



## Extraordinary Governing Board Meeting - Minutes

**Meeting Date:** Wednesday 13 December 2017  
**Meeting Venue:** Head Teacher's Office  
**Meeting Time:** 6.00pm

**Governors:** Julian Mace (JM), Chair  
Alison Allart (AA)  
Paul Amos (PA)  
Martyn Ashley Taylor (MA)  
Steven Blower (SB)  
Selene Edwards (SE)  
Rachel Moreton (RM)  
Joel Newman (JN)  
Trevor Scott (TS)

**Ex officio:** Stuart Reeves, (SRv), Head Teacher

**Also in attendance:** Paul Barber, (DHT)  
James Towner, (AHT-A&C)  
Janice Logan (DFA)

**Clerk to Governors:** Steve Quayle (SQ)

**Apologies:** Louise Baxter, (LB), Vice Chair  
Sara McKenna (SM)  
Gabrielle Mace (GM)  
Fiona Walker (FW)  
Matt West (MW)

## Governing Board - Minutes, 13 December 2017

Item	Discussion	Action	Date
1.	<p><b>Welcome and apologies for absence</b></p> <ul style="list-style-type: none"> <li>• Chair thanked everyone for attending this extra meeting at short notice.</li> <li>• Apologies received from LB, SM, GM, FW and MW due to the short notice of meeting – accepted by Chair.</li> <li>• Chair advised the school’s Articles of Association require one third of sitting Governors to be present for us to be quorate – which equates to 5 – so this requirement is met tonight.</li> <li>• Chair explained the need for extra meeting, to discuss and ratify the draft annual accounts and SRv’s Sixth Form restructure proposal.</li> </ul>		
2.	<p><b>Declarations of Interests</b></p> <ul style="list-style-type: none"> <li>• None declared</li> </ul>		
3.	<p><b>Annual Accounts</b></p> <ul style="list-style-type: none"> <li>• Chair advised the draft annual accounts need to be ratified by 31 December for both the Charities Commission and Companies House. Chair explained that he, TS, SRv and DFA met with the auditors a few weeks ago to confirm the content of the accounts, and Malcolm, the external auditor, is very happy with them and has no concerns.</li> <li>• Chair asked Governors for any questions they may have: <ul style="list-style-type: none"> <li>○ <b>Governors asked</b> for confirmation that Page 3 is correct in respect of Parent Governors being elected by parents, and Staff Governor being elected by staff – Chair confirmed nothing has changed in this regards.</li> <li>○ <b>Governors asked</b> why the school doesn’t also use an internal auditor. Chair and TS explained that they keep this under constant review. It would result in an extra cost. They confirmed that the external auditors work closely with DFA and accordingly they take sufficient reassurance from the external process.</li> <li>○ <b>Governors stated</b> that Page 36 is not clear re salaries because a lot of them are pro-rata. TS advised that these reports are often not very readable or accessible but he agreed this section could be made clearer going forwards. SRv added that it might be sensible to add a paragraph about the change of Head Teacher midway through the financial year. Chair advised that all schools produce similar accounts documents and they are normally identical with formulaic text.</li> <li>○ <b>Governors asked</b> about uniform sales on Page 41 and asked for confirmation we don’t make a profit from uniforms – DFA confirmed.</li> <li>○ <b>Governors asked</b> what the ‘other trading activities’ on Page 23 constitute of - DFA advised this is lettings income.</li> <li>○ <b>Governors asked</b> where the ‘restricted funds’ comes from – TS advised this is broken down on Page 33 as £42k lettings, £160k catering £155k school trips. Governors asked if this means catering creates a deficit, but DFA confirmed the school currently processes all money that goes through the catering account, including the Universal Free School Meals (USFM) and Free School Meals (FSM) money, so some of the income is shown in two different lines, and ultimately catering didn’t make a loss. Going forwards, the caterers will take responsibility for all payments coming into their accounts, so the only catering money coming through the school’s account will be for USFM and FSM. DFA confirmed this amounts to about £90k in total.</li> <li>○ <b>Governors asked</b> if the structure on Page 4 involving the Governor’s committee structure which doesn’t exist anymore - Chair advised that it did exist up to 31 August for the period the accounts cover and it will be rewritten for next year’s accounts.</li> </ul> </li> <li>• Chair then asked if Governors are happy to ratify the annual accounts – approved. Chair signed a copy of the accounts.</li> <li>• SRv stated that we should celebrate the fact the deficit is reduced to £183k, a lot less than expected.</li> </ul>		

4.	<ul style="list-style-type: none"> <li>• <b>PINK PAPER – CONFIDENTIAL</b></li> </ul> <p><i>The ‘pink paper’ refers to items which relate to:</i></p> <p><i>i) a named person who works, or who it is proposed should work, at the school;</i></p> <p><i>ii) to a pupil at, or candidate for admission to, the school; or</i></p> <p><i>iii) to any other matter that, by reason of its nature, the governing board is satisfied should remain confidential.</i></p> <p><i>The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. Regulation 15(3): <a href="http://www.legislation.gov.uk/uk/si/2013/1624/regulation/15/made">www.legislation.gov.uk/uk/si/2013/1624/regulation/15/made</a></i></p> <p><b>JN left meeting at 6.45pm</b></p>		
5.	<p><b>Any other urgent business</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>		
6.	<p><b>Confirmation of upcoming meeting dates</b></p> <ul style="list-style-type: none"> <li>• Thursday 1 February 2018</li> <li>• Friday 2 February – Away Day</li> <li>• Thursday 1 March</li> <li>• Thursday 22 March</li> <li>• Thursday 3 May</li> <li>• Thursday 21 June</li> <li>• Thursday 12 July</li> </ul> <p><b>Meeting closed at 7.20pm</b></p>		