



Alderman Jacobs Primary School (Academy Trust)

**** ANNUAL GENERAL MEETING****

Wednesday 9th December 2020

MINUTES

Trustee / Member Questions

School Improvements

Trustees / Members Present: Cathy Carlisle (Head), Joel Combes (Chair), Elaine Crane, Denise Burt, Lisa Hatfield, Andrew Pattison, Sadie Wiles, Lindsey Boucher, Kevin Blencowe.

In Attendance: Gemma Glazebrook (Clerk), Mark Jackson (Rawlinsons Chartered Accountants)

Meeting commenced at 5.22pm

1	<p>Welcome and Apologies Joel Combes (JC) welcomed all to the meeting. Apologies received from Laura Holland and Laura Hemmaway. Eamonn Dorling handed in his resignation as a LA trustee. Cathy Carlisle (CC) welcomed and introduced the new co-opted trustee Sadie Wiles (SW)</p>	All to note
2	<p>Declaration of Pecuniary Interests Cathy Carlisle (CC) - Daughter carries out temporary midday / TA work Lisa Hatfield (LHA) - Step Son works for Newflame Laura Holland- Trust Member of Alderman Jacobs School (Academy Trust). Joel Combes (JC) - Wife, Sarah Combes is a teacher in school Sadie Wiles (SW) - CFO of OWN Trust, Governor of Nene Valley Primary School. Lindsey Boucher (LB) - Headteacher at Coates Primary School.</p>	All to note
3	<p>Trust report to members JC welcomed Mark Jackson from Rawlinson's Chartered Accountants. The presentation, with opportunities for Trustee questions, included:</p> <ul style="list-style-type: none"> • Management information for the year ended 31/08/2020. • AJS Annual Reports and Accounts for the year ended 31/08/2020. 	All to note



	<ul style="list-style-type: none"> The Audit Findings Report. <p>From the Audit Findings report it was highlighted that there is a strong preference regarding the number of staff trustees that should be on the governing body (not including the headteacher). The school needs to comply with the ESFA and it was advised that it might be worth writing to them for guidance. Staff trustees can be conflicted. Trustees thanked Mark for his presentation and stated that the documents provided were highly informative. Trustees asked if they can contact Mark if they have any questions at a later date. Mark confirmed that he can be contacted for any questions. Members stated that it is going to be difficult to get a robust governing body. Mark confirmed that it is very difficult as you still need input from staff members.</p> <p>The audited accounts were approved by the Governing body, proposed by JC and seconded by AP, adopted by LB.</p>	
4	<p>Trustee update to members</p> <p>Trustees and members were provided with a copy of the AJS Annual Summary, 5 Year Budget Forecast and Risk Registers.</p> <p>Trustees confirmed that Darren Purrell (DP) has been contacted on numerous occasions regarding outstanding documentation and whether he still wants to be a member. No response has been received. Trustees asked if one of the members could now contact DP. Kevin Blencowe (KB) confirmed that he is happy to contact DP. Clerk to provide KB with DP's contact details.</p> <p>Regarding the annual summary, it was explained that it was not the year the school expected. The annual summary, budget forecast and risk register sets out where the school are and what they expect to do going forward. Members stated that the pack is very thorough. The trustees thanked Cathy and the staff for what they have done over the past year and confirmed that the school have done extremely well.</p> <p>Members were asked to ratify the new trustee. Members agreed to the appointed of SW as the new Co-Opted Trustee.</p>	<p>All to note</p> <p>KB / Gemma Glazebrook to action</p>
5	<p>Any Other Business</p>	<p>All to note</p>

The meeting closed at 6.05pm



Signed as a true record: Date:

Joel Combes (Chair)