

Westbrook Primary School Governing Body Meeting Annual General Meeting

At a meeting held on Monday 12 December 2022 at 6 pm via Zoom

Present: Mr P Bepey (Chair)
Mr M Babbra (Vice Chair)

Mrs C Benton, Mrs H Dhillon, Mrs H Keane,
Miss A Khungar, Mrs J Lamirel, Mr A Leggett, Mrs P Singh,
Dr M Tatters (Headteacher).

In attendance: Mrs G Virdee (SBM)
Mr P Ham (ABDS – auditors)

Correspondent: Mrs D Howley

The Correspondent checked the number of Governors present (10) to ensure that the meeting was quorate.

Business Items

1. Welcome & Introductions

Introductions were made.

2. Apologies

There were none, as all were present.

3. Declaration of Business Interests

Dr Tatters advised that his partner worked at the School and he was a Governor at a local school.

Mr Leggett worked at a local school.

4. Minutes of 13.12.21

Governors **agreed** the minutes of 13.12.21 and Mr Bepey would arrange to sign a copy.

ACTION: Mr Bepey

5. Presentation of Annual Report

Mr Ham presented the annual accounts, which were for the year ending 31.08.22; the cover page gave the company registration number as Westbrook was a company limited by guarantee being a charity as there was no share capital and as an Academy, Westbrook was an exempt charity, so only filed accounts with Charities House.

- Page 1 was the contents page.
- Page 2 included a list of Trustees, objects and aims, etc.. There was no share capital and a maximum liability on Governors of £10 – Governors of Westbrook were regarded as Trustees and Directors (there was no differentiation).
- The Trustees' Report began on page 3, set out in accordance with the template for ESFA model accounts.
- Page 5 gave Achievements and Performance: KS2, KS1 and EYFS results.

Mr Leggett entered the meeting at 6.06 p.m.

- Page 7 listed the key financial performance indicators, principal risks and uncertainties, and plans for future periods.
- Page 8/9: Governance statement including Governor attendance at both Governing Body meetings and Executive Committee meetings.
- Page 11: Statement on Regularity, Propriety and Compliance: expenditure being in accordance with ESFA' wishes, i.e. to the benefit of the pupils, and grants received.
- Page 12 provided the Statement of Trustees' Responsibilities for the year ended 31.08.22.
- Pages 13 & 14: Independent Auditor's Report to the members.
- Pages 15 & 16: Independent Reporting Accountant's Report on Regularity.
- Page 17: Statement of financial activities including the Income (grants, etc.) and Expenditure (salaries, etc.) Account – this was a statement of financial activities. Unrestricted funds had a surplus of £23,310. Restricted income: this was general funds. Fixed assets: £9,582,238 for building, computer equipment, fixtures and fittings; in theory, there was a loss of £84,701 with depreciation. The LGPS actuary gain for this year was £3,248,000 – there were 2 pensions Teachers' Pension Scheme and LGPS (managed by the LA). Net current assets had increased to £1,430,021.
- Page 18: Balance sheet: the Pupil Premium grant was recorded as a debtor being subject to a timing issue.
- Page 19 contained the statement of cash flows, ending the year with £1,691,162
- Page 20 had details of the accounting policies. The ESFA laid out the various ways items were to be set out in the accounts. Banks guaranteed to a maximum of £85,000 compensation.
- Page 26: staff costs – the ESFA stated that Governors who were also staff were related parties.
- Page 31 Note on operating leases (such as photocopiers).

- Note of pensions:

Q1: Mrs Lamirel referred to the depreciation adjustments, what if renting the building?

A: Mr Ham explained that the building had been transferred from the LA on conversion to the Academy on a 125 year lease, after which there would be a new school. There was no need to rent.

Q2: Mrs Lamirel mentioned defined pensions, should Governors take actions to reduce this further?

A: Mr Ham replied it was designed by the actuary to reduce each year and meet requirements for those retiring.

Q3: Mrs Lamirel asked if Governors were responsible.

A: Mr Ham clarified that the LA appointed actuaries for all schools and Westbrook was part of this. It was imposed by the actuary as the £4,000 movements set out.

6. Adoption of Annual Report

Governors **agreed** the adoption of the Annual Report and Mr Bepey, as Chair of Governors, and Dr Tatters, as Headteacher, would arrange to sign it.

ACTION: Mr Bepey, Dr Tatters

Mr Ham advised the accounts were to be submitted to the ESFA by the end of December 2022.

7. Matters Arising

There were no matters arising.

8. Any Other Business

Mr Ham wished to thank Mrs Virdee for her assistance with the accounts.

Governors thanked Mr Ham for his report.

9. Any Confidential Business

There was none.

10. Dates of Future Meetings

The AGM would be around the same time next year.

The meeting closed at 6.34 pm

SIGNED:



DATE: 12/10/23

Summary of Action Points Resulting from the Meeting

Item No	By Whom	Action	When
4	Mr Bepey	To arrange to sign a copy of 13.12.21 minutes.	
6	Mr Bepey, Dr Tatters	To arrange to sign the Annual Report.	