



ANNUAL GENERAL MEETING OF THE SUTTON ACADEMY GOVERNING BODY

HELD AT 3.00 PM ON TUESDAY 17 DECEMBER 2019

AT SUTTON ACADEMY

Present:

Norman Jackson
 John Maclaren
 Gordon Pennington
 Andrew Ross
 Alison Sherman
 Peter Winter (Chair)
 Natalie Morley
 Nicola Kearney
 Mark Doyle
 Nick Gribben

In Attendance:

Jayne Tallant, Chief Financial Officer
 Vikki Semple, Senior Governor Support Officer
 Marion Wood, Clerk to the Governing Body

Minutes

	The meeting being quorate, the Chair opened the meeting at 3.05pm.
1.	DECLARATIONS OF INTEREST There were no declarations of interest notified.
2.	APOLOGIES FOR ABSENCE No apologies for absence had been reported, Jo Davies did not attend.
3.	NOTIFICATION OF URGENT BUSINESS No items of any urgent business had been reported.
4.	MINUTES OF THE PREVIOUS MEETING HELD ON 4 DECEMBER 2018 It was RESOLVED by the Governing Body that the minutes of the previous Annual General Meeting held on 4 December 2018 be agreed and signed as a correct record.

5.	<p>MATTERS ARISING</p> <p>9. Annual review of confidential items 2017/18 It was unclear whether the action had been completed by the Clerk.</p> <p>10. Review of the Academy Trust Body and Governing Body's Standing Orders/Code of Conduct The Clerk would maintain a register of attendance which would remove the requirement of Governors to sign attendance registers.</p>
6.	<p>DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS: 31 AUGUST 2019 The Annual Report and Financial Statements Year ending 31 August 2019 had been circulated prior to the meeting and the CFO summarised the key issues and reported:</p> <ul style="list-style-type: none"> • that the statements had been audited by Wylie and Bisset • the unrestricted funds brought forward were £167,000 and carried forward were £183,000 <p>Q. Was the target of £200,000 unrestricted funds achievable? A. Yes, the £200,000 target was possible</p> <p>RESOLVED by the Governing Body that the Annual Report and Financial Statements to 31 August 2019 be accepted.</p>
7.	<p>ANNUAL REPORT TO THE BOARD OF TRUSTEES: YEAR-ENDED 31 AUGUST 2019 The Annual Report to the Board of Trustees on the external audit for the year ending 31 August 2019 had been circulated prior to the meeting and the CFO summarised the key issues and reported:</p> <ul style="list-style-type: none"> • the report had been presented at the Finance & HR Committee meeting held on 21 November 2019. • Audit recommendations – prior year: there were no points brought forward from the prior year management letter. • Audit recommendations – current year: there were no recommendations to be brought to the Trustees attention in relation to the current year. • There were adequate resources for the foreseeable future. <p>Q. What was the definition of 'foreseeable future'? A. The definition was the cash flow projected at the time of the accounts</p> <p>RESOLVED by the Governing Body that the Annual Report to the Board of Trustees on the external audit for the year ending 31 August 2019 be accepted.</p>
8.	<p>ANNUAL REAPPOINTMENT OF AUDITORS The CFO reported that:</p>

	<ul style="list-style-type: none"> • Wylie and Bisset had been the Auditors for the last three years. • Governors at the Finance & HR Committee held on 21 November 2019 had approved the request to extend the external audit provision with Wylie and Bisset for a further two years. <p>Q. What was the maximum length of a contract with the same provider?</p> <p>A. three years plus two years making a total of five years.</p> <p>Q. Would the auditors be excluded from submitting a tender for the contract after five years?</p> <p>A. They would not be excluded from submitting a tender if they were on the framework.</p> <p>RESOLVED: that the annual reappointment of Auditors should be approved by the Members.</p>
9.	<p>ANNUAL REVIEW OF THE ACADEMY TRUST BODY AND GOVERNING BODY STANDING ORDERS/CODE OF CONDUCT</p> <p>The annual review of the Academy Trust Body and Governing Body Standing Orders/Code of Conduct had been circulated prior to the meeting and Vikki Semple reported:</p> <ul style="list-style-type: none"> • The document was dated November 2017 and she recommended amendments. <p>Actions:</p> <ol style="list-style-type: none"> 1. That the Standing Orders/Code of Conduct should be reviewed at the next meeting of the Finance & HR Committee. 2. That the three recommendations in the document be noted by Governors. 3. That Vikki Semple would review and propose changes to the Standing Orders/Code of Conduct and the Terms of Reference.
10.	<p>DATE AND TIME OF NEXT ANNUAL GENERAL MEETING</p> <p>December 2020 date TBC</p> <p>There being no further business, the meeting closed at 3.22pm</p>

PNW
31/5/21

