

Minutes of the Annual General Meeting

Virtual Meeting held on Thursday 10 December 2020, 6:00pm

MEMBERS PRESENT:	TRUSTEES PRESENT:
Ann McCall	Siraj Mayet (Chair)
Professor Damien Page	Ellen Loughhead JP (Vice Chair)
Ahmad Lunat OBE (via telephone)	Jeremy Townend
	Mandy Kennedy
MEMBER AND TRUSTEE APOLOGIES:	
Brigid Tullie (Member)	Mandip Sahota (Trustee)
Maurice Cook (Member)	Trude Feiweles (Trustee)
	Nailah Ahmed (Trustee)

IN ATTENDANCE:	
Julie Haigh (Trust CEO, Accounting Officer and Co-Head at BGHS)	Alan Brown (Trust Finance Director)
Samantha Vickers (Trust Vice CEO and Headteacher at UBHS)	Hilary Towers-Islam (Primary Expert and Headteacher at Field Lane)
Laura Bland (Clerk)	

	Minutes	Action
1.	<u>Welcome</u>	
	<p>The Chair of Trustees welcomed all to the AGM and thanked everyone for attending (either virtually or via telephone dial in) and explained the format of the meeting had to be in line with government guidelines due to the pandemic.</p> <p>The Chair added how difficult recent months had been for everyone, particularly within the education sector and wanted to place on record his thanks to all staff across every Trust school for their tenacity and commitment to ensure the Trust remained on track to achieve its objectives. The Chair added the Trust had not only met these but had gone beyond its remit over recent months - families continued to be supported with FSM e-vouchers and/or food hampers, students continued to receive a first class education and local businesses were and continue to be supported.</p>	

	On behalf of all Trustees, the Chair reiterated thanks to everyone involved with the Trust, particularly the students who have embraced a new way of learning and demonstrated such versatility throughout.	
2.	<u>Apologies for Absence, consent and declarations of interest</u>	
	Apologies had been received from Brigid Tullie (Member), Maurice Cook (Member), Trude Feiweles (Trustee), Mandip Sahota (Trustee) and Nailah Ahmed (Trustee), with consent. There were no conflicts of interests declared.	
3.	<u>Minutes of the last AGM (5 November 2019)</u>	
	N/A	
4.	<u>Annual Report, Financial Statement and Audit Findings Report</u>	
	<p>The CEO briefly summarised the Trust's current financial position, which was strong. The auditors had presented the Accounts and Audit Report at a meeting to the Board Trustees the week prior, and these were signed off. The CEO thanked the Trust's Finance Director and team for their hard work, particularly given the difficulties of a virtual audit.</p> <p>The Trust's Finance Director directed Members to various key pages from the Audit Report.</p> <p><u>Audit Report</u></p> <ul style="list-style-type: none"> ● It was noted, the introduction page was confidential and should not be shared without permission from BHP. ● The audit summary confirmed the Trust was compliant and no additional risks had been identified. ● There will also be an unqualified audit opinion with an unmodified regularity report. The Trustees' report submitted was consistent and fully compliant with ESFA guidelines. ● A review of the fixed assets showed a couple of items that should have been capitalised, hadn't been. However, this was not a major concern, not material and a detailed explanation had been provided. ● The prior year observation noted 'red' for Field Lane was not an issue for the current year and the matter had been addressed. ● The observations for 2020 re: governance (outstanding DOI forms) had been rectified and no major concerns were noted. This was as a result of the time constraints, with an early audit start and forms being returned by LGB members. ● The heat map graph rates the risk involved with every transaction that is processed through the Management System. It shows that most of the risk carrying transactions fall within a low to moderate risk. All transactions were within a strong controlled environment. ● All transactions were bona fide and there was no management override of controls. ● The data analytical work confirms the Trust operates a good system of financial control and the higher risk transactions identified within the nominal ledger can be adequately evidenced to appropriate supporting information and/or justification. ● The overall risk assessment shows there is a strong control environment and a very positive outcome. ● Appendix 1 - this highlights changes between the final confirmed surplus and the Trust's submitted figure. The changes are as a result of the actuarial adjustments to 	

	<p>the pension liability that are received a long time after the papers are submitted to audit from the Trust. Members can take assurance that the management information is accurate and reliable.</p> <ul style="list-style-type: none"> ● Appendix 2 - these are in relation to BGS assets and overstated depreciation. This was subjective and BHP would not request for this to be changed. ● Appendix 3 - this confirms the trustees' report is consistent and compliant with no issues. ● Appendix 4 - BHP have requested confirmation of any post balance sheets prior to sign off and this was provided, enabling the accounts to be signed off. ● Appendix 5 - this identifies developments for next year's audit process. ● Appendix 6 - current issues - Members were asked to read through these at their convenience. <p><u>Accounts and Financial Statements</u></p> <ul style="list-style-type: none"> ● Members were directed to the Trustees' report which summarised the structure, governance and management of the Trust. ● Reports on Trade Union Facility Time and Executive Pay Gap Reporting were presented. ● The impact of COVID-19 was required and presented. ● New reports for this year: <ul style="list-style-type: none"> ○ Carbon reporting data - which shows an intensity ratio of 0.19tCO₂e per pupil - this falls within the 'middle' range when compared to other Trusts that had been sharing their own figures. ○ s172(1) statement - this section details how the Trust board carries out its responsibilities to promote the success of the Trust. ● Statement of regularity, propriety and compliance - signed off by the Accounting Officer. ● Independent auditors report states BHP's opinion that the proposed accounts represent a true and fair view of the trust's affairs and have been properly prepared in accordance with all the relevant legislation. ● The £5.478m income is the transfer of Batley Grammar School on 1 November 2019 (further detailed later in the accounts), taking the total funds for the year to £26m. ● The 'cash at bank and in hand' shows a loss, this is the monies spent, from reserves, on capital works. ● Pension liability has increased, but this is not a concern, as it has been accounted for according to accounting standards. ● Other than one primary school in the Trust, all schools carry forward a surplus. BHP were satisfied with the deficit explanation for the primary. <p>The Finance Director welcomed questions from Members.</p> <p>Q. Is the large increase in income and expenditure as a result of the merger with Batley Grammar School?</p> <p>A. Yes.</p> <p>No further questions were asked and Members thanked the Finance Director for the thorough presentation.</p>	
5.	<u>Appointment of Auditors</u>	
	The current auditors are BHP and the Finance Director proposed to Members they continue	

	<p>for a further year.</p> <p>Members present AGREED for BHP to remain as the Trust's auditors for a further year.</p>	
6.	<u>AOB</u>	
	<p>Members placed on record their thanks to everyone at the Trust for their continued hard work.</p> <p>Meeting closed at 6:25pm.</p>	