

## Minutes from the Avonreach Academy Trust Members Meeting held on 15<sup>th</sup> September 2017 at 2.15pm at Pershore High School

<b>Attendees:</b>	Suzanne Clarke (Member)	Mark Badger (Member)
	Clive Corbett (Trustee)	Sarah Bitcon (Trustee)
	Phil Hanson (Trustee)	Rob Phillips (Trustee)
	Julia Dean (Trustee)	Bob Stanton (Trustee)
	Ian Cumming (Trustee)	Heather Thomson (Trustee)
	Ann Derbyshire (Trustee)	Martin Allen (Trustee)
	Heidi Fear (Trustee)	Judy Wood (Associate Trustee)
	Jeremy Clarke-Morris (Associate Trustee)	Rob Stokes (Auditor)
	Chris Baldwin (Auditor)	Helen Lees (Clerk)

*[Agenda Items 1 – 3 were Chaired by the Clerk]*

- Welcome, Introductions and Apologies:** Apologies were received and accepted from David Hemming (Member); Tom Whittingham (Member) and Andrew Longdon (Trustee). In addition, apologies were received from Russell Dalton (AAT, CFO) who had been invited to attend the meeting to provide a verbal Finance update. The Clerk advised that no proxy votes had been submitted and confirmed that with 2 Members in attendance the meeting was quorate.
- Declarations of Interest:** No attendees had any interests to declare regarding the Agenda for the 15/09/17 Members meeting. All attendees were requested to complete the Declaration of Interest forms that had been issued to them and return them to the Clerk as soon as possible. It was noted that Members and Trustees Declarations of Interest will be published on the AAT website in accordance with statutory requirements.
- Election of Chair of Members:** AAT Article 25 requires the Chairman of the Trustees (Directors), if present, to Chair the meeting. As, at the time of the Members meeting, the AAT Trustees had not yet elected a Chair, the Members present at the meeting elected one of their number, Mark Badger, to Chair the meeting in accordance with the requirements of Article 26.

*[Agenda Item 4 onwards was Chaired by Mark Badger]*

- Confirmation of AAT Trustees appointments:** The Members unanimously confirmed the appointment of the following individuals as AAT Trustees:

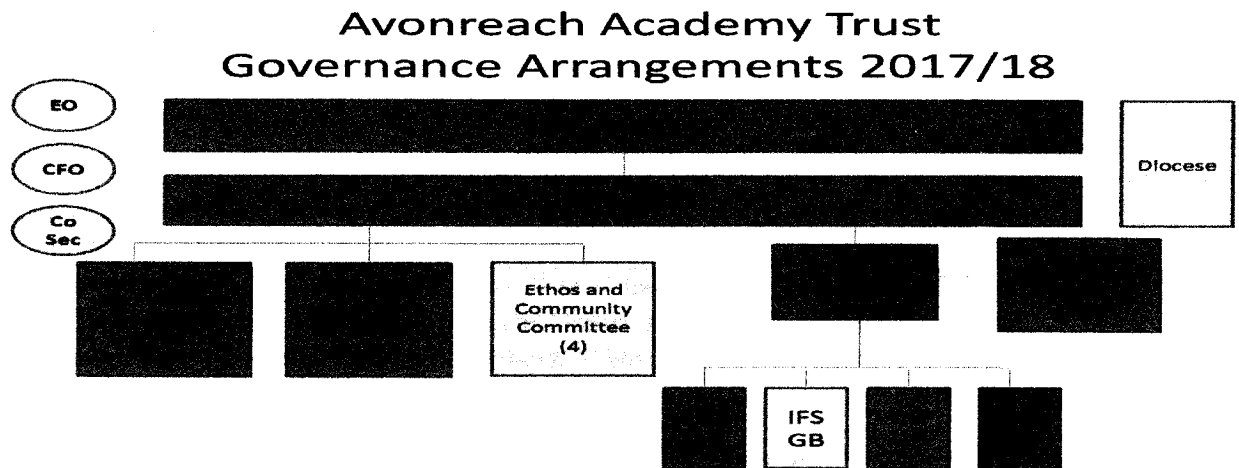
Clive Corbett (AAT Executive Officer)	Sarah Bitcon
Phil Hanson	Rob Phillips
Julia Dean	Bob Stanton
Ian Cumming	Heather Thomson
Ann Derbyshire	Martin Allen
Heidi Fear	Andrew Longdon

The Clerk advised that formal approval from the Diocese regarding the appointment of Martin Allen as a Diocesan Trustee was currently awaited, but is expected to be received in the near future.

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In addition, the Members unanimously confirmed the appointment of Judy Wood and Jeremy Clarke-Morris as Co-Opted Trustees (Directors) [Note: Article 58 requires the consent of the Diocesan Board of Education to be sought for these appointments]. **Action:** AL to seek consent from the Diocesan Board of Education for the appointment of Judy Wood and Jeremy Clarke-Morris as Co-opted Trustees (Directors).

5. **Approval of Proposed AAT Governance Arrangements and Meeting Schedule for 2017/18:**  
The Members unanimously approved the AAT Governance Arrangements as documented below:



The next Members meeting was confirmed as being the Annual General Meeting, which is scheduled to take place at 4.30 pm on Monday 4<sup>th</sup> December at Pershore High School (PHS).

6. **Receive Update from the AAT Executive Officer (EO):** In addition to the written report from the EO that had been circulated to all attendees prior to the meeting, the EO provided the following update:
- The EO advised that all activities that the Education Funding and Standards Agency (EFSA) require to be completed within the first few weeks following Academy Formation are either completed or well underway
  - The EO provided a verbal update regarding the first Executive Leadership Team (ELT) meeting that had been convened on 14<sup>th</sup> September. The EO advised that a wide range of topics had been discussed and that:
    - each school had agreed to share their SDP and their SEF with the EO, who will review all the documents and commence the development of an AAT Development Plan
    - a number of potential Curriculum Areas for Focus and Collaboration during 2017/18 were identified

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- visits by the EO to each of the schools have been arranged for September and October, and the Heads are to progress learning walks in each of the schools
- the EO has identified a list of "10 Questions for Executive Officers" which he plans to take into consideration during visits to schools, discussions with stakeholders etc
- a number of operational issues (eg shared training; reporting) were discussed

It was agreed that the EO's written report of the meeting should be circulated to all attendees along with the Minutes of this Members meeting. **Action:** HL to circulate the EO's written report of the ELT to all attendees of the Members meeting alongside the Minutes of the 150917 Members Meeting.

7. **Receive Update from the AAT Chief Financial Officer (CFO):** The Members received the written report from the CFO that had been circulated to all prior to the meeting.
- **Details of Opening and Current Financial Position:** Within his written report the CFO advised that each of the First Schools are able to set a balanced budget for 2017/18, but there are minimal surplus funds available to them, whilst PHS have set a deficit budget for 2017/18 and are applying for draw down funding from future years.
  - **Confirmation of Auditors:** The auditors for the current financial year, which ends on 31<sup>st</sup> August 2017, were confirmed as being Randall & Payne LLP. 2 representatives from Randall & Payne LLP were in attendance at the meeting, and they provided attendees with a brief overview on the work of auditors within a MAT. The auditors advised that the Trustees must decide whether they want all schools within the MAT to be audited, or whether they require the schools within the MAT to be audited on a sample basis. It was noted that the latter option is higher risk but cheaper. The auditors advised that they normally visit schools to review the systems and processes that are in place during March/April, with the main body of auditing work then taking place between August and December (Deadline for Filing of Accounts is 31<sup>st</sup> December each year). The auditors emphasised that their door is always open for questions.
8. **AOB :** No attendees had any items of Any Other Business, and the Chair therefore drew the meeting to a close at 3pm.

*A. Longley*  
4/12/17