

Attendees:	Mr Kevin Borg (KB) (Chair / co Chair of Directors) Mrs Heather Bowman (HB) (Member) Mr Charles Bradshaw-Smith (CBS) (FAR Chair and Director) Ms Shanie Cole (SCo) (Finance Manager) - <i>via video link</i> Mrs Charlene Gethin (CG) (CEO and Director) David Grewer (DG) (Foundation Member) Mrs Caroline Humphries (CH) (Director)
Also in attendance	Mr Peter Halifax (PH) (Chair / co Chair of Directors) - <i>via phone link</i> Revd. Simon Davies (SD) (Member) Mrs Melanie Havelock-Crozier (Director) Revd. Prebendary John Allan (Member)/(CECET/DLET – Diocese of Lichfield Educational Trust)
Documents circulated prior to the meeting	CEO AGM report (inc. Chairs report) AGM Minutes 10.12.22 Audit Audit clearance memorandum Trustee report and finance statements AGM agenda 8.12.23

The meeting started at **8.05 am.** and was declared quorate.

	Agenda Item Title	Minutes
1.	Prayer	The Chair welcomed everyone to the meeting and a prayer started the meeting, along with thanking everyone. Introductions and further welcomes were made.
2.	Apologies	Becci Breedon (Director) Angela Burns (Director) Sue Cockayne (Director)
3.	Membership Appointment/resignation/retirement of Members and Directors	Appointment of new chair of Members Chair proposed as David Grewer by two Directors and Members and was seconded. Appointed Chair of the Board of Members. Notified Members that Heather had been appointed as a Member by the Diocese. Discussion around possible links (legal and special needs) for possible new Members. Confirmed appointment of Becci (new Director.)
4.	Pecuniary Interest and Statements of Assurance	<i>Director confirmed that you can be part of more than one MAT (on the board.)</i> No pecuniary interests or statements of assurance to note.
5.	Suitability check of Chair	Confirmed suitability checks.

6.	Minutes from the last AGM meeting	<p>The Chair confirmed that the Minutes of the previous AGM meeting on the 10th December 2022 had been circulated and requested comments as to the accuracy of the Minutes.</p> <p>In review of the pages of the Minutes, no comments were forthcoming and all agreed that the Minutes of the previous AGM meeting on the 10th December 2022 were a true and accurate record of the meeting and signed as such by the Chair.</p> <p>Action points arising from previous meeting</p> <ul style="list-style-type: none"> - 4, CG confirms pecuniary interests, to follow up as needed. - 8, NGA external review complete - 11, benchmarking confirmed as complete - 12, formal delivery of q and a, formally for parents and route confirmed. Discuss if Members want to do something additional. - 12 Formal meeting regarding these articles of association, on hold until The Mease academisation.
7.	Finance	<p><u>Audited annual accounts</u></p> <p>SCo confirms the audit process went well with no significant matters arising</p> <p>SCo present high level outcomes of 22/23 financial statements (as detail has been discussed in Directors and FAR)</p> <p>Operation and statutory results highlighted are shown in the Audit clearance memorandum.</p> <p>Operationally 39k negative movement during the year, 313 LY to 274 TY end. Expecting, tough financial year. Payaward put through correctly, will reflect going forward.</p> <p>CIF at TH recognise 395k income, pension scheme valuation 330k gain, potential to move (paper gains)</p> <p>Balance sheet perspective 1.7 million up 0.7 YoY, relates to CIF, increase in fixed assets. Pension liability reduced also.</p> <p>Positive year end over all, reserves balance and cash balance.</p> <p><i>CBS comments on the previous audit and previous finance system, combined with the journey that SCo has led, the current audit report, warmed your heart, Dains have worked well with SCo, anything that needs correcting from previous year has been completed.</i></p> <p>SCo confirms the biggest risk financially is currently the buildings being listed / older buildings, however apart from that due to current climate good position.</p> <p><i>Members also note for minuting a massive thankyou and not to downplay the significance.</i></p> <p><i>Director questions regarding healthy surplus, how developed vs previous year?</i> SCo knows MAT movements in detail, Heads on board with working relationships and detailed accounts for schools, greater ownership and overall knowledge, better conversations and more visible impact. Works closely with Heads if the LGC has any detailed questions, that detail is upfront and shared and will always provide further detail as needed.</p> <p>Budgeting process is transparent, no surprises, and acts within constraints.</p> <p>Heads are more in control of financial aspects now and have the opportunity for conversations for a whole Head role.</p> <p><i>Director questions, 3 / 5 year projected plan - what is on the horizon?</i></p> <p>SC confirms 3 year budget year 2 was not as positive, already taking steps to address those things before they become an issue, fabric of buildings is the biggest risk, it is a concern. Highlights CIF bids (gained TH boiler 300k) Detail of CIF process and bids discussed. Month by month MAT addresses issues as and when and form a plan as much as possible to predict from that. High staffing costs discussed. High % of staff costs out of budget.</p> <p>CG confirms difficult decisions have to be made.</p> <p>Member comments, sound model of accounting now but as MAT expands, are we confident it will work (as we expand?) CG confirms school led model as we grow,</p>

		<p>currently centralised. <i>Director comments on growth and the gains we may see, can this be accommodated as a gain and not all absorbed on staffing costs.</i> Automated expense handling could be an option for expenses, small simple wins. Saving money. Charles / SC working together. CG confirms model will work going forward, comments on Deputies, succession planning and stability. <i>Director comments on the stability already built in through CG work.</i></p> <p><u>Reappoint of auditors</u> Confirmed for Dains as chosen audit company. Comment on fresh pair of eyes every 4 years for auditors.</p> <p><u>Approve scheme of delegation</u> Approved by all Directors, the new scheme of delegation as the previous scheme was outdated, NGA recommendation. Members are happy and approve.</p>
8.	Chairs report to the board	<p><i>PH / KB confirms to all they are happy to continue sharing the role as joint chairs. Growth stands out at the forefront, new schools joining which are reflective of the planned journey. It is really pleasing for all to see the hard work put in. Directors and members discussed in depth the challenges of the Ofsted inspections and highlighted the team work, the pull together of individual schools and of the Trust in total, were all highly congratulatory of the outcomes and reports. Two at good with outstanding features and Outstanding.</i></p> <p>Action - Directors and Members to congratulate the Heads / staff in person. Directors and Members again asked the clerk to minute the excellence of the reports. Member comments, fantastic christian distinctiveness and the ethos in the one non religious led school also, is highlighted in the report.</p>
9.	CEO report	<p>CG confirms detail of looking for growth in the area, <i>Director questions in to looking for Members links, CG confirms cultivating relationships with Regional schools commissioner.</i> CG confirms potential new joins and details of proactive steps taken. Confirms no current expectation to Merge currently as MAT. CG updated on The Mease, TUPE process continues until the merge completes. Land owned by The Mease, is holding up the completion of process. Local Authority needs to take ownership of the land or the Parish council, CG to update once a decision has been made.</p> <p>CG confirms plan to amalgamate SM / TH LGC board.</p>
10.	AOB	<p>Action - to confirm next year dates, CG to send out. All other dates are in the calendar.</p> <p>Rev SD, raised joining the inset and the well being day, it was a very positive and highly commendable approach, a healthy organisation overall. CG confirms staff have given good feedback around well being. Ofsted reports confirm.</p> <p>CG, deed of variation for funding agreement to sign. SM wrap around provision shared and minuted. Heather to sign, as per funding agreement (Heather was chair during the time of the agreement.) Deed signed.</p>

Meeting closes with a prayer.
Meeting closes 9.12AM.

Signed.....

Date

Item	Action to be taken	Action by whom	Action by when
8.	Directors and Members to congratulate the Heads / staff in person regarding recent Ofsted inspections.	Directors/ Members	As soon as able
10.	AGM dates to be confirmed for next year dates, CG to send out.	CG	As soon as able

Actions from 2022 AGM for reference

Item	Action to be taken	Action by whom	Action by when
4.	Ensure that all Directors have signed the Register of Pecuniary Interests	JBo	Complete
8.	Circulate a copy of the <i>NGA's external review of Governance Report</i> was to Members.	CG	Complete
11.	CG to meet with CBS to discuss benchmarking.	CG	Complete
12.	Discuss the format and delivery of a Q&A platform for parents and other stakeholders after the LGCs have been established.	CG	Complete
12.	Contact Members to arrange an online meeting to discuss amendments to the Articles of Association.	CG	Complete