

QUEEN ELIZABETH'S GIRLS' SCHOOL ACADEMY TRUST

MINUTES OF THE FIFTH ANNUAL GENERAL MEETING HELD IN ROOM 221 ON 12TH December 2016

PRESENT: Brenda Barrett, Susan Cottam, Rebecca Hanley (Chair), Alan Jenner, Sue Johnstone (Vice Chair), Debbie Lane, Kim Longman (Vice Chair) Claire Mehegan, Violet Walker (Head Teacher), Ivor Ward

Apologies and Declarations of Interest

None

1 Welcome

Rebecca Hanley introduced herself explaining that she had become Chair of Governors of the School when Hilary Chamberlain, the previous Chair of Governors, had resigned in September 2016. In her role of Chair of Governors it was her duty to Chair this AGM; she therefore welcomed all those present.

2 Minutes of 4th AGM held on 8th December 2015

These minutes were approved. It was noted that a Responsible Officer had been appointed and there were no other matters arising.

3 Approval of the Annual Report and Accounts of the Company for the Financial Year ended 31st August 2016.

The Board of Governors of the School, at their Committee meeting, held immediately before this AGM, had considered documents prepared by the auditors but were unable to sign them off because of errors in their presentation. At that time the acting Finance Officer had advised Governors the accounts were substantively correct, with the income and expenditure and balance sheet showing a true and fair representation of the academy's financial affairs, however, the governors noted inconsistencies in the trustees' report which need to be rectified before they could be formally signed off

Noted: On 13th December Violet Walker informed Governors that the auditors had submitted corrected documents to the School but unfortunately these were not the documents presented to the Board of Governors at their committee meeting on 12th December. The Chair of Governors and the Head Teacher would sign the corrected documents forthwith.

Noted: the final signed off documents had to be lodged with Companies House and uploaded to the School website by 31st December 2016.

4 Undertaking to Carry out Tendering Procedures for the Appointment of Auditors for the Financial Year 2017/2018

It was agreed that the current financial year would complete the term of the current auditors and therefore tendering should be undertaken in order to have new auditors in place for financial year 2017/18.

5 To Appoint Members of the Company

There were to be several changes in the membership. As already noted Ms Hilary Chamberlain had resigned and Mr Paresh Kotecha and Mrs Kim Longman now expressed a wish to resign. Those present expressed their thanks for the service given by these Members.

Dr Susan Cottam and Mr Alan Jenner had agreed to become Members.

It was therefore agreed that going forward the Membership would be: Prof. B. Barrett, Dr. Susan Cottam, Mrs Rebecca Hanley (Chair), Mr Alan Jenner and Mrs Debbie Lane. Mrs. Violet Walker (Head Teacher and Accounting Officer) would remain.

6 Company Secretary

Professor Barrett had been appointed Company Secretary from 1st September 2016 for the current year.

7. Any Other Business

None.

R Hanley 5th Dec 17.