

# **S. PETER'S COLLEGIATE SCHOOL GOVERNORS**

## **Minutes of the AGM held on Thursday 29 November 2018 at 4.45pm**

### **Present:**

#### Governors

Mr T Barnard  
Ms T Clarke  
Mr C Cooper  
Mrs D Dalton  
Mr M Dulson  
Mr C Ellis  
Mr R James  
Mr D Lewis - Principal  
Mrs D Polowj

### **In Attendance:**

Mrs K Preston  
Mr S Swinden  
Rev D Weller  
Members  
Sir G Hampton -  
Chair  
Rev A Morris  
Mr M Revell  
Mr G Cresswell  
Rev Preb D Wright

Mr D Cooke - Associate Principal  
Mrs T Freemantle - Clerk  
Mr Morris - Dains Accountants

### **Opening Prayer**

The meeting opened with prayers led by Rev Weller.

#### **18.1 Apologies**

Apologies were received from Mrs Butler and Mr Bickley. Directors consented to the absences and accepted apologies.

#### **18.2 Introduction of New Governors**

The Chair introduced the Members who have oversight of the school as representatives of the Diocese.

#### **18.3 Declaration of Business Interests and Confidentiality**

There were no declarations of interest. Governors were reminded to respect confidentiality of the business discussed during the meeting.

#### **18.4 Business which the Members Wish to Debate**

The Chair advised that the Diocese will be carrying out a 2-day review of the school on 10 and 11 December. He confirmed this is not an inspection but will ensure security for the future as the school grows in size. The areas selected for review are Governance and Leadership at all levels. The review will be carried out by an independent team of 3.

Ms Clarke joined the meeting

#### **18.5 Business Which the Directors Have Asked the Members to Consider**

##### 1. Buildings

Directors expressed their concern at the state of the buildings. The Chair advised that Members share these concerns. S Peters was not a significant beneficiary of the Buildings Schools for the Future scheme and there are areas of the school, such as the mobile

classrooms, that need to be replaced. New rules regarding funding of capital improvements by the Government came into force last month and the Chair suggested that he and the Chair of Governors speak to the Lead Reviewer at the Diocese regarding a future bid which he feels should be substantial. The Diocese will then consider whether they will support the school in terms of these bids.

A director advised that one problem the school faces is the cost of making the bids and the Chair advised that a joint bid with the Diocese may help

## 2. Role of Members and Interaction with Governors

A Governor asked how Members hold the school to account and how they report any decisions or actions to Governors.

The Chair advised that whilst Governors are responsible for the local running of the school, Members carry accountability at a level above. In accordance with the Articles, Members and Governors meet once a year at the AGM but he is in communication with the Chair of Governors and the Principal. Members are also available to talk to as required and to assist with any issues.

## 3. Ethos

A Governor asked whether the Diocese carry out an annual review of the Ethos of the school. Rev Morris advised that she is involved with the Raising Achievement Board who monitor how far schools have moved on since their last SIAMS inspection, how the Christian values and ethos of a school are permeating all areas together with its Christian distinctiveness. As the school has recently set up a new Ethos and Pastoral Development committee, she suggested that if the school would like input from the Diocese in 6 months' time, they will be happy to help.

Governors outlined the measures already being taken in respect of the new SIAMS framework and that Alex Wolvers of the Diocese is assisting in the training of all Governors in March.

## **18.6 Annual Report and Accounts for the Period Ending 31 August 2018**

### **SIAMS**

Mr Morris from Dains referred Directors to the Draft Trustees Report and Audit Clearance Memorandum (confidential appendix A) and the following was highlighted:

- There are more journals/adjustments this year as a result of there not being a Business Manager in place for some of the year. On a positive note, as the day to day processing has continued, they have been able to arrive at final figures.
- The Audit Clearance Memorandum is RAG rated and shows only one area of high risk which reflects the lack of a Business Manager.
- In response to a question from a Governor as to what Dains do in terms of materiality, Mr Morris advise that 1% of income is used.
- The 3-year budget wasn't sent to the EFSA on time, however a 1-year budget was submitted and accepted. A 3-year budget is now being prepared. The Chair of Members advised that the school will still be flagged by the EFSA due to historical problems. The Chair of Governors confirmed that the EFSA were advised that the delay was due to not having a Business Manager in role and Mr Morris advised that the Management Letter should be completed accordingly.
- A Director asked what the pension reserve expenditure of £192,000 relates to (page 41). Mr Morris advised that an updated valuation of the pension scheme is received from the actuaries each year after looking at investments, value of assets and service costs etc which is then reflected in this figure.

Mrs Butler joined the meeting.

- The accounts must be signed off to confirm that the school is a going concern. Mr Morris recommended that a paragraph be added to the standard wording to show that factors relating to the 3-year budget have been fully considered.
- The Chair felt that ongoing, funding set aside for building maintenance is insufficient and that staff costs are too high. The Chair of Governors advised the school is now very close to the ratios recommended by ASCL for staffing costs.
- The balance sheet on page 24 of the Trustees Report shows £40,290 available restricted funds and £3265 unrestricted funds at the end of August 2018.

The Chair confirmed that the Members are happy to receive the accounts but that Governors may wish to make further investigation as there is a new Chair of Resources in post and currently no Business Manager.

**18.7 Any Other Business**

There was no other business to discuss.

**18.8 Date and Time of Next Meeting**

The Chair advised that the Members meet 3 times a year with the next meeting scheduled for February. In the meantime, they are happy to attend any Governors meetings if required.

The meeting finished at 5.40.

Signed: \_\_\_\_\_  
(Chair of Members)

Date: \_\_\_\_\_