



*A family of schools
 with shared values*

Woldgate Learning Partnership

Minutes of the Annual General Meeting Held at Woldgate School and Sixth Form College on Monday 4th December 2017 at 7.00pm

Present: Alan Shadrack (Chair)
 Robert Hall
 Mike Whytock
 Jenny Carpenter

In Attendance: Anne McCoulough (Clerk/Governance Adviser)
 Terrie Bixby – Chief Financial Officer (CFO)WLP
 Mike Beckett – Representative from Forrester-Boyd

1.	Welcome - Chairman	
	The Chair welcomed everyone and outlined the format of the meeting.	
2.	Apologies for absence and declarations of interest	
	<p>Apologies for absence were received, with consent, from Jonathan Britton (CEO/HT) and Philip Lewis- Ogden.</p> <p>The Chair expressed his gratitude to Terrie Bixby (Chief Financial Officer) and other colleagues, for their invaluable support and contributions, in preparation for the meeting. The Chair reminded Members that the financial period which was to be reviewed, was up to and included the 31-8-17. The intention for future timing of meetings is to arrange the AGM to take place slightly later in the month, this will allow for the Trustees to have sight of the financial accounts, allowing them to be recommended to Members in the first instance.</p> <p>Mike Beckett advised that the ESFA (Education and Skills Funding Agency), require the accounts for the period up to the 31-12-17, to be submitted by the 19-1-18. He explained that from his experience, a Trustees meeting is normally held to approve the financial accounts, prior to their recommendation to Members.</p> <p>The Chair agreed that this would be the format of future meetings. The cycle of meetings would be established to facilitate this schedule.</p>	

	<p><u>Declarations of Interest</u></p> <p>Robert Hall informed the meeting that he was Chair of another MAT Board. Jenny Carpenter informed the meeting that she was also a Member of two other MAT Boards and a governor at Stamford Bridge Primary School, part of the WLP MAT.</p>	
3.	Minutes of the Members meeting held 6th March 2017	
	<p>The minutes of the meeting held on the 6th March 2017 had been distributed previously.</p> <p>The minutes were reviewed for accuracy and were agreed to be a true and accurate record of the meeting and were signed by the Chair.</p>	
4.	Matters Arising & Actions	
	<p>The minutes were reviewed and the following updates were provided:-</p> <ul style="list-style-type: none"> • Angela Ekers and Les Slow were the two Trustees appointed by the Diocesan. • There had been no further changes made to the Scheme of Delegation. • Members were encouraged to regularly check their WLP email addresses. 	
5.	CEO Update	
	<p>In the absence of the CEO, the Chair provided the following verbal update. Copies of the new style agenda, local governing body terms of reference and termly agenda, along with the Trustee minutes from the meeting held on the 25th September 2017, had been circulated for information.</p> <p>Members discussed and agreed that the proposed meeting date of the 15th January 2018 was no longer required. Moving forward the scheduling of AGM will in the future be arranged for the end of December (to allow Trustees to have sight of the financial annual accounts and report first).</p> <p>The Chair spoke of the rigour of the reporting systems now in place and that minutes of the Trustee meeting had been circulated for information. A Member agreed that systems in place provided greater rigour and challenge at Local Governing Body level.</p> <p>The Chair agreed to email the Wolds Development Plan to all Members, for information.</p>	Chair
6.	Annual Report and Financial Statements for year ended 31-8-17	
	<i>Please see separate confidential minute attached</i>	
7.	Appointment of Auditors	
	7.31pm Mike Beckett stepped out of the meeting.	

	<p>The CFO commented on a thorough and robust audit, comments being provided were noted as being fair and reasonable. The Chair commented on the rigour of the process taken to appoint the Auditors.</p> <p>Members agreed that they were satisfied with the services provided by the Auditors and recommended their re-appointment. This was unanimously agreed.</p> <p>Mike Beckett was invited to rejoin the meeting and was informed of the decision. The Chair thanked Mike for the report, commenting that he was pleased with the outcome.</p> <p><i>Mike Beckett was thanked for his attendance and left the meeting.</i></p> <p>Members discussed the cycle of receiving the audited accounts, it was agreed that the AGM for the following year would be held later in December. The Audit Committee would receive and review the accounts; these would then be forwarded to the Trustees, who would review them prior to the Members receiving them.</p>	
8.	Date and time of next meeting	
	To be confirmed.	
	<p><i>The meeting closed at 7.40pm</i></p> <p>Members were invited to attend the Trustee meeting which followed.</p>	

Alan Shadrack
(Chairperson)

Date

<p style="text-align: center;">Woldgate Learning Partnership Annual General Meeting - Monday 4th December 2017 Action points from the meeting</p>				
No.	item	Action	Who Responsible	Date completed by
1	5	Email the Wolds Development Plan to all Members	Chair	After meeting

