.**

9. APPOINTMENT OF GOVERNORS:

DW informed all present that following the departure of Tony Bolton, Business Manager from the Academy in September 2016, Arwinder Kaur had been appointed as the Academy's Bursar and it was recommended that she be appointed as a Trustee Member. **All agreed with this appointment.**

Regarding other Governors, DW was pleased to propose the appointment as Governors, Joshua Oki and Liz Bennett, with Liz in the category of Staff Governor. **All agreed with the appointments.**

10. ANY OTHER BUSINESS:

None

The meeting closed at 3.53pm

Appendices:

Appendix 1 – Draft Report and Accounts prepared by Feltons

Appendix 2 – Draft Report to Management Letter

Signature of Chairman: 

Date: 5 February 2018

Signature of Chair.....

Date:.....