



MINUTES OF THE EXTRAORDINARY MEETING OF THE BOARD OF TRUSTEES

Thursday 16 December 2021 at 6.00 pm

Venue: Microsoft Teams

Present:

Mr T Bailey	(TB)	Trustee, Chair of Finance & Premises Committee
Mr K Bannister	(KB)	Trustee
Mr J Everard	(JE)	Trustee, Vice-Chair of Trustees, Chair of Pay Committee
Mr M Howell	(MH)	Trustee, Chair of Audit and Strategic Development Committee
Mr M Judd	(MJ)	Trustee
Mr P Nagle	(PN)	Trustee, Chair of Trustees
Mr C Wakefield	(CWA)	Executive Principal
Mrs C Whitaker	(CDW)	Trustee, Chair of HR Committee

In attendance:

Mrs K Redmond	(KRE)	Governance Professional (Clerk) to Trustees
Mr R Scott	(RSC)	Director of Finance & Premises

Apologies:

Mr T Baster	(TBA)	Joint Head of Academy
Mrs R Clark	(RCL)	Joint Head of Academy
Mr E Judge	(EJ)	Trustee
Ms L Smart	(LS)	Trustee

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	NOTED.
2.	Notification of Any Other Business	There were no matters of Any Other Business raised.
3.	Declaration of Business Interests	There were no new declarations of business interests and no Trustee recorded any conflict of interest with the items on the agenda or the receipt or giving of any gifts or hospitality since the last meeting.
4.	Approval of Financial Accounts 2020	Trustees NOTED the circulated Report to the Board and Financial Statements and in particular: <ul style="list-style-type: none"> a) the lateness of the papers being finalised and circulated was due to the impact of Covid-19 and a virtual audit taking more time; auditors underestimated the time it would take virtually b) deadline for submission to Department for Education (DfE) is 31 December c) Trustees' statement provides a comprehensive and detailed summary of what has occurred during the year d) budget - overall net movement is downward with a final audited deficit figure of £54,765k which is as predicted

		<p>e) audit findings concluded that there were no significant material matters found during testing</p> <p>f) management override controls – financial regulations and scheme of delegation were tested and auditors found no indication of management bias or significant transactions outside of normal side of business</p> <p>g) pensions – both Teachers and Local Government Pension Scheme (LGPS) funds were in deficit as are most pension funds. Responsibility for Teachers Pensions sits with DfE. Responsibility for LGPS sits with the academy but it is out of its control, however, it has to be independently checked and auditors confirmed there was negative movement of just over £900k. The biggest change year on year is how assets in funds have performed in markets</p> <p>h) regularity and proprietary - there were no issues raised</p> <p>i) related party transactions and connected parties – there were none and the academy does not trade with any companies that the academy Trustees have any business interest with.</p> <p>j) fixed assets and capitalisation of projects – found to be accounted correctly</p> <p>k) valuation of land – the land has not been valued for some time but is correctly valued within the accounts of land and buildings. Auditors will not accept insurance values as it does not reflect market value. There may be some areas of the academy which will require revaluation and this is to be a discussion for the Finance & Premises Committee</p> <p>l) completeness of liabilities and accruals - auditors confirmed were recognised in the correct periods</p> <p>m) restricted and unrestricted fund accounting – the academy has to produce a hybrid of half company and half charity accounts which are consolidated at the end of the year. Auditors found no issues on how these were recorded</p> <p>n) RSC referred to the recommendations on page 22 and highlighted that the first section concentrated on last year’s findings:</p> <p>Recommendations 2019/20:</p> <ul style="list-style-type: none"> i) authorisation signatures - lockdown gave huge issues for physical signatures. RSC confirmed that the authorisation processes were correctly followed but six out of 24 sampled were not correct on the final step requiring two signatures ii) authorisation signatures – as above for the purchase of IT equipment above the £50,000 threshold iii) recharging through Reprographics was recognised as income rather than a recharge; this has been rectified. <p>Recommendations 2020/21:</p> <ul style="list-style-type: none"> iv) RSC advised that the first two listed above were found again in this year’s findings - page 24 regularity expenditure authorisation; RSC advised that out of 21 items checked, one invoice was not dual signed during lockdown. This will be a focus for this year
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		<p>v) opening balances discrepancies – there is disagreement on this point as the auditors did not tell the academy what the adjustments were; it was found to be a sum of £3,200 which will be corrected</p> <p>vi) salary Pay rise letters – from a sample of staff, the academy could not provide a copy of a letter regarding their current pay point. The sampled staff included staff who had been at the academy for over 20 years and 15 plus years respectively and been on their pay scale points for over ten years. Unfortunately, HR records at that time did not include letters confirming that pay point. RSC confirmed that letters are now issued regarding pay points</p> <p>vii) fixed asset additions authorisation – the invoice for the boiler replacement system at Mill Road of £61,196 was found to have only one signature which is an issue because of it being over the authorisation threshold.</p> <p>RSC advised that he will draft responses to the above recommendations of three medium and one low risk. There is an action plan in place to ensure these do not recur.</p> <p>PN provided feedback from the Audit Committee meeting held earlier this afternoon. The auditors had confirmed that they had completed the full scope of audit work, whilst recognising the impact of Covid-19 isolations and difficulties with a virtual audit, and that it was a good positive report. Auditors confirmed that the accounts were at the position to be approved; there are some final checks on minor elements which will go into the detailed notes before submission but there will be no substantial changes.</p> <p>PN referred to the financial statements and asked where did the agreed sale of Primrose Meadow sit, for example, is it listed on capital sales.</p> <p>RSC confirmed that the land was recorded and held in the fixed assets of £2.75m and the revised value is in the increased value for fixed assets. That will be put in to capital income next year if the sale is completed.</p> <p>Trustees AGREED unanimously to recommend the Financial Accounts for receipt by the Academy Trust</p> <p>TB proposed the recommendation, seconded by JE and AGREED unanimously.</p>
5.	Any Other Business	There were no matters of Any Other Business.
6.	Date of next meeting	23 March 2022 13 July 2022

Meeting closed at 6.35 pm

Actions

Date of Meeting/ Item number	Topic	Minute
16.12.21 – item 4k	Revaluation of land – some areas of the academy site	To be a discussion for the Finance & Premises Committee