

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Tuesday 16<sup>th</sup> December 2014 at 8.00am**

Governors Present:

Alex Hall (“AHa”) (Chair), Alison Wallis (“AWa”), Liz Hitch (“EHi”), John McAlister (“JMI”), Mike Cameron (“MCA”), Rena Prindiville (“RPr”), Martin Atkinson (“MAAt”), Karen Trounson (“KTr”), Natasha Armstrong (“NAr”), Hannah Henry (“HHe”), Gary Kellett (“GKe”), Catherine Hopkin (“CHo”), Morag McCrorie (“MMc”), David Lee (“DLe”), Ian Johnston (“IJo”) (*present by telephone and counting in the quorum as permitted under Article 123*), Steve Jump (“SJU”), Natalie Moody (“NMo”).

In attendance:

Julie Wells (“JWe”)

Simone Kilka-Green (“SKi”)

School Business Manager

Clerk to the Governing Body

**1. Apologies for Absence**

Apologies for absence had been received from Carolyn Morris and Lianne Sherwood. Consent was given to their absence. Chris Aikman was also absent from the meeting.

AHa thanked the Governors for attending the early meeting and welcomed the new parent Governors, DLe (who was at the meeting in person) and IJo (who was attending by telephone, as permitted under the Articles of Association). In the interests of time, it was agreed that Governors will introduce themselves properly at the next FGB meeting.

**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. AHa drew Governors’ attention to the fact that all money paid by the school to Governors and their family members is declared in the accounts to be approved under item 4 on the agenda.

**3. To receive notification of any other business for item 7**

*Actions*

Four items were raised.

**4. Approval of Annual Report and Financial Statements for the Academy for the period 1<sup>st</sup> September 2013 to 31<sup>st</sup> August 2014**

RPr referred Governors to the draft accounts for the period 1<sup>st</sup> September 2013 to 31<sup>st</sup> August 2014 which had been circulated before the meeting. It was noted that comments and questions had been raised on the accounts by email prior to the meeting and the version presented for approval was the final version for submission to the EFA and for filing at Companies House.

RPr explained to Governors that the accounts are in two sections. The first is the Governors’ Reports and Statements on the activities of the school and the second is the accounting information which has been audited by Hillier Hopkins. It was noted that the layout of the accounts is largely prescribed by the EFA.

Governors had no comments or questions on the first part of the accounts.

RPr drew Governors’ attention to the Statement on Regularity, Propriety and Compliance on page 13 of the accounts, which is to be signed by EHi as the Accounting Officer confirming that the school’s funds have

been spent as they should be.

RPr explained the Statement of Financial Activities on page 19 of the accounts, the difference between Restricted Funds and Unrestricted Funds and the comparison of each section to the figures in the previous accounts, which, it was noted, was a 14-month accounting period.

The increase in total funds on page 20 was noted as was the £966,000 deficit in the pension scheme. RPr explained that this is shown in the accounts for the school, but is a figure which is outside the school's control and is dependent on share valuations and stock market performance. Governors were referred to note 26 to the accounts for the detailed information on that. JWe confirmed that this deficit figure is typical for all schools and that although the Government has agreed to guarantee the deficit in the pension scheme, it still has a significant impact on the school's balance sheet.

Governors noted the balance sheet figures and the healthy balance of the total funds.

MCa confirmed that the accounts accurately reflect the management accounts that have been prepared throughout the year and are considered by the Resources Committee at each of its meetings throughout the year.

A Governor asked about the impact of the FAB project on the accounts. It was noted that the expenditure on Project 2 will be recorded in the school's accounts but will be funded by County. There has been little impact on the accounts to 31<sup>st</sup> August 2014. The tangible assets created will also be shown in the balance sheet.

AHa drew Governors' attention to the Management Letter from Hillier Hopkins that had also been circulated before the meeting. It was noted that the minor matters raised are being addressed and will be reviewed by the Resources Committee.

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

AHa thanked JWe, EHi, RPr, MCa and SKi for their work on the preparation of the accounts.

**5. Approval of the appointment of Hillier Hopkins as auditors to the Company for the financial year ended 31<sup>st</sup> August 2015**

It was noted that the Governors are required to appoint auditors for the current financial year. JWe recommended the appointment of Hillier Hopkins which was unanimously approved. JWe confirmed that as this will be the third year of Hillier Hopkins's appointment, she will seek alternative quotes for consideration next year.

**6. Approval of the Value for Money Statement to be submitted to the EFA by 31<sup>st</sup> December 2014**

Governors had considered the draft Value for Money Statement which had been distributed before the meeting. JWe outlined the purpose of the document and it was noted that it is a public document and has to be filed with the EFA and put onto the school's website.

The draft was unanimously approved with some minor amendments to the wording of the section on "New initiatives" and the deletion of the word 'September' from the section on "Income generation".

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

The following items of business were raised:

- a) AHa asked for a volunteer to attend the tender meeting for the cleaning contract on 13<sup>th</sup> February 2015, as outlined by SKi in her email this week. Governors agreed to check their diaries and email SKi if they can attend.
- b) In relation to the FAB project, AHa informed Governors that upon advice from the appointed Project Team, the FAB Group has decided to have a pre-planning application meeting with St Albans District Council Planning Department. It was agreed that this is advisable in light of the history to the outline planning consent.

AHa informed Governors that the scheme that will be discussed at that meeting is one which is potentially more expensive than the available budget. The reason for this is that the budget should increase as surplus funds from the new playing fields work budget will be added to it. The exact figure for that is awaited from HCC but the FAB Group is of the view that the school needs to be ambitious for its new facilities. It was noted that there is no commitment to build a scheme that is given planning consent, and this approach was endorsed by Governors.

- c) AHa noted the new signs outside the school gates which, it was agreed, are very good.
- d) AWa asked that Governors email her over the Christmas break if they would like to change their Department links. It was noted that it will be assumed that Governors are happy to retain their existing links unless they contact AWa to the contrary.

No further business was raised.

**8. Date of next meeting: Thursday 15<sup>th</sup> January 2015 – 7pm**

There being no further business AHa declared the meeting closed at 8.20am.

Signed: .....  
Chair of Governors

Dated:.....