



Charlton Kings Infants' School

## MINUTES

of the Annual General Meeting of the MEMBERS of the Governing Body

Held at Charlton Kings Infants' School on Thursday 16<sup>th</sup> March 2023 at 4.00 pm

**Present:**

- Mr S Thomas (ST)
- Mr A Waller (AW) Chair of Governors
- Mr J Atack (JA) Chair of the Members
- Mr W Partridge (WP)
- Mrs L McRitchie (LM)
- Mrs K James (KJ) Headteacher
- Mr R Austin-Goodall (RA-G)

**Attendance:** Mrs R Watson (RW) Governance Professional

AGM_1603_01	<p><b>Welcome and introductions</b></p> <p>JA welcomed everybody and made introductions. LM introduced herself and was thanked for agreeing to join the members.</p>	
AGM_1603_02	<p><b>Apologies for absence - receive and consider</b></p> <p>All members were present.</p>	
AGM_1603_03	<p><b>Appointment of Member – Mrs L McRitchie</b>  <b>Resignation of Member – Mrs A J Cripps</b></p> <p>JA proposed that LM should be appointed as a member. This was seconded by ST and unanimously voted for by the members.</p> <p>AW received a letter of resignation from AJ Cripps which was accepted.</p>	
AGM_1603_04	<p><b>Declaration of Interest</b></p> <p>No interests were declared.</p> <p>JA raised that all members should complete pecuniary interest forms for Governor Records.</p> <p><b>Action: RW will email out pecuniary interest forms to all members. Members will complete and return.</b></p>	RW
AGM_1603_05	<p><b>To approve the minutes of meeting held on 29<sup>th</sup> June 2022</b></p> <p>The minutes were approved as true and correct record.</p>	

**By Governors challenge questions:**

What does this say?

Why hadn't you seen it earlier?

How do we know it is going to make a difference?

What are the trends?

What are we going to do about it?

How else can we check this?

What are we going to do differently?

Is there consistency/progression?

Why do you think this has happened?

How is it going to make a difference?

	<p>JA asked if there were any further discussions regarding the extension of the dining room.</p> <p>This has not been considered further due to financing higher priority projects.</p>	
AGM_1603_06	<p><b>To receive the Annual Report and Accounts for the year ending 31<sup>st</sup> August 2022</b></p> <p>AW lay the accounts before the members, comparing the balance sheets between the current and previous year and highlighting that the surplus for the unrestricted funds was £18,770. He explained that the Finance and Operations committee are prioritising this money and in the process of allocating it to several projects. A change has been made to allow up to £5000 to be made quickly available to KJ should the need arise.</p> <p>JA asked if this change means money could be spent without going out to tender and if there is an internal process for signing the money off.</p> <p>KJ: The money can be spent without going out to tender. There is no formal internal process for signing the money off but there are processes that we always go through, and historically no more than £1000 has been spent at a time.</p> <p>AW: The change doesn't replace due process but provides for a quick resolution when needed.</p> <p>AW explained that on the income statement there was a £7000 overspend on capital projects and a £37,000 transfer was made to the GAG from our unrestricted fund to ensure there are sufficient funds to run the school.</p> <p>WP: Is that a typical amount?</p> <p>AW confirmed there is typically a deficit. KJ explained variable factors such as the number of teachers on the Upper Pay Scale, maternity leaves and increased starting salaries have impacted this. Moreover the demographics of the school are changing with an increase of SEND pupils requiring extra provision. A challenge facing infant schools is that EHCPs do not come through in time to secure the necessary funding. Therefore governors establishing opportunities to create extra revenue is vital.</p> <p>WP: Is the unrestricted income from Kindergarten and Kids Club?</p> <p>KJ: Yes, the Kindergarten is almost at capacity but Kids Club generates the most revenue, there is also some rental revenue.</p> <p>ST: What impact has the cost of living crisis had?</p> <p>KJ: The cost of everything is going up, lots of local early years settings have closed. The budget is slightly higher next year to account for rising prices.</p> <p>AW: Our caterers are asking for more money, which outstrips the money that is provided.</p>	

**By Governors challenge questions:**

What does this say?

Why hadn't you seen it earlier?

How do we know it is going to make a difference?

What are the trends?

What are we going to do about it?

How else can we check this?

What are we going to do differently?

Is there consistency/progression?

Why do you think this has happened?

How is it going to make a difference?

AGM_1603_07	<p><b>To note the Audit Report and Management letter points</b></p> <p>AW reported that new auditors (Byrd + Link) were appointed last year. There is a good working relationship and everything presented was clear. We are happy to have a three year contract with them.</p> <p>Randall and Payne carry out our internal assurance work. Their fees are going up but as there aren't many options for auditors and we will continue with them.</p> <p>ST suggested that a proposal is made to Randall and Payne for a fixed fee for the next three years, this was supported by all.</p>	AW
AGM_1603_08	<p><b>External Review of Governance</b></p> <p>AW presented the External Review of Governance report. AW and KJ found the process very supportive and helpful, and the report is reassuring as it confirms what we already know. The report made several recommendations which are being acted on.</p> <p>KJ acknowledged the challenge of having a governing body where there are so many new members. It has felt especially challenging this year as we are due an Ofsted inspection. We have not created a formal mentoring scheme as members tend to naturally find a supporter, RA-G confirmed this has been his experience. The Governance Professional is undergoing a training programme provided by GCC.</p>	
AGM_1603_09	<p><b>Members' resolutions</b></p> <p>LM asked what role member governors take in the event of an Ofsted inspection. KJ advised it was unlikely inspectors would want to talk to members.</p> <p>ST highlighted the excellent KS1 results. KJ praised the hard work of the school and the work of the governors and parents in supporting home learning.</p>	
AGM_1603_10	<p><b>Any other business</b></p> <p>None raised.</p>	

There being no further business the Chair thanked everyone for their attendance. The meeting closed at 17:00 pm.

*J. Atack* (Chairman's signature)

A signed copy can be found in the school office.

**By Governors challenge questions:**

What does this say?

Why hadn't you seen it earlier?

How do we know it is going to make a difference?

What are the trends?

What are we going to do about it?

How else can we check this?

What are we going to do differently?

Is there consistency/progression?

Why do you think this has happened?

How is it going to make a difference?