



## AUTUMN TERM 2024 AGM OF THE ACADEMY TRUST

### MINUTES

Date Wednesday 11<sup>th</sup> December 2024  
 Time 6pm  
 Place Music Room, Holmer Green Senior School

**PRESENT:** Tony Green (TG) Member, Chair of Governors  
 Jim Leftwich (JL) Member  
 Mike Salem (MS) Member

**IN ATTENDANCE:** Ed Hillyard (EH) Headteacher  
 Lynda Jackson (LJ) Director of Finance, HR and Resources  
 Jenny Knight (JK) Governance Professional  
 Jake Lew (BKL) – Online BKL Auditors  
 Jeremy Hunt (JH) Governor  
 Steve Pilgrim (SP) Governor  
 Sarah Lary (SL) Governor  
 Paul Davies (PD) Governor  
 Roy Kamp (RK) Governor

**APOLOGIES:** Gareth Davies Member

**NOT PRESENT:** None

NB. Members’ questions are highlighted in *italics* throughout these minutes.

Item	Discussions and Decisions Made	Actions
1	<b>Welcome and apologies for absence</b> <ul style="list-style-type: none"> <li>JK welcomed all to the meeting.</li> <li>Apologies for absence were accepted from Gareth Davies.</li> </ul>	
2	<b>Appointment of Chair for the Meeting</b> <ul style="list-style-type: none"> <li>MS was willing to Chair the meeting. Members agreed.</li> </ul>	
3	<b>Notification of Any Other Business</b> None	
4	<b>Declarations of Interest against this agenda</b> There were no declarations of interest, either new or against any item on this agenda.	
5	<b>Appointment of New Members</b> <ul style="list-style-type: none"> <li>JL announced his retirement from governance after many years as Governor and then Member. This will be his last meeting.</li> <li>Members wished to formally thank Jim for his vast experience and dedicated service to HGSS.</li> <li>JK announced that Liliana Minton has resigned as Governor due</li> </ul>	

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	<p>to work travel commitments but is willing to become a Member instead.</p> <ul style="list-style-type: none"> <li>• Members approved Liliana’s appointment.</li> <li>• LJ to update Companies House and GIAS accordingly.</li> </ul>	LJ
<b>6</b>	<p><b>Minutes and Matters Arising</b></p> <ul style="list-style-type: none"> <li>• The Minutes of the meeting held on 13<sup>th</sup> December 2023 were approved.</li> <li>• There were no matters arising.</li> </ul>	
<b>7</b>	<p><b>Presentation of the Annual Report and Accounts for the Year ending 31 August 2024</b></p> <ul style="list-style-type: none"> <li>• MS welcomed Jake Lew from Auditors BKL to the meeting via video conference.</li> <li>• The Accounts and Audit Findings Report had been circulated. BKL ran through the main issues.</li> <li>• Some assets have been capitalised such as reception works and IT costs within the financial statements.</li> <li>• Depreciation and pension adjustments have been made based on actuarial valuations.</li> <li>• There were very few deficiencies found in accounting (no red flags) and only one recommendation was made, where two Trustees were missing from the GIAS website. This shows everything is being well run from a financial perspective.</li> <li>• There was an increase in main ESFA funding this year from £7.8m to £8.5m due to a GAG increase and funded Teachers’ pay (5.5%) and pension increases (up 5% from April to 28%). Pupil numbers also rose by 64 based on the Autumn census, which added £320k to funding. There was a small amount of residue income from Covid grant (national tutoring programme).</li> <li>• Very little bank interest was received over the year. Given the healthy reserves, this could be improved by using a higher interest account.</li> <li>• Carry forward reserves are £1.3m (prior year £1.45m but money was spent on capital works, particularly reception).</li> <li>• ESFA look at schools with more than 20% of income in reserves. HGSS has reduced its reserves from 19% to 15% so this will not be a problem and reserves are needed as costs are going up, e.g. Employer National Insurance funding may be lagged from April until September.</li> <li>• Staff costs went up in line with income and at 80% of income are in the right place (prior year 88%).</li> <li>• The pension deficit has reduced, with the liability dropping over a few years. £4.7m is invested in the pension scheme for staff and this is growing.</li> </ul>	

Item	Discussions and Decisions Made	Actions
	<ul style="list-style-type: none"> <li>• There was no unspent capital and no major capital projects ongoing.</li> <li>• School is in a healthy financial position with a good educational provision alongside.</li> </ul> <p>There were no questions about the accounts, which Members were happy to approve.</p> <p>MS thanked BKL, who then left the meeting.</p>	
8	<p><b>Appointment of Auditors</b></p> <ul style="list-style-type: none"> <li>• Papers had been circulated to Members recommending changing next year’s auditors following a tender process.</li> <li>• Members were happy to approve the appointment of James Cowper Kreston for next year’s audit.</li> </ul>	
9	<p><b>Ratification of Appointment of new Governors</b></p> <ul style="list-style-type: none"> <li>• Two governor appointments were proposed for ratification: Sue Latham-Lewis and Victoria Strutt (both moving from Co-opted to Community Governor roles).</li> <li>• Members approved both appointments.</li> <li>• The new term for both governors will be 11/12/24 – 10/12/28.</li> <li>• <b>LJ to update GIAS and Companies House accordingly.</b></li> </ul>	LJ
10	<p><b>Governor appointments and resignations</b></p> <ul style="list-style-type: none"> <li>• The list had been circulated for Members’ information.</li> </ul>	
11	<p><b>AOB</b></p> <p>MS thanked School for exemplary accounts and for another great year at HGSS.</p>	
12	<p><b>Date of Next Meeting</b></p> <p>December 2025 (date TBC)</p>	

The meeting closed at 6.45pm

**Minutes approved:**

Signed .....  
Mr T Green – Chairman of the Board

Date .....