

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Tuesday 10<sup>th</sup> December 2013 at 7.45am**

Governors Present:

Alex Hall (“AHa”) (Chair), Alison Wallis (“AWa”), Liz Hitch (“EHi”), John McAlister (“JMI”), Steve Jump (“SJU”) (items 1 – 4), Mike Cameron (“MCA”), Rena Prindiville (“RPr”), Martin Atkinson (“MAT”), Chris Aikman (“CAI”) (items 1 – 4), Natalie Moody (“NMo”) (items 1 – 4), Karen Trounson (“KTr”), Natasha Armstrong (“NAr”), Kevin Doyle (“KDo”), Lianne Sherwood (“LSh”) (items 1 – 4), Hannah Henry (“HHe”), Gary Kellett (“GKe”), and Catherine Hopkin (“CHo”) (items 4 – 10).

In attendance:

Julie Wells (“JWe”)

School Business Manager

Alex Bottom (“ABO”)

Hillier Hopkins LLP

Simone Kilka-Green (“SKi”)

Clerk to the Governing Body

**1. Apologies for Absence**

Apologies for absence had been received from Josephine Chu, Morag McCrorie and Carolyn Morris. Consent was given to their absence. Catherine Hopkin had also sent apologies for her anticipated late arrival at the meeting.

AHa thanked the Governors for attending the early meeting. It was noted that the meeting was quorate but that Staff Governors and LSh had to leave the meeting at 8.20am.

- 2. Declaration of any conflict of interest foreseen in relation to agenda items and undertaking to declare any that arises in the course of the meeting-** Governors were reminded that anyone with a conflict of interest must declare it, withdraw from the meeting and take no part in any discussion or decision on the matter. None was declared.

**3. To receive notification of any other business for item 9**

*Actions*

No items were raised.

**4. Presentation by Hillier Hopkins of the Annual Report and Financial Statements for the Academy for the period 1<sup>st</sup> July to 31<sup>st</sup> August 2013**

Governors thanked ABo for attending the meeting and he referred Governors to the draft accounts which had been circulated before the meeting.

ABo explained that the format of the accounts is driven by the Companies Act 2006 and has the added complexity of the charitable format. It was noted that the accounts are a public document which should be put onto the school’s website and which is also available from Companies House.

It was agreed that there are various typographical errors in the accounts which will be corrected in the final version produced for signature. ABo took the Governors through the draft accounts in detail and the following were noted:

- The Trustees’ Report is an opportunity for the school to sell itself. It is signed by the Chair of Governors.
- The Governance Statement is about risk and is also signed by both the Chair of Governors and the

Accounting Officer, who is EHi.

- The statement on page 13 is important – it is a statement that the school has spent the money allocated to it appropriately.
- The Trustee’s Responsibilities Statement is also signed by the Chair of Governors and is a statement that all the legal requirements have been complied with.
- The audit report is signed by ABo and is a statement that the reports are fair and accurate. This is not a statement that every £1 has been accounted for; there is a level of materiality which in response to a Governor’s question ABo confirmed is around 2% of income.
- ABo explained the difference between unrestricted and restricted funds as set out on page 19 of the draft accounts. It was noted that fixed assets are listed and the figure for this is high as the school has recently converted to Academy status, and the value of the site (transferred to the Academy) is over £18m.
- Governors noted the high figure for the Local Government Pension Scheme (“LGPS”) deficit which was inherited by the school upon conversion. ABo explained that there is a detailed note about that in the accounts but that this figure is likely to increase as its value is dependent upon stock and gilt market fluctuations.
- Governors noted the healthy balance of £503,151 in unrestricted funds.
- ABo reported that the cash flow statement on page 21 looks odd because of the inherited funds upon conversion.
- It was noted that in future years the accounts will set out previous years’ figures for comparison.
- JWe informed Governors that the income and expenditure of the catering company Cucina is included within the accounts as for accounting purposes they are treated as the school’s agent. This is of some assistance with regard to the recovery of VAT.
- The staff costs within note 14 were considered. The figure quoted is for a 14-month period so appears to be larger than it is annually. There are (in reality) more than the 79 teachers shown; the number quoted is of full time equivalent teachers.
- Note 15 was considered and the declaration of Trustee income for Trustees and related parties. ABo explained that this is a requirement within the accounts as it reflects the principle that charitable trustees should give their time freely and disclose all remuneration. It was noted again that these figures are inflated as they relate to a 14-month period. ABo agreed to include a statement to that effect in both note 14 and 15.
- Note 18 was considered and ABo pointed out to Governors the depreciation charges which have been included.
- Note 21 was considered and ABo confirmed that the auditors are comfortable that all restricted funds have been spent appropriately.
- ABo referred Governors to the very detailed note 27 regarding the LGPS. This only relates to support staff pensions; teachers’ pensions are treated differently and are paid by Central Government. ABo confirmed that the shortfall in the LGPS is not something that the school needs to address now. The school’s contributions have been increased to cater for this and will increase further.

*CHo arrived at the meeting.*

ABo also referred Governors to the Management Letter which had been circulated to Governors in advance of the meeting. ABo confirmed that this document is filed at the EFA with the accounts. ABo took Governors through the recommendations within the report and informed Governors that the letter is short compared to some schools as the audit was a clean audit and the issues raised are common to many schools.

*LSh, CAi, NMo and SJu left the meeting.*

It was noted that the recommendations within the report have been considered and will be considered further by the Resources Committee.

## **5. Approval of Annual Report and Financial Statements for the Academy for the period 1<sup>st</sup> July**

**2012 to 31<sup>st</sup> August 2013**

Having considered the draft accounts circulated before the meeting and having listened to the detailed summary from ABo, the accounts were unanimously approved.

**6. Approval of the appointment of Hillier Hopkins as auditors to the Company for the financial year ended 31<sup>st</sup> August 2014**

It was noted that the Governors are required to appoint auditors for the current financial year. JWe recommended the appointment of Hillier Hopkins and that was unanimously approved.

**7. Approval of the Value for Money Statement to be submitted to the EFA by 31<sup>st</sup> December 2013**

Governors had considered the draft Value for Money Statement which had been distributed before the meeting. The draft was unanimously approved and it was noted that the Statement should be reviewed annually.

**8. Approval of the Risk Management Policy and Risk Register and agreement as to its ongoing monitoring**

Governors had considered the draft Risk Management Policy and Risk Register which had been distributed before the meeting. The drafts were unanimously approved.

It was noted that Governors had provided some comments on the Risk Register and these will be considered by the Leadership Team and the Risk Register will be developed through the year.

**9. To receive any other business as notified in item 3**

No further business was raised.

**10. Date of next meeting: Thursday 16<sup>th</sup> January 2014 – 7pm**

There being no further business AHa declared the meeting closed at 8.30am.

Signed: .....  
Chair of Governors

Dated:.....