

Hellesdon High School

('the Company')

Minutes of the Annual General Meeting of the Company

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

on Friday 29 November 2013 at 2 pm

PRESENT:	Debra Griffiths	(Chair)
	Gerard Batty	(Head Teacher)
	Chloe Smith (by telephone)	(Member)
IN ATTENDANCE:	Linda Mortimer	(Secretary)
	Aaron Widdows	(Price Bailey, Auditors)
	David Bowman	(Governor, Observing)
	Sharon Norris	(Clerk)

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 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 Tom Ward (attached to these minutes) nominating Debra Griffiths to act as his proxy for the meeting and indicating his 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 8 March 2012 to 31 August 2013, were laid before the meeting and, with the consent of the meeting, taken as read.

The following items were discussed:

2.1 Academy's Financial system

Chloe Smith asked for an assessment of the financial benefits of the school converting to an Academy. Linda Mortimer explained that over the 17 month accounting period HHS received £541,402 for LACSEG (Local Authority Spend Equivalent Grant). External services paid for by the school only totalled £52,770.

Linda confirmed that the spare money had been put to good use in amongst other things, refurbishing the science laboratories, refurbishing the sixth form study area and common room, replacing boilers, replacing a flat roof, a major capital ICT replacement programme and equipping the new Hair and Beauty Salon. A full report had been emailed to members. Gerard Batty confirmed that the extra money had enabled the School to sustain a wide and balanced curriculum. Chloe Smith asked whether this would be sustainable in future years. Linda Mortimer explained that ESG (Education Services Grant, formerly LACSEG) funding had now dropped to £189,450 for the current financial year but a healthy budget had been maintained. Gerard Batty confirmed that the general provision for the school was very good and recruitment into school was also good. HHS had managed to maintain its intake of students in an otherwise falling demographic and this in turn had allowed continued retention and investment in staff.

2.2 Audit of Accounts

Aaron Widdows confirmed that the audit had run smoothly. A management letter had been issued, which summarised audit findings to highlight weaknesses and positives within the system. No red flags had been raised, just minor points, some of which had already been addressed. Actions to address outstanding weaknesses would be monitored by Governors through committee.

It was confirmed that the Annual Governors' Report and Financial Statement had been submitted to Companies House and would be submitted to the Education Funding Agency by the EFA's required deadline.

The meeting agreed to receive the report as presented.

3. **CONFIRMATION OF APPOINTMENT OF AUDITORS**

***IT WAS RESOLVED** that Price Bailey be confirmed by the members as the appointed auditors of the Company for the 2013/14 academic year and that the Governors be authorised to fix their remuneration.*

The meeting thanked Price Bailey for their assistance in managing the audit and reporting process and looked forward to working with them for a further year.

4. **A.O.B**

- 4.1 The chair reminded Chloe Smith that she was welcome to attend the forthcoming celebration evening and the carol service.

5. **CLOSE OF MEETING**

There being no further business, the meeting closed at 14.10 pm.

SIGNED AS A TRUE RECORD

CHAIR