

# HaileyburyTurnford

## AGM

**Tuesday 12<sup>th</sup> December 2023 @ 5.30pm**

**Haileybury Turnford library**

## MINUTES

**Membership:** Simon Boyden  
Catrin Mills  
Martin Rayfield *Chair & representative of the sponsor member*  
Stuart Westley

**Also in attendance:** Lynn Aldrich Governance Professional  
Jane Howard School Business Manager  
Rob Whitaker Chair of Governors  
Robin Newman Principal

**Open invitation to all stakeholders**  
**(parents, staff and trustees and governors)**

Item	Minutes
1.	<b>Welcome and confirmation of the chair, quorum and voting process</b>
	SB was absent. MR was assigned the chair. The meeting was quorate.
2.	<b>To receive and approve the minutes from the last AGM</b>
	The minutes were received and approved.
3.	<b>To receive the audited annual accounts to include the annual report on performance over the last year in terms of meeting the charitable objective of the trust and the vision, financial and educational performance of the trust.</b>
	Members received the accounts.  The accounts were scrutinised at the Finance & Resources committee and approved by the board. Of note is the decrease in reserves (£21,500) which are still at an acceptable level. The management report lists the priority points, none of which are very concerning. The final version of the management report will include client comments addressing each point. One concern that raised was compliance issues with one of the Members which requires addressing forthwith, as this was a recurring point from last year's management letter.

	<p>Membership should also be increased to preferably 5 Members. The chair (MR) agreed to take this forward to resolution. The accounts were clean with no qualifications and minimal adjustments were made.</p> <p>The final accounts have now been signed off by the Accounting Officer (RN) and the Chair of Governors (RW) and will be submitted to the ESFA by the 31.12.23, along with the Internal Scrutiny report.</p> <p>The Internal scrutiny report included a cyber security audit which resulted in several recommendations, a disaster recovery audit is planned for July 2024 to ensure these recommendations have been addressed.</p>
4.	<p><b>To discuss Governance review report</b></p>
	<p>RW shared the Governance statement and encouraged the Members to revisit the current Articles of Association as they provide a helpful framework. There is a wide cross section of skills on the Trust board and RW is conscious of the need for succession planning and encouraging board diversity to reflect that of the school and local community.</p> <p><b>Q. What is the balance of gender and ethnicity on the trust board?</b> RW confirmed that it is not balanced yet, but continues to be a priority when considering appointments, with more women and a greater age spread also part of the ongoing work.</p> <p>The Governance Professional is stepping down and a replacement is yet to be appointed. The Sponsor relationship is understood and set out in the Memorandum of Understanding. The board meetings provide challenge, support and a professional voice to the school.</p> <p><b>Q. How do the committees work?</b> The vice-chair Laura Pugsley chairs the Education Committee and Colin Parry chairs the Finance and Resources committee, both of which meet half termly. There is robust challenge and good attendance at the meetings with contributions from the whole Senior Leadership Team (SLT). It is evident that RN empowers other members of SLT to attend and present at committee, which also ensures there isn't key person dependency and helps develop their work at governance level.</p> <p>SW confirmed that this works well in practice at the school.</p> <p><b>Q. How is staff recruitment?</b> RN explained that there had nearly always been 1 excellent candidate applying, but otherwise work around internal solutions. Some key appointments will be made early in the spring term. The school has a wide ranging set of recruitment and retention strategies, but this is the greatest risk in terms of maintaining educational standards. HT also host a teacher training forum with 20+ new teachers in attendance which helps to showcase the school.</p>

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<b>5.</b>	<b>Presentation on major plans/outlook for the year ahead including plans for growth</b>
	<p>RN explained that the School Improvement Plan (SIP) was the same as last year with high quality teaching and level of interventions contributing to the success of the school. The school expects to be at Pupil Admission Number (PAN) again for September 2024 entry and would like to work more closely with local industries too.</p> <p>HT has been approached to provide support to another Hertfordshire school which is being delivered by a senior colleague.</p> <p>The school aims to increase partnership outreach work with local primary schools, particularly Brookland Junior School which is closest to HT.</p> <p>Partnership work continues with the sponsor Haileybury and will continue to be re-evaluated with the appointment of the new master.</p> <p>Excellent results were obtained in the 2023 summer exam series, the cohort had a good curriculum experience despite Covid and there's significant work taking place to repeat these outcomes in 2024.</p>
<b>6.</b>	<b>Special Resolution:</b> <ul style="list-style-type: none"> <li>To agree that the new model Articles of Association (June 2021) be adopted by the trust</li> </ul>
	<p>The new model Articles reflect changes in the DfE guidance, including the ability to hold an AGM virtually which the Trust hope will ensure greater attendance and participation from all stakeholders.</p> <p>JH confirmed that the process has commenced, and the document is with the DfE for approval.</p> <p>The Members approved the change.</p>
<b>7.</b>	<b>Q&amp;A: to include those from parents and other stakeholders</b>
	No parents or other stakeholders were present and no questions were received in advance.
<b>8.</b>	<b>Appointment/re-appointment of auditors</b>
	<p>Price Bailey (PB) were re-appointed last year for a minimum 3 year term.</p> <p>JH is happy to work with PB, they have a helpdesk for ad hoc advice and work with many academies and finds them very approachable.</p> <p>Members agreed that Price Bailey will continue as the Trust auditors.</p>