

Annual General Meeting Minutes

Meeting	Annual General Meeting	Date	Tuesday, 7 th December 2021
Location	The Alfred Yarrow Suite, The Yarrow, Broadstairs	Time	9.15a.m.
Membership	Patrick Hollis (Members Chair), Charles Buchanan (CB), Beverley Aitken (BA), Tammy Michell (CEO), Jonathan Clarke (Trustees Chair), Graham Razey (GR), Peter Troke (PT), Bernadette Lax (BL), Peter Goldsack (PG); <i>Chris Argent (CA)</i> Mike Ashley (MA), Suzy Hollett (SH), Krissy Yates (KY), Semih Ozyurt (SO), <i>Paul Wilson (PW)</i>		
In Attendance	Chris Legg, Interim Chief Financial Officer (CFO) <i>Sharon Hollingsworth, Director of Governance (DoG),</i> Kerry Hickmott (KH) – Head of Executive Support (HES)		

**Italics denotes absence*

	ITEM	COMMENTS	ACTION
1	Welcome and apologies for absence	The Chair welcomed everyone to the Annual General Meeting. Apologies were received from Chris Argent, Paul Wilson and Sharon Hollingsworth.	
2	Declarations of Interest	There were no additional declarations to the meeting other than those declared as standing	
3	Matters arising not covered by this agenda	There were no matters arising.	
4	Annual Summary Self Evaluation 2021	The CEO provided Members and Trustees with an overview of the Annual Summary Self-Evaluation document for 2021 which was circulated to Members and Trustees prior to the meeting. It was acknowledged that, due to the pandemic, there had been	

two years without any statutory data. But significant work has been undertaken to continue to monitor standards.

It was pleasing to note that there had been no complaints or allegations raised across the Trust since it had opened.

The CEO advised that despite the pandemic a number of CPD events had been delivered along with the implementation of Virtual Subject Leader networks.

In addition, the Trust hosted a moderation event where schools could compare work across different schools and year groups to compare standards and to provide assurances around benchmarking and the quality of provision.

The CEO advised that she has built upon peer to peer relationships to provide external validation. There is a formal arrangement in place with the Galaxy Trust to provide external validation for Trustees.

The CEO announced that two schools, Palm Bay Primary and East Stour Primary, had now finished their consultation to join the Trust. Both governing bodies voted unanimously to join the Trust. This will bring a further 800 pupils into the Trust.

It was acknowledged that the pandemic had meant it had been difficult to encourage schools to join the Trust due to overriding factors taking place. The Regional Schools Commissioner has strict rules around the Trust.

The CEO advised that there had been no significant changes to the quality of provision throughout the pandemic. It was noted that Briary and Bysing Wood are starting to increase their pupil numbers.

The largest challenge is in terms of attendance. It was noted that the Trust serves some very deprived communities. Endeavours have been made to enable families that do not value education in the same way. Audits have taken place in schools to look specifically at attendance and the sharing of best practices across the Trust.

		<p>There have been no Ofsted inspections to date, however Bysing Wood and Holywell are expected this year. In addition, all outstanding schools are due to be inspected this year, which will include Queenborough.</p> <p>It was evident that the children with the most complex needs were most affected by the pandemic.</p> <p>The Self evaluation summary is benchmarked against the DfE standards. Safeguarding was a real strength last year and has come out positively in all surveys and reports. It was reported that 98% of parents stated that their children felt safe in school.</p> <p>A trustee asked whether data is captured on how the Trust is tackling obesity in children. It was reported that all schools have a focus on health and fitness of children and partake in various activities such as running 'The daily mile'.</p> <p>The CEO was asked to provide a report later in the year regarding health and fitness in children.</p> <p>A member queried what had been learned with the existing schools that could be improved upon when thinking about the onboarding of two new schools.</p> <p>It was acknowledged that having good systems and processes in place is important and these have improved over time.</p> <p>It was queried whether there would be value in having an Attendance Officer across the trust. The CEO advised that every school have recruited their own attendance officers. The level of need is great and this is a Trust wide priority.</p> <p>In looking at the gaps caused by the impact of Covid-19, the most affected groups were in Years 1 and 2. It was evident that on-line provision was not good enough for vulnerable groups. Reading was an area which suffered from this approach. It is the aimed to bridge this gap over the next two years with a focus on their personal development and behaviours that have slipped for many pupils during the lockdown.</p> <p>A member queried how cases of domestic abuse or neglect had been picked up during the pandemic.</p>	TM
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5	Director of Governance Report	<p>The Director of Governance had provided an update report prior to the meeting and this was circulated to Members and Trustees.</p> <p>The following resolutions were made:</p> <p>NOTED: The Members noted the Trust and Committee Membership, Terms of Office, and Attendance for 2020/21;</p> <p>AGREED: To re-appoint Chris Argent at the end of his Term of Office for a further two year period;</p> <p>NOTED: The Special Resolution dated 23 November 2021 - Queenborough Capital Project Proposal to allow them to move forward with the development of their Year R outdoor area as part of the targeted investment campaign to reduce its capital reserves.</p> <p>AGREED: To remain with the current version of the Trusts Articles of Association</p> <p>NOTED: The findings from the annual Trustees self-evaluation and skills audit and next steps</p> <p>Members noted that due to the nature of their role, they were not informed of the work being undertaken by the Trustees throughout the year and therefore it was agreed that the Director of Governor will arrange a series of meetings throughout the year with the members and the Chair of Trustees to update them of the work taking place.</p> <p>NOTED: The Director of Governance Report</p>	DoG

6	<p>6.1 Annual Report and Financial Statements for Year Ended 31st August 2021</p> <p>6.2 Audit Findings Management Letter</p> <p>6.3 Annual Report to the Board of Members and Trustees for year ended 31 August 2021</p>	<p>The CFO presented the Annual Report and Financial Statements for year ending 31st August 2021.</p> <p>The CFO advised that the Trust had generated a profit of £220,000 which was a strong performance and provided comfort from a risk perspective. The forecast for the current year is strong.</p> <p>It was queried whether the strong position would remain without the additional government funds that were provided this year from the pandemic funding streams. The CFO advised that the Trust remained in a strong position without the funding as the model is based on long term government money.</p> <p>The additional funds received in-year are all spent on improving the education of the children. There is no top-slicing taken from the Trust.</p> <p>It was queried whether there is a robust process to capture how the catch-up money has been spent.</p> <p>The CFO advised that the Pupil Premium is conducted at a local level with oversight from the CEO in monitoring visits. All schools are obliged to publish their SEND income and pupil premium incomes. There is a statement on the website which states that this money is given to each school to spend on their pupils and they are held to account. It was suggested to strengthen this statement to make it clear how the Trust spends this money on the children's education.</p> <p>In the absence of the Director of Governance, Peter Goldsack presented the Annual Report to the Board of Members.</p> <p>It was noted that processes have significantly strengthened since opening. This year has seen strong controls in place and probabilities of the most significant risks decreasing.. The risk register is discussed at each Risk, Audit and Compliance meeting and the probability of risk occurring has lowered as a result of the controls and measures in place.</p> <p style="text-align: right;">APPROVED: The Annual Report and Financial Statements for Year Ended 31st August 2021</p>	
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7	Any other business	<p>A Trustee asked GR whether he was satisfied on how the Trust and the Group worked together.</p> <p>GR responded that through the CEO's leadership, the Trust has gone from strength to strength and he was delighted that two additional schools are potentially joining the Trust. Working with the Trust is enriching for the Group. The work with the RSC reinforces the strength of the model in place.</p> <p>A Trustee noted that having visited the schools, the feedback from staff and the communities it serves, has been positive.</p> <p>It was queried whether the infrastructure would be in place should the number of pupils rise to 7000 pupils. It was acknowledged that the model is not in place at the current time but it could be within a year. A recruitment drive would be required to attract strong people to work for the Trust, which could be achieved as it already has a strong reputation.</p> <p>The CEO was asked what the ambitions are for the next steps within the Trust. The CEO responded that there was an aim to recruit a further two schools by the end of the academic year and to ensure the Trust remains in good financial health without the financial reliance of the Group. It was acknowledged that there was not a huge selection of schools to select from when considering the number of Church Schools and those already in a MAT and that were also in good financial health.</p> <p>The second ambition was that all Year 6 children within the Trust are prepared for secondary school in the way they would have been pre-pandemic.</p>	
8	Matters considered confidential	There were no items considered confidential.	
9	Date and time of next meeting	The next meeting will be held in December 2022.	

There being no further business the meeting closed at 10.36 pm

Signed: .....

Print: CRS BUCHANAN.....

Dated: 6/12/22.....