

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Thursday 13<sup>th</sup> December 2018 at 8.00am**

Governors Present:

Mike Cameron (“MCa”) (Chair), Martin Atkinson (“MAAt”), Alex Hall (“AHa”), Alison Wallis (“AWa”), David Lee (“DLe”), Cate Davies (“CDa”), Anna Battaglia-Geymonat (“ABa”), Jonathan Mountstevens (“JMo”) (not present for item 7), Yvonne Powdrell (“YPo”) (not present for item 7), Andy Gray (“AGr”), Lisanne Sherwood (“LSH”), Gary Kellett (“GKe”), Brenda Austin (“BAu”), Simone Kilka-Green (“SKi”) and Michele Lloyd (“MLl”).

In attendance:

Julie Wells (“JWe”)  
 Sharon Banks (“SBa”)

School Business Manager  
 Clerk to the Governing Body

**Actions Agreed at the meeting:**

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1	JWe to circulate the final version of the accounts by email.	JWe	ASAP

**1. Apologies for Absence**

Apologies for absence had been received from Torie Stewart (“VSt”), Ian Johnston (“IJo”) and Peter Mayne (“PMA”). Consent was given to their absence. No other Governors were absent from the meeting.

MCa noted that the meeting was quorate and thanked the Governors for attending the early meeting.

**2. Declaration of any conflict of interest foreseen in relation to agenda items and undertaking to declare any that arises in the course of the meeting**

Governors were reminded that anyone with a conflict of interest must declare it, withdraw from the meeting and take no part in any discussion or decision on the matter. No conflict was declared.

**3. To receive notification of any other business for item 7**

*Actions*

One item was raised.

**4. Approval of Annual Report and Financial Statements for the Academy for the period 1<sup>st</sup> September 2017 to 31<sup>st</sup> August 2018**

JWe referred Governors to the draft accounts for the period 1<sup>st</sup> September 2017 to 31<sup>st</sup> August 2018 (which had been circulated before the meeting).

Governors raised various questions about the accounts, including a discussion about the changes to the reserves since the beginning of the year, which JWe responded to.

JWe reported that there was a later version of the accounts in which some minor typographical errors had been corrected.

It was noted that none of those amendments had any impact on the figures within the accounts and on that basis governors unanimously approved the accounts as amended. JWe agreed to send out the final version of the accounts by email. *JWe*

**5. To note the content of the Management Letter from Hillier Hopkins**

Governors had considered the Management Letter from Hillier Hopkins which had been circulated before the meeting. The items raised were noted, and JWe explained that this document would now be referred to as the “Audit Findings Document”.

It was noted that an outline had been included from the Headteacher on the progress the school had made in relation to

addressing the audit best practice recommendations relating to the structure of the Academy Trust and the constitution of the board of trustees.

Governors congratulated and thanked the finance team for all their work.

**6. To agree the appointment of auditors to the Company for the financial year ended 31<sup>st</sup> August 2018**

It was noted that the Governors were required to appoint auditors for the current financial year. JWe confirmed that the school was recommending the appointment of Hillier Hopkins for a further year.

This was unanimously approved.

**7. To receive any other business as notified in item 3**

MCa noted the requirement to formally ratify the recommendations from the Resources Committee for Senior Leadership Team (“SLT”) pay increases. YPo and JMo left the meeting whilst MAt provided an update and subsequent recommendation. It was noted and agreed that the relevant members of the SLT had done an outstanding job in the past twelve months and the recommendation was supported by the school improvement advisor Rachel McFarlane. Governors asked if the recommendation was covered within the existing budget and school confirmed that it was.

The recommended pay awards were unanimously approved.

No further business was raised.

**8. Date of next meeting: Wednesday 23<sup>rd</sup> January 2018 – 6.30pm**

There being no further business, MCa declared the meeting closed at 8.13am.

Signed: .....  
Chair of Governors

Dated:.....