

**Minutes of the Annual General Meeting of the Governance of Bramley Grange Primary School Within The Grange Trust, held at the School at 7:00 pm on Thursday, April 28th 2016**

**IN ATTENDANCE**

Mrs R Colquhoun (Head Teacher)  
Mr R Morris (Chair)  
Mrs A Brown  
Mrs K Tinkler  
Mrs C Hanson  
Mr C Watson  
Mrs A Laity  
Mrs J Clarke  
Mrs D Hucknall  
Mrs A Villkhu

**ALSO IN ATTENDANCE**

Mr P Wood (Clerk to Governors)  
Mrs J Douglas (Company Secretary)

**APOLOGIES**

Mrs C Guest

**1. WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the Annual General Meeting, noting that there were no parents present. He then introduced each colleague by name, adding their governance role. He explained to everyone that it was a mandatory requirement that an Annual General Meeting should be held with all stakeholders being invited to attend.

**2. APOLOGIES FOR ABSENCE**

An apology for absence had been received from Mrs C Guest (on holiday). It was

**Resolved:** That the apology for absence from Mrs Guest be accepted.

**3. DIRECTORS' REPORT**

. The Chair explained that the audited accounts for the period from September 2014 to August 2015 were available for inspection, having been completed by Hart Shaw, the company's accountants. He said that all processes had been correctly carried out. He noted that the school was in a financially healthy position. It was

**Resolved:** That those present accept the Director's Report.

#### 4. ANNUAL STATEMENT OF ACCOUNTS

The Chair explained that the annual accounts must be made available for inspection. He said that examination of the balance sheet would show a surplus of £74,500.00. This money, he commented, would be invested in educational developments at the school.

#### 5. THE APPOINTMENT OF AUDITORS FOR 2016/17

The Chair informed those attending that it was a requirement to identify the school's auditors for 2016/17. Mrs Douglas said that the present auditors, Hart Shaw, had been excellent. The head teacher and Chair supported this view. It was

**Resolved:** That Hart Shaw will be appointed as the school's auditors for 2016/17.

#### 6. ANY PROPOSED CHANGES TO THE ARTICLES OF ASSOCIATION

It was explained that the Articles of Association were important since they were the rules under which the company operated. The Chair asked if there were any requests for changes. There were none. It was

**Resolved:** That the Articles of Association remain unchanged.

#### 7. ORGANISATIONAL STRUCTURE

The head teacher talked to the meeting about the structure of governance at the school. She said that, initially, there had been three Members. This had now been increased to five. She added that some Members were also Directors, commenting that it was important to know what the roles of each level of the structure were.

The head teacher said that Mrs Judy Douglas had been appointed as the Company Secretary and the head teacher had been appointed by the Directors as the Chief Executive Officer (CEO). The head teacher said that much of the current organisation had been put in place because of plans for the future as other schools became a part of the Multi-Academy Trust (MAT) led by Bramley Grange.

Information was given about the important role of the third tier of governance, that of the Advisory Board. This, it was explained, required some colleagues to have a clear focus on issues relating to school performance, addressing matters of teaching and learning and of the children's progress and attainment. It was noted that there should be at least two Parent Governors on the Advisory Board as well as one staff member.

Mrs Villkhu asked about organisational requirements laid down by the DfE. The head teacher said that, in truth, academies were given a very wide brief

which meant that different types of academies functioned in different ways with different leadership structures. This, she noted, was true within different MATs. She commented that the structure at Bramley Grange was a decision for the Directors.

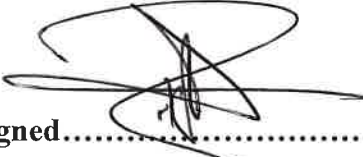
**8. QUESTIONS FOR DIRECTORS AND MEMBERS**

A question was asked about the advertising of the Annual General Meeting given that no parents had attended. The head teacher said that the requirement was simply that the meeting was advertised. This, she said, had been done by placing the information on the school's website. It was suggested that it had not been easy to find and, perhaps, there might have been other ways of making knowledge of the meeting more readily obvious.

**9. CLOSING REMARKS**

The Chair congratulated all of the school's staff and the head teacher on the excellence of their work, acknowledging that the school continued on its path to even greater success. He then thanked everyone for attending and declared the meeting closed.

*The meeting ended at 7:20 pm*

Signed..........R. MORRIS.....(Chair)

Date.....May 2016.....