



**APPROVED MINUTES OF THE CLIFTON ALL SAINTS ACADEMY TRUST ANNUAL GENERAL
MEETING**

HELD AT THE RECTORY, CLIFTON, ON MONDAY 30TH MARCH 2015 AT

9.30 AM

Present:

Mrs Philippa Whittington (Chair of Trustees)

Mr David Clout (Diocese)

Rev. Anne Hindle (Trustee)

Mrs Brenda Howe (Trustee)

Apologies:

None

Others Present:

Ms Nicola Kumaran (Clerk)

1. Declaration of Conflicts of Interest

- 1.1 All present were requested to alert the Chair should any conflicts in interest arise.

2. Welcome and Attendance

- 2.1 The Chair welcomed the attendees. All Trust members were present.

3. Apologies and Proxies

- 3.1 No apologies or proxies were received.

4. Audited Accounts

The document 'Clifton All Saints Academy (A company limited by guarantee) Annual Report and Financial Statements for the Period Ended 31 August 2014' had been circulated prior to the meeting.

- 4.1 Mrs P Whittington confirmed that the Academy accounts were presented to and approved by the Governors, signed by the auditors and published to the academy website in December 2014. The accounts were **approved** by those present.
- 4.2 The following questions were asked of the Trustees:
 - 4.2.1 If the total cash through-flow for the Academy during the year was in the region of 1 million pounds as indicated on the accounts?
Mrs P Whittington confirmed it had been, explaining that there had been an additional one-off government payment received for kitchen refurbishment.

4.2.2 Who the insurers used by the Academy were?

Mrs P Whittington advised that the current insurers are Capita Best. This is in the process of being discussed as premiums are increasing as a result of claims made for staff sickness cover.

4.2.3 What the challenges were that the Academy faced in its first year?

Mrs P Whittington advised that a new head teacher had taken up position one month before Clifton All Saints Lower School converted to academy status.

4.2.4 What challenges were foreseen for the coming year?

Mrs P Whittington highlighted the introduction of the new National Curriculum; advising that staff were concerned with the extra teaching needed to fill the gaps between old and new curriculum content. This is exacerbated by the anticipation of an imminent Ofsted inspection. Despite this, teaching staff and pupils seem to enjoy the freedom that the new curriculum affords. Staffing shortages in the Robins class had also presented challenges but were in the process of being resolved. Rev A Hindle added that the changes to assessment across schools were also of concern. Mrs P Whittington explained that the First Alliance group of local lower schools allows the sharing of presentations, information and good practice.

4.2.5 The catchment area for pupils at the Academy?

This was confirmed as being predominantly from within the village and yearly entry stood at one form. It was explained that pupils progressed to Henlow Academy and Robert Bloomfield middle schools and ultimately on to Samuel Whitbread. The Bedfordshire East Schools Trust (BEST) and the reasons why the Academy had opted out of entering this Trust was also discussed.

4.2.6 The ease of filling the head teacher role when the vacancy arose?

Mrs P Whittington advised that the position was successfully filled on the third attempt. There were no suitable applicants on the first attempt and on the second the sole applicant withdrew prior to interview. Several strong applications were received on the third attempt and Trustees agreed that Mrs C Ward, the successful candidate, was, by far, the best candidate.

4.2.7 If the Academy and Trust were receiving the required amount of support from the Diocese?

The Trustees unanimously agreed that they were very pleased with the level of support received from and the dialogue they had with the Diocese.

4.2.8 If the auditors had a good understanding of schools and academies?

Mrs P Whittington advised that the auditors had experience of working with a number of schools and academies. They had also previously worked alongside the Business Manager.

4.2.9 If the 1970s structure and flat roofing of the school building caused any problems?

Mr D Clout advised Mrs P Whittington of the possible availability of a central roofing fund of which he had recently become aware.

4.2.10 If pensions were causing any concern?

Mrs P Whittington advised that this had been discussed with the auditors and was not causing undue concern as it was highly unlikely the Government would allow the school pensions to fail. Mr D Clout advised that a school he has contact with had evidence that there is statute which confirms this.

5. AOB

5.1 Mrs P Whittington asked Trustees to formally appoint Mrs J Peacock (not present) to the Academy Governing Body. This motion was seconded by Rev. Hindle and unanimously **approved**.

Meeting closed at: 10.00