

**Minutes of Members' and Directors' Meeting
16 December 2016 8am**

Attendees : Mr P Lovern (PL) (Executive Head), Mr C Hopkins (CHo) (Chair of Members), Mrs H Bowman (HB) (Chair of Directors), Mr J Bowman (JB) (Member), Mrs L Brown (LB) (Business Manager), Mrs S Cockayne (SC) (Director), Rev S Davis (SD) (Member), Mr D Grewer (DG) (Member), Mr P Halifax (PH) (Vice-Chair of Directors), Mrs M Havelock-Crozier (MHC) (Director), Mrs J Smith (JS) (Director), Mr G Wood (GW) (Director)

Clerk: Mrs A Howard (AH)

SLA: Service Level Agreement

1. **Welcome, Prayer** - CHo welcomed everyone to the meeting and led the prayer.
2. **Apologies** - Mrs C Humphries (CH) (Director)
3. **Pecuniary Interest** - All Directors and Members have completed the Pecuniary Interest forms. AH will update the Register of Pecuniary Interests and this will be available to view on the website. PL asked that it be noted that he has worked for Entrust and the National Forest Teaching School.
4. **Minutes of last meeting** - The minutes of the meeting held on 23.11.16 were agreed as a true copy, with no matters arising and no confidential items; these were signed by CHo.
5. **Accounts for the period 1 August 2015 - 31 August 2016** - Although the accounts have been circulated to Members and Directors, LB explained that the accountants and auditors have continued to raise a number of minor issues and she hoped to receive a final version today. There have already been some minor changes, involving the land and buildings owned by the three schools, a note about a review of the Directors' duties which have been amended over the year, principal risks and uncertainties (LB recommended that the Board of Directors look more closely at risk over the next year), together with an extra item on the Reserves held. A discussion took place regarding the year end process and delays to the production of the final accounts. Members and Directors went on to look at the Accounts document, discussing the prospect of a deficit in future years once the reserves have been used. PL and LB are working on a 3-5 year budget modeller, with a view to presenting three different. GW mentioned the importance of future income and pupil numbers.

CHo expressed the view that these were a clean set of accounts and, although there may be some minor changes made by the auditors, there will be no major alterations. LB will email any changes to Members and Directors. CHo recommended that Members and Directors approve the accounts and agree that PL and HB will sign the final accounts document when it is sent back by the auditors and a copy emailed to Directors and Members. This was agreed by the Members and Directors.

The final accounts document will be put on to the website by the end of January and sent to Company House by the end of May.

Appointment of Auditors - LB said the Audit had gone well and she was happy with the work done by the company. It was agreed to reappoint them as auditors. In response to a question from CHo, LB said that the Auditors' letter will be circulated to Members and Directors. Following the concern expressed about the accountants, LB talked about the alternative options for accountancy and internal audit support.

6. **Any Other Business** - *Confidential Item.*

CHo mentioned the recent SIAMS inspection and report and asked PL to pass on congratulations to all staff on the outstanding report.

LB had attended a Pensions meeting which confirmed that the certified rate of contributions will rise from 21.2% to 24.2% over the next 3 years.

PL discussed the end of year performance management results and pay progression.

Members thanked the Directors, staff and leadership for their hard work through the first year of TSSMAT, during which, despite difficulties, everyone has worked together to show outstanding professionalism.

7. Dates of next meetings –

Directors meetings

20th January 8am

17th February 8am

24th March 8am

28th April 8am

26th May 8am

23rd June 8am

14th July 8am

LAG meetings

22nd March 4pm

12th July 4pm

Members meetings

1st March 8am

12th July 8am

Signed.....

Date

Colin Hopkins - Chair of Members

Signed.....

Date

Heather Bowman – Chair of Directors