



MINUTES OF A MEETING OF THE HIGHAMS PARK SCHOOL ANNUAL GENERAL MEETING HELD ON THURSDAY 8 DECEMBER 2022 4.30pm AT THE SCHOOL

Present: Members: Steve Riches, Richard Hutchinson, Alan Benton
Trustees: Claudine Crossley, Christina Proffitt, Andy Sikora, Dave Brown, Richard Palmer, Tracy Penfold (Chair), Maria Eze, Nigel Armsby (Observer+ Principal Designate)

Also in Attendance: Tim Morris, Company Secretary

Clerk to the Trustees: Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
7	Letter of Representation: To be provided by Buzzacotts re-sign off of accounts.	HS	As soon as possible
11	Any Other Business: Draft minutes to be provided by end of January 2023	Clerk	As soon as possible

PART ONE (STATED PART TWO on agenda – Buzzacott were unavailable at start of the meeting)

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2. Apologies for Absence

Apologies for absence were received from Erik Mesel, (Trustee) and Mike Bunyan (Member)

1.3. Quorum

The AGM meeting was quorate with 3 members present.

1.4 Member Composition

It was noted that both Steve Carter and Paul Philip had resigned as members during 21/22. Thanks was given by all for the immense contribution and time they have given during their times as members and as trustees/governors.

2. DECLARATIONS OF INTEREST

2.1 Declarations of Interest in the Current Agenda Items

There were none.



3. MINUTES

3.1. Minutes of the Last Meeting

These were received and accepted subject to noting that this was a members' meeting with 3 members in attendance (so quorate). The minutes were considered signed, e-copies to be retained by the School and Governor Services.

4. ANNUAL REPORT AUDIT AND RISK COMMITTEE

This was received with a recommendation **AGREED** that the current auditors be reappointed for a further year.

5. INTERNAL AUDIT SUMMARY REPORT 2021-2022

The summary report was noted relating to audits conducted during the last year for submission to the Education Funding and Skills Agency including a health and safety report (action points resolved).

6. APPOINTMENT OF ACCOUNTING OFFICER.

Trustees noted that Mr Nigel Armsby has been appointed as the Trust's accounting officer from 1st January 23

7. SCHOOL REBUILDING PROJECT-DOCUMENTS SCREENSHARED

7.1. Current Progress

Summary information was received re pre-feasibility, feasibility, procurement and construction. The latter is scheduled to commence July 2023 for 18-24 months.

7.2. Site Plan

7.2.1. This was screen shared including proposals to rebuild the school's 1930s and 1970s stock. The process to be followed was noted including for temporary accommodation during rebuilding which will allow the breadth of curriculum provision to be maintained.

7.2.2. The new build will offer 3 storey, T-shaped accommodation including a new multi-use games area and car park set back from the surrounding roads. The finished site will be more accessible than the existing building and include a new Memorial Garden, wider corridors and common spaces to calm student movement and lower maintenance and energy costs. The remaining asbestos in the current building will be removed and the new build will be more sustainable and lower carbon. The area to the rear of the site will be landscaped.

7.3. Finance

The rebuild will involve significant expenditure by the DFE but the School is likely to need to provide new furniture, additional outdoor lighting and CCTV coverage.

7.4. Regular Meetings

These have been held weekly followed by questions and feedback with a good level of engagement from the contractors in relation to the wishes of the School. The design of the new build is expected to be formalised by the end of 2022.

Q. Who will deal with LBWF's planning department? **A.** The contractor. Discussion noted that the proposal does allow for permanent/temporary expansions.

Hugh Swainson joined the meeting virtually via MS Teams



PART TWO (STATED PART ONE on agenda – Buzzacott were unavailable at start of the meeting)

8. HIGHAMS PARK ANNUAL REPORT AND FINANCIAL STATEMENT-HUGH SWAINSON, AUDIT MANAGER BUZZACOTTS AUDITORS PRESENTED

8.1. Post Audit Management Report

Financial statements were screen shared including:

Executive Summary: This is on schedule for presentation to the EFSA by December 2022.

Expected Opinions: Unqualified financial statements and regularity assurance are expected so can be signed off by Buzzacotts. Areas covered were noted including that the Trust is expected to be a 'going concern' for at least a further year and that inflationary pressures e.g. staff pay and energy costs have been factored into budgets and are supported by revenue reserves.

Recent Staffing Changes in Finance Team: These were noted with updates made re reconciliations and coding.

Audit Adjustments: These have been made re fixed assets and allocation of finance to the correct revenue or capital fund. An adjustment has been made re the capital brought forward balance report by £350,000 from revenue reserves used to purchase capital items.

Condition Improvement Funding: This has been recorded as £104,000 but is to be confirmed for this year for adjustment in 2022-23 if necessary once final accounts have been received. Due to the rebuild building disposals may need to be reflected in the accounts but this can be done once the buildings concerned are no longer in use.

Local Government Pension Scheme (LGPS): The reduction in the valuation of the fund will not affect payments but reflects actuarial assumptions which may change once the next triennial valuation has been completed. This may affect either employer or employee contribution rates payable from April 2023.

Academy Accounts Direction and Education Funding and Skills Agency

Guidelines: The Trust accounts comply with these.

Trust Surplus: This was noted of £2m million with an operating surplus of £157,000 and £1.6 million available revenue reserves. Trust surpluses to date are similar to other trusts but with some future deterioration expected.

Appendix 1 Adjustments: These were noted.

Payroll Ratios: This is a key cost which needs to be monitored given recent increases in significant areas e.g. staffing and energy. The Trust does hold more than 2 months payroll costs in reserve which is satisfactory.

8.2. Discussion

8.2.1 Q. Will the valuation of the buildings be affected? **A.** There will not be any impact on day to day financial management but accounting adjustment through the fixed asset register.

8.2.2. Q. What's the significance of declaration of interests by the trustees? **A.** Declarations that are in the public domain need to be consistent i.e. between Trust and Companies House records.

8.2.3. Q. Is the School in surplus? **A.** There is an in-year surplus of £157,000 and a cumulative surplus of £1.6 million.

8.2.4. Q. Why does the graph show a reduction in staff costs? **A.** Reduced leadership costs reflect recent departures and appointments and may also reflect increased income.



Q. Re the previous accounts was there an overview to trustees and members? **A.** Yes, can be presented and is consistent with the Academies Handbook and EFSA directions. It includes background information, constitution, structure, election of trustees, public benefit, key developments at the Trust educationally and financially, financial narrative (including available funds), principal risks and uncertainties, governance statement, value for money statement, management of internal control, risk, use of Juniper as internal auditor, statement by accounting officer and audit opinions. (No issues highlighted and an opinion to be issued that the Trust is a going concern for at least the next year.)

- 8.2.5. Discussion concluded that the revenue and capital figures reported by the audit have not changed significantly. The audit adjustments made relate to capital expenditure but core operational figures remain unchanged.
Re page 9 financial review restricted/unrestricted funds figures and balances were referred back to Buzzacotts for correction.
ACTION: Letter of representation to be provided by Buzzacotts re accounts sign off.

9. PRESENTATION OF ANNUAL TRUSTEES STATEMENT AND GOVERNANCE REPORT

This was received and approved.

10. APPROVAL OF AUDITED ACCOUNTS 21/22

Following the accounts presentation, the trustees recommended the approval of the audited accounts 21/22 to the Members of the Trust

The Members of the Trust **APPROVED** the audited accounts 21/22

These will be submitted to the ESFA by the 31st December 22

11. CONFIDENTIAL HR ITEM

Minuted under separate cover.

12. ANY OTHER BUSINESS

A vote of thanks was recorded to trustees and senior leaders for work carried out during the last year for the School.

There was also a request that the representative from Buzzacotts attend future AGMs in person.

ACTION: It was asked that draft minutes be provided as soon as possible by the end of January 2023.