

HPS Academy Trust
Final adopted Minutes of the Annual General Meeting of the Members
Held at Hayes Primary School at 6.45pm on Monday 23rd February 2015

Present:

Mrs J Nelson, Chair
Mr C Lees
Mr S Narracott
Mr K Osborne

In attendance:

Mrs J Brinkley

Clerk:

Mrs V Bolton

1. Apologies for absence and welcome to new Members

- 1.1 Apologies for absence were received from Mr R Lane and were accepted by the Members.
- 1.2 The Chair welcomed Mr K Osborne as a new Member of the Trust and thanked him for agreeing to share his time and experience.

2. Pecuniary Interests

- 2.1 There were no pecuniary interests declared.

3. Minutes of previous AGM and Matters Arising

- 3.1 The minutes of the previous AGM of Hayes Primary School dated the 20th March 2014 were approved as an accurate record and were signed by the Chair.

3.2 Matters Arising

4.6 Succession planning and make-up of the Governing Body

The Members were informed that two new Directors with valuable skills had been recruited to the Trust Board of the MAT, one is a Senior Risk Manager in a bank and the other is a lawyer at the DfE. It was stated that the competencies of the Directors within the new governance structure of the MAT had been discussed and appropriate roles had been assigned.

4. Directors report to Members

- 4.1 The Members were referred to the Directors report (see Appendix 4.1) and a brief verbal outline of both schools within the Trust was provided as follows:-
- in year progress for both schools overall is good or outstanding with the quality of teaching over time also good or outstanding.
 - it is hoped that an upcoming external evaluation of Hayes Primary School (HPS) will provide an 'outstanding' judgement.
 - an internal judgement carried out at St Mary Cray Primary Academy (SMCPA) resulted in a judgement of 'Requires Improvement' because the impact of recent swift and rigorous school improvement work cannot yet be fully evidenced.
- 4.2 A financial summary of both schools was provided and it was stated that initial indications are that recent changes to fairer funding will result in an uplift in school income however the level of minimum funding guarantee will not be confirmed until the end of March.
- 4.3 It was confirmed that the Trust has benefitted from increased efficiency and effectiveness in contracts but that reductions in cost are yet to follow.
- 4.4 A discussion over what information should be brought for the attention of the Members took place and it was agreed that confirmation of external validation of financial systems, e.g. audits, and pupil progress, e.g. Challenge Partners, should be provided but that it was not necessary for the reports themselves to be circulated. In addition the headlines of the Trust strategy should be brought for discussion as well as information to allow the Members to be

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confident that appropriate Directors are in place and that there is sufficient evidence of accountability to the Trust.

4.5 It was suggested that two reports would be provided in future, an Executive Headteachers report which would cite which external validations have been performed and will be presented under the four Ofsted headings, **JB to action**, and a Trust Board report which would confirm what Directors are in place, what activity there has been at Trust Board level and how the Directors have discharged their duties. **JN to action**.

4.6 It was confirmed that Directors can be Members but it was agreed that it would be difficult for the Members to hold the Directors to account if too many Members were also Directors. It was agreed that a varied make-up of Members is desirable and that the knowledge and experience that they can offer to the Trust is invaluable.

5. Members Terms of Reference

5.1 The Members were referred to the draft Members terms of reference (see Appendix 5.1). These terms of reference were approved subject to legal advice being sought on the responsibilities of Members in relation to the Companies Act. These responsibilities are to be attached as an appendix to the terms of reference. **VB to action**.

5.2 It was requested that the need for the Members to approve the annual accounts prior to publication be confirmed, as well as whether Member approval is required for the appointment of auditors, as these factors would dictate the timings of future Member meetings. **VB to action**.

6. Composition of the Trust Board

6.1 The composition of the Trust Board was discussed (see Appendix 6.1) and it was stated that there is a strong range of skills and experience at Trust Board level and that this will be reviewed at each Members meeting.

6.2 It was stated that external validation of the Trust Board is to be arranged next term, the results of which will be shared with the Members.

7. Annual Report & Accounts

7.1 The annual report and accounts for Hayes Primary School for the year ending August 2014 were adopted by the Members of the Academy Trust.

8. AOB and Date of next meeting

8.1 The Members were informed that the name of the Trust is due to be discussed and approved at the next Trust Board meeting. It was agreed that a written resolution regarding the ratification of the name of the Trust be circulated to Members, and it was highlighted that a unanimous response via email would be required in order to pass the resolution.

8.2 The dates of forthcoming meetings of the Members were proposed as follows:-
- Monday 13th July 2015 at 6.45pm (Meeting focus – the year ahead)
- Monday 25th January 2016 at 6.45pm (Meeting focus –external validation and AGM)

Signed: Date:.....
Jacqui Nelson, Chair of Directors