

HaileyburyTurnford

HAILEYBURY ACADEMY TRUST AGM

Tuesday 10th December 2024 at 5.30PM

Haileybury Turnford - Library

Governor Members		
Name	Role	Attendance
Martin Rayfield (MR)	Member	Apologies
Stuart Westley (SW)	Member and Trustee	Present
Catrin Mills (CM)	<i>Chair & representative of the sponsor member</i>	Present
In attendance		
Elena Nicolaou (EN)	Governance Professional & Clerk to Governors	Present
Robert Whitaker (RW)	Trustee, Chair of Governors	Present
Robin Newman (RN)	Principal	Present
Jane Howard (JH)	School Business Manager	Present

MINUTES

Item	Topic
1.	Welcome and confirmation of the chair, quorum and voting process
	CM welcomes everyone to the meeting and introduces herself as Member, Chair and representative of the sponsor Member. CM also advised the room that that she has the power of the voting rights of Martin Rayfield (Member) by proxy.
2.	To declare any conflict of interest to items on the agenda
	RW declares his accountants are PB who are also his accountants. SW declares he is both a Trustee and Member.
3.	To receive notification of urgent business for discussion
	Additional items added – Item 7
4.	Removal and/or appointment of Member (s)
	Appointment of New Members Proposal: Alan Pilgrim and Russell Matcham were proposed to join as new members by CM. Voting: The proposal was seconded by SW and voted on by the present members, including proxies. Outcome: Both Alan Pilgrim and Russell Matcham were successfully appointed as new members with immediate effect. Removal of Members Members Removed: Simon Boyden was proposed for removal. Reasons for Removal: Simon Boyden has not attended meetings for the last three years and has been out of contact despite repeated attempts to reach him. Voting: A written resolution was created to proceed with the removal, requiring a 75% majority vote. Outcome: The removal was unanimously approved. The board acknowledged Simon's past contributions for which the School was grateful.

HaileyburyTurnford

5.	To receive and approve the minutes from the previous AGM
	The minutes of the AGM held on 12 December 2023 were reviewed and approved.
6.	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.
	<p>JH presented the final accounts of the year, which had been thoroughly reviewed by the Finance and Resources Committee and the Governing Body. The accounts showed a healthy financial position with increased reserves.</p> <p>The Trust closed with £366,000 in unrestricted reserves and an additional £20,000 in fixed assets available for use. The auditors provided an unmodified audit opinion, indicating no significant outstanding issues. The primary expenditure was on salaries, accounting for 80% of the total, with the remaining funds spent on maintaining buildings and providing resources to students.</p> <p>There was an improvement in the Local Government Pension Fund assets, resulting in no liability for the Trust. The Trust has a balanced budget, supported by increased funding due to rising student numbers and additional grants. The Trust continues to build up reserves for future use under the Schools Rebuilding Programme, which will provide resources for new buildings and other needs.</p> <p>Approval of Accounts: The members reviewed and approved the audited annual accounts, acknowledging the healthy financial position and the thorough review process conducted by the Finance and Resources Committee.</p>
7.	To discuss the Governance review report
	<p>The Chair of Governors, Mr Robert Whitaker gave a verbal update on the Governance review report. The Chair of Governors commended and thanked RN, JH, SLT and the school staff in general for their hard work and contributions this year and for all the work they do to ensure the students here thrive.</p> <p>The trustees recognized their overall responsibility for ensuring the Trust has an effective and appropriate system of control, both financial and otherwise. Day-to-day responsibility for financial controls is delegated to the Principal who serves as the Accounting Officer. RN ensures that financial controls conform to the requirements of both propriety and good financial management.</p> <p>The Trust's system of internal financial control is built on a framework of regular management information and administrative procedures. This includes segregation of duties and systems of delegation and accountability. Comprehensive budgeting and monitoring systems are in place, with an annual budget and periodic financial reports reviewed and agreed upon by the Board of Trustees. Regular reviews are conducted by the Finance and Resources Committee, which is one of the delegated committees of the main governing board. Other committees include Education and the Remuneration Committee.</p> <p>The Trust employs Scrutton Bland, an independent third party, to provide internal audit services. These audits cover various topics, including budgetary setting, monitoring, reporting, cyber security, and IT governance. The work of Scrutton Bland helps ensure thorough scrutiny and best practices in financial management and governance. Their audits contribute to the overall effectiveness of the Trust's system of financial controls. RN, as the Accounting Officer, is responsible for reviewing the effectiveness of the financial control system. This review is informed by several sources, including the work of internal and external auditors, financial management self-assessment processes, and correspondence from the ESFA. The ESFA's correspondence helps ensure that the Trust's financial controls conform with the required standards and practices.</p>

The governance review highlighted three key strategic improvement priorities for the year:

1. Further embedding a high-quality curriculum and inclusive teaching with a focus on reading and support for the most vulnerable students.
2. Providing targeted academic support, particularly for the most disadvantaged students.
3. Implementing and embedding strategies to fully support national development, including being an anti-racist organization.

The governing board is committed to routinely challenging and questioning the school to ensure that the right standards are being met and that actions are taken for the right outcomes. The Governing Body identifies and manages risks with the help of the school's senior leadership. The review emphasized the importance of continuous improvement and maintaining high standards of governance.

RW highlighted several achievements over the past year. The school had outcomes in Year 11 that were in line with expected progress, with some faculties achieving higher progress than others. On average, the progress score for the whole cohort was very close to zero, which is considered a positive outcome.

The school was proud of its pastoral work and the systems in place to ensure attendance returned to pre-pandemic levels. Attendance was in the top 25% of all schools in England and in the top 10% for schools with similar levels of disadvantage.

The school also had strong outcomes in Year 13, with the sixth form achieving higher results than the previous year.

The first priority is to further embed a high-quality curriculum and inclusive teaching based on research evidence. This includes a focus on reading and support for the most vulnerable students.

The second priority is to provide targeted academic support, particularly for students who are most disadvantaged.

The third priority is to implement and embed strategies to fully support national development, including being an anti-racist organization.

RW emphasized the importance of supporting the most vulnerable students, which includes those with special educational needs and disabilities (SEND). The focus on inclusive teaching and targeted academic support is designed to ensure that these students receive the necessary resources and assistance to succeed.

8. Presentation on major plans/outlook for the year ahead including plans for growth

School Rebuilding Programme:

The school is actively involved in the planning work for the new building under the Schools Rebuilding Programme. This includes working on adjacencies to determine which departments will be next to each other.

The Department for Education is about to go out to tender for a contractor. The expectation is that in three to four years, the school will be operating in a new, completed building.

The project has been delayed to ensure all buildings are included, which is seen as beneficial for the community in the long term.

HaileyburyTurnford

Financial Position:

The school is in a healthy financial position with increased reserves and a balanced budget. This is supported by rising student numbers and additional grants.

The Trust continues to build up reserves for future use under the Schools Rebuilding Programme, ensuring resources are available for new buildings and other needs.

Partnerships with Local Industry:

The school aims to develop partnerships with local industry to provide opportunities for students, including apprenticeships and other career pathways.

This work is ongoing and challenging, requiring significant resources and cooperation from local industry.

Results

RN highlights the outcomes for the Year 11 cohort which were in line with expected progress. Some faculties achieved higher progress than others. On average, the progress score for the whole cohort was very close to zero, which is considered a positive outcome.

The progress score mentioned for the Year 11 cohort was the second highest progress score following the previous year. This positive progress score indicates that the students are making expected or better-than-expected progress in their studies.

The school was proud of the outcomes for Year 13 students. Although the results had not been formally published by the Department for Education (DfE) at the time of the meeting, the school knew that the sixth form had achieved higher results than the previous year. The last published results indicated a positive trend, and the school expect the new results to reflect continued improvement.

Attendance

The school has made significant efforts to ensure that attendance levels have returned to pre-pandemic levels. Attendance is not yet where it was before the pandemic, but it has improved considerably. The school's attendance was in the top 25% of all schools in England last year. For schools with similar levels of disadvantage, the school's attendance was in the top 10%. And is currently in the top percentile for attendance, indicating that students are regularly attending school and receiving their education.

The school's Pupil Admission Number (PAN) is 182, which corresponds to six forms of entry and has been at full capacity for its Year 7 intake for the third consecutive year, indicating strong demand and growth. There are strong indications that the school will be full again in September 2025, with more first and second choices from the local community. The school is monitoring local primary school trends, such as a local primary school's reduction to two-form entry from three-form entry, to ensure they can accommodate future demand.

Haileybury Sponsor

The working collaboration with the sponsor Haileybury School, was highlighted as a positive aspect of the school's operations. It has provided opportunities for the school's staff, which has been beneficial for their professional development.

HaileyburyTurnford

	<p>The partnership with Haileybury, as the sponsor, remains critical, offering unique benefits that enhance the school's operations. Last year's change in headmaster at Haileybury has brought new opportunities and reaffirmed the strong partnership between both schools. This collaboration makes the school an attractive place for staff to stay, not only due to the supportive culture but also because of competitive pay and considerations for the cost of living. Additionally, the extra funds from the sponsor provide the financial flexibility to pay staff better and improve retention rates.</p>
9.	<p>Approve updated Articles and Funding agreement.</p> <p>Updated Articles of Association: The updated articles of association were discussed and formally adopted during the meeting. These articles had been approved by the Department for Education in October.</p> <p>The approval process for the updated articles had been completed, and they were now ready for formal adoption by the board.</p> <p>A proposal and second were noted, SW proposed and seconded by AP, and the adoption was approved by the members.</p> <p>Funding Agreement: In conjunction with the updated articles of association, it was mentioned that the funding agreement would also be updated. The update was in progress, with a review of the person and contact details involved.</p> <p>The updated funding agreement would be a standard document available online, customized to reflect the specific circumstances of the Trust. The type of academy (sponsor-led) and other relevant details would be included in the updated funding agreement.</p>
10.	<p>Q&A: To include those from parents and other stakeholders</p> <p>QUESTION: MEMBER: Given the fluidity in respect of new government and new buildings and the delivery thereof, and your point about building up reserves, how does that impact projecting how much to bank in terms of reserves and how much to release for year-end spending when there is apparent uncertainty over when the new school buildings will arrive? Is it challenging or not? A: JH: We are in a fortunate position whereby our Year 7 intake has been at capacity for the third consecutive year. Our primary funding source is based on the number of students we have in the school, so our funding has been increasing with the rising numbers. Additionally, we receive significant amounts of deprivation and pupil premium funding, which has also increased recently. At this point, we have a balanced budget and more certainty about the grants for this year. We have also received additional funding for teachers' salary increases. Overall, we are in a stronger financial position than we were a few years ago.</p> <p>QUESTION: MEMBER: A new building will mean higher operational costs. Is that covered, or will you have to cover it from within your existing funding arrangements? A: JH: We will cover the operational costs. However, the Schools Rebuilding Programme (SRP) aims to deliver sustainable construction. While we expect to face costs in some areas, we anticipate that energy costs will fall significantly. The new buildings are expected to be more energy-efficient, which should help manage operational costs.</p> <p>QUESTION: MEMBER: Are staffing levels sufficient within the school? Are we seeing low levels of turnover of staff? And are we able to keep the staff? A: RN: Staffing is a real challenge for the school. There has been some staff turnover. Some staff could be attracted to other roles in other schools. The school is doing what it can to maintain staffing levels in challenging circumstances.</p>

HaileyburyTurnford

11.	Appointment/Re-appointment of Auditors
	<p>It was proposed that Price Bailey be reappointed as the auditors for the Trust. They have been the auditors for a number of years and have a good understanding of the school and the Trust. Price Bailey are active in the education sector and bring expertise to the audit process. They also provide training sessions for the Trust's staff throughout the year.</p> <p>The Trust had previously scrutinized choices of auditors and consulted with external scrutineers. Price Bailey scored the highest in this process, reaffirming their suitability as auditors.</p> <p>The proposal to reappoint Price Bailey was proposed by SW, was seconded by AP and approved by the members present at the meeting.</p>
12.	AOB
	<p>Before closing the meeting, the Members thanked JH for her hard work and commended her on the positive comments from auditors. The Principal and the executive team of the school were also thanked for their contributions and commitment to the school during the previous year.</p> <p>Additionally, the Members thanked RW and fellow Governors for their work on behalf of the school during the year.</p> <p>It was also mentioned that the year 2025 would mark the 10th anniversary of the partnership with the sponsor. It was suggested that it would be an opportunity to celebrate this milestone.</p> <p>The suggestion was welcomed, and it was noted that the anniversary should be celebrated and marked appropriately.</p>
	The meeting closed at 6.37pm.