**ATTENDANCE OF MEETING OF THE GOVERNING BODY**

**OF CIRENCESTER KINGSHILL SCHOOL**

**Wednesday 24th November 2021, at 5.30pm**

**P = Present. A = Apologies Received. X = Apologies Not Received.**

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Rene Blamey (RBL) | P | Mr. Colin O’Hare (COH) | A |
| Mrs. Claire Cleaver (CCL) | P | Mr Stephen Pritchard (Deputy Headteacher ) (SPR) | P |
| Mrs. Karen Fraser (KFR) | P | Mrs. Libby Reed (LRE) | P |
| Mrs. Sarah Gardiner (Secretary) (SGA) | P | Mrs. Maureen Richards (Mentor) (MRI) | P |
| Mrs. Penny Hicks (PHI) | A | Mr. Nigel Robbins (NRO) | P |
| Mr. Andy Johnson (Chair) (AJO) | P | Mr. Adrian Thomas (ATH)  | P |
| Mrs. Rebecca Bryant (Clerk) (RBT) | P | Mr. Seb Thomas (STH) | P |
| Miss Christine Oates (Headteacher) (COA) | P | Shelley Tomkins (STO) – Randall & PayneNathan Smith (NSM) – Randall & Payne |  |

**MINUTES**

**GOVERNORS’ BUSINESS MEETING**

**Wednesday 24th November 2021 at 5.30 p.m.**

|  |  |  |
| --- | --- | --- |
| **22/21-22** | **Apologies**Accepted |  |
| **23/21-22** | **Declaration of Interests** None |  |
| **24/21-22** | **2020-2021 Financial Statement and Reports to Governors**ATH welcomed STO and NSM from Randall Payne. NSM apologised for the lateness of the reports being sent to school. He then confirmed he would be talking through the Trustees Report and Financial Statement.NSM started the presentation by stating there is tight control over the accounts and they are in a healthy state. SGA mentioned that the Draft Articles are currently with the ESFA awaiting review.NSM explained that KPI’s are difficult to measure but overall the school’s KPI’s are positive. Page 10 – **Going Concern** – NSM said the school has significant reserves for a single academy and there is no real worry as a going concern. **GQ** – In line with inflation are the reserves losing money? Would there be a recommendation to spend the money and if so, what on? And are there any indications of what other schools are doing to protect their reserves? NSM replied that as the school is a public entity, it is not allowed to invest the money as it is more of a risk. The accounts the school currently are using to hold their money are fine. NSM said he would speak to his managers to see if they know of any schools with substantial investment and will comeback with information to SGA**Principle risks** – there are mitigating factors with this, with COVID having an impact. The risk register is maintained and reviewed regularly, including both financial and non-financial elements.**Governance** – There is a high level of involvement, 6 meetings a year is the requirement and Kingshill hold 7. This helps with being able to adapt to situations.**Financials**STO said Kingshill has had a very strong year. There has been a slight drop in income, mainly due to COVID restrictions. There has, however, been an increase in grant income. **Pension report** – the main point of the pension report is paying the monthly pension contributions. It was confirmed that the school will not be asked to settle in full the total amount that is showing as owing.**Debtors** – there is a big difference because of the CIF project, which in turn has had the opposite effect on creditors. Cash has slightly increasedThe net amount in the current account is healthy and showing that creditors can be paid. Reserveshave gone up£100k**.** The staff costs are the largest figure and increasing. **GQ** NRO said he had worked out that staff costs to income was approximately 86%, how did this compare to other schools? NSM explained that the ESFA target figures was 80%, which is a big stretch for academies. He said is does vary, some of the school’s teachers are on the highest pay scale, however 86% is about the correct figure and falls within the range for that of academies they work with. **GQ** NRO requested if benchmark figures could be seen, NSM said he would get some figures together and relay back to SGA. RBL asked if the benchmark could be against variable schools.It was noted that the ESFA may read the management letters, details of which refer back to the accounts. The layout of the management letter has changed to make it more understandable.The Report to the Trustees has been reviewed, with the draft accounts received in time. They showed no major issues or unadjusted errors. A question was asked about the defined benefit pension liability and it being a significant risk to the school. NSM said the Hymans Robertson report is assessed, with reliance on the report to ascertain the risk. It was emphasised that there was no need to worry. **GQ** Would paying the liability be a waste of money? NSM said that as long as monthly contributions and any lump sums were settled, this was not needed.**GQ** RBL asked what percentage of materiality is a sample. NSM replied that the fixed asset register is an element of control and that it is run through a sample calculator. NSM concluded that the management letter indicates that the school and systems are in a very strong position. ATH thanked Randall Payne for the report and STO and NSM for the time spent on the presentation. SGA also thanked Randall Payne for this help with the audit.STO and NSM left the meeting at 6.40pmSGA will read the letters and discuss at the Full Governors’ meeting on 2nd December 2021, they will then need approval at the meeting to comply with deadlines.SGA asked for any comments to be with her by 29th November 2021.  | NSMNSM |
| **25/21-22** | **Date of Next Meeting****Thursday 2nd December 2021 @ 6.00p.m. Meeting to be conducted on MS Teams****The meeting closed at 6.50p.m.** |  |

**MINUTES**

**GOVERNORS’ BUSINESS MEETING**

**Wednesday 24th November 2021, at 5.30pm**

**Signed --------------------------------------------------------------------**

**Print name ---------------------------------------------------------------------**

**Date ----------------------------------------------------------------------**