

SHELDWICH PRIMARY SCHOOL

Board of Trustees' Meeting

Term 2 – Wednesday 11th December 2024 at 4.30pm

Present: Mr D Milham (Chair), Mrs S Garrett, Mrs C Lay, Mr M Lee, Mr A Brookes, Mrs A du Plessis, Ms L Dale, Ms K Leigh, Mes A du Plessis, Mrs S Paice, Mr S Greathead and Mrs R Fairs

Clerk: Mrs J Linter

1. Apologies

Apologies received from AW.

2. Declaration of Business Interests

No changes were required to the declarations of business interests.

3. Finance and Resources Committee

6.1 Annual Accounts and Report

The Annual Accounts and Trustees' Report for the year ended 31 August 2024 had been circulated to the trustees prior to the meeting.

The Finance and Resources Committee had met prior to the meeting with Alex Baker (AB), accountant from Burgess Hodgson also attending.

Alex Baker (AB) thanked the trustees for appointing Burgess Hodgson to audit and prepare the accounts for 2024. AB presented and discussed all sections of the annual report with trustees.

AB stated to trustees how the CIF project had been presented within the accounts. It was noted that the surplus had decreased by c. £60K. Of this, £36.5K had been used to complete the CIF Safeguarding project with the remainder used for other capital work. It was noted that the tangible assets had increased due to the new fencing, CCTV, electric gates and other capital expenditure. Cash at bank was £195K against £168K due to funds for the CIF project held. The net assets of funds (surplus) was £111K, the majority being in the unrestricted fund.

AB discussed the defined benefit pension scheme liability and stated that the deficit will probably remain low next year. The deficit had increased slightly to £5K from £2K.

AB said that the accounts are managed with appropriate controls in place for the size of the school.

The Audit Findings report was discussed. AB said that the audit work included checks on other procedures as well as the accounts. A list of checks is within the report.

Two low risk issues were reported.

A parent had been undercharged for an Extended School sessions. JL reported that software is being sought to remove the manual process of invoicing parents.

It was noted that the second issue raised is being queried. JL will provide AB with documentation and reports requested.

ML said that the Reserves Policy had been updated and it states that the school must keep 5% of revenue income in reserves. This equates to c £72K this year. In summary, AB said that the school was in a good financial position and there were no concerns from their testing and findings. The surplus meets the targeted amount stated in the policy.

ML said that there were some minor changes to be made to the annual report. ML proposed that the accounts are accepted and published as seen including the minor changes. Agreed unanimously.

DM thanks JL in her work with the school accounts.

4. MAT Working Party

AB informed trustees of a meeting he attending at Queen Elizabeth's Grammar School with SG, DM and JL as well as David Anderson and Amelia McIlroy (HT).

QE are starting to explore the benefits of being part of a Multi Academy Trust (MAT) and would prefer to do this with local schools. This was their first meeting with another school and AB said it was evident that they did not have a plan or vision of how they see a MAT operating at this stage.

AB suggested that trustees at Sheldwich who are interested in discussing the topic further should attend a meeting at the end of January. AB will invite Kate Greig (CEO of Coastal Academies Trust) to discuss how the MAT operates. Trustees interested were asked to prepare their thoughts and questions about MATS.

The meeting will take place on Wednesday 29th January 2025 at 4.00pm.

5. Dates of Meetings and School Events

Forthcoming meeting dates are shown below. .

Term 3

Wednesday 29 th January 2025	4.00pm	MAT Working Party
Wednesday 5 th February 2025	PM	Formal visit (EYFS) – trustees tbc
Wednesday 5 th February 2025	4.00pm	AGM - Board of Trustees'
Wednesday 5 th February 2025	4.30pm	Board of Trustees' Meeting

Term 4

Tuesday 18 th March 2025	AM	Formal visit (Diversity) – trustees tbc
Tuesday 1 st April 2025	4.00pm	Education Committee Meeting

Term 5

<i>Date tbc</i>		Finance and Resources Committee Meeting
Wednesday 21 st May 2025	PM	Formal visit (Sport) – trustees tbc
Wednesday 21 st May 2025	4.00pm	Board of Trustees' Meeting

Term 6

Thursday 19 th June 2025	AM	Formal visit (History/Geog) – trustees tbc
Wednesday 16 th July 2025	3.45pm	Education Committee Meeting
	4.30pm	Board of Trustees' Meeting (short agenda)

6. Any Other Business

CL circulated the SEND Information document. All trustees were asked to confirm when they have read it and pass on comments or queries to CL.

7. Confidentiality and Publication of Minutes

7.1 Confidentiality

No items were considered confidential.

7.2 Publication of Minutes

The minutes are to be made available for inspection under Regulation 13 of the School Governance (Procedures) (England) Regulations 2003, except for those items considered confidential.

Meeting closed at 5.30pm