



Charlton Kings Infants' School

MINUTES

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

Held at Charlton Kings Infants' School on Wednesday 5th March 2025 at 18:30 pm

Present:

Mr A Waller (AW) Chair of Governors
 Mr J Atack (JA) Chair of the Members
 Mr V Costello (VC) Vice-Chair of Governors
 Mr W Partridge (WP)
 Mrs L McRitchie (LM)
 Mr S Thomas (ST)
 Mrs K James (KJ) Headteacher

Attendance:

Mrs R Watson (RW) Governance Professional

AGM_0503_01	<p>Welcome and introductions</p> <p>JA welcomed all the members.</p>	
AGM_0503_02	<p>Apologies for absence - receive and consider</p> <p>All members were present.</p>	
AGM_0503_03	<p>Appointment of new member</p> <p>AW noted that the members have agreed via email to appoint VC to the board. Introductions were made and VC was welcomed.</p>	
AGM_0503_04	<p>Declaration of Interest</p> <p>All members completed pecuniary interest forms. Members noted that as LM is employed by the Balcarras Trust this may be significant should CKIS join the Balcarras Trust. A discussion was held on the potential structure of the governing body in multi-academy trust compared to the current structure of the single academy trust. The discussion will be revisited should CKIS join the Balcarras Trust.</p>	
AGM_0503_05	<p>To approve the minutes of meeting held on 18th March 2024</p> <p>The minutes were circulated prior to the meeting. JA asked for changes or objections and none were raised. The minutes were approved and signed by JA.</p> <p>ACTION: RW to send the 2024-2025 School Development Plan to all members.</p> <p>ACTION: RW to circulate future FGB minutes to the members once they have been signed, and re-send these, prior the 2026 AGM.</p>	<p>RW</p> <p>RW</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?

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What are we going to do differently?

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	<p>Members discussed the minutes of the FGB and shared that it was good to read them sequentially.</p> <p>Members enquired why concerns raised about the staff survey were not followed up at the next meeting.</p> <p>KJ shared that in between these meetings Ofsted carried out a staff survey as part of their visit, which gave very positive results. There were issues with the questions on the original staff survey, as not all questions were relevant to each role. As the survey was completed anonymously it was also not possible to follow up. However, the SLT have a good understanding of the team's needs and feel they are aware of any issues, and that staff would approach them if they were in need of help, including in regards to mental health. The next staff survey (to be carried out in the Summer term) is being designed to address these issues.</p> <p>A discussion was held around the governor's role in supporting mental health and wellbeing. Members asked if there was still a forum for groups of staff (e.g. TPs) to meet formally with the governors – this proved very successful in giving staff members a voice in the past.</p> <p>AW confirmed he continues to be available for staff but this is poorly attended. KJ shared that the governors are much more visible to the staff than they have been previously because of the subject monitoring visits, which are carried out at least twice a year.</p> <p>Members were in agreement that it would be helpful to think further about the purpose of the staff/governor meet and whether this should be tailored to the different roles within the school.</p>	
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AGM_0503_06	<p>To receive the Annual Report and Accounts for the year ending 31st August 2024</p> <p>AW laid the accounts before the members, comparing the balance sheets between the current and previous year. There is a deficit in the unrestricted funds of £13,173, leaving the unrestricted fund at £224,169 at year end. This is below the unrestricted funds level of £250,000 but is not a cause for alarm.</p> <p>The audit report is clean but with one qualified regularity opinion pertaining to an unpublished pecuniary interests on the website. Overall this is a very good result for the school and the finances are looking much healthier than last year.</p> <p>There were no significant points on the management letter. One control finding highlighted the school's continued use of staff trustees which is not advised by the DfE, but the board feel bring a valuable insight to the school so will continue to appoint them. A second control finding was related to the unpublished business interest on the website.</p> <p>Members agreed staff trustees are valuable and should be continued.</p> <p>AW presented the balance sheet and noted that the £13k extra capital spend has all been invested in the school. The balance sheet is looking healthy.</p> <p>The current auditors Byrd + Link, are coming to the end of their three year term. AW would be happy to continue with them but the school will go out to tender.</p> <p>Members held a discussion around appointing auditors and advised AW to contact potential firms via email, with a return date of 14 days.</p>	
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	<p>AW shared that the Members will need to approve the auditors and so AW will be in contact with the board in due course.</p> <p>The school's internal assurance work continues to be done by Randall & Payne. However, the school's business manager, Sara Durant, is part of a network of schools developing a system of internal auditing, which would be much more cost effective.</p> <p>The members held a discussion around the qualifications required to carry out an internal audit and noted that a qualification in accountancy is not necessary if enough experience in auditing has been gained. AW noted the value of using auditors with a direct interest in schools. Members clarified that it is the trustees who appoint the internal assurance auditors.</p> <p>ACTION: AW will update the board on any changes made to the internal assurance work.</p> <p>AW invited questions from the board.</p> <p>Members noted that staffing costs have decreased and asked if the reserves policy should be adjusted to reflect this.</p> <p>AW shared that while it is possible to do this, it is not currently desirable. Decreasing the amount may lead to the policy no longer being functional and it is helpful to be aware that the school is currently operating just below the policy amount, as it raises a helpful level of going concern.</p> <p>Members asked what kind of interest rates the school is receiving on the reserves amount.</p> <p>AW shared that the school does try to maximise this but this is constrained by the need to keep around £100k in liquid assets. The school's finance team look into this regularly but the funds need to remain readily available for the use of the school.</p> <p>Members asked how the finances look going forwards.</p> <p>AW shared that the school has budgeted for a £67k deficit but so far the finances are looking better than this. There have been extra GAG payments which have contributed to this.</p> <p>Members asked how staffing costs have been decreased.</p> <p>KJ shared that the role of MDSAs has been reviewed and this is now mostly covered by TPs. The school has also employed an ECT teacher. These measures have reduced staffing costs.</p> <p>Members asked if this is working well.</p> <p>KJ confirmed that its' use of TPs to staff lunchtimes has been notably beneficial, as, when combined with the SLT presence, there has been a reduction of behaviour and first aid incidents. This has also improved teaching and learning in the afternoon as teachers are not having to manage lunchtime incidents at the beginning of lessons.</p> <p>AW shared that trustees have carried out lunchtime monitoring visits and were hugely impressed by what they observed. For example, the level of care from the school's chef was exemplary.</p> <p>KJ shared with the members the types of activities that are available to the children, and members were pleased to learn that the children are provided with real freedom in how to choose their time during the lunchtime break.</p>	AW
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	<p>Members asked how the finances of the school have been so far in this academic year.</p> <p>AW shared that overall finances are looking positive, with extra GAG funding being used to cover additional staffing costs.</p> <p>KJ noted that an area that remains difficult is staff illnesses, as these cannot be planned for. One member of staff was on long-term sick from September to January. All teachers are registered with the insurance plan.</p> <p>AW invited further questions from the member. The members thanked AW and KJ.</p>	
AGM_0503_07	<p>To note the Audit Report and Management letter points</p> <p>Covered in agenda item AGM_0503_06</p>	
AGM_0503_08	<p>Members' resolutions</p> <p>None raised.</p>	
AGM_0503_09	<p>Any other business</p> <p>None raised.</p>	

There being no further business the Chair thanked everyone for their attendance. The meeting closed at 19:24 pm.

.....(Chairman's signature)

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