



Viking Academy Trust (Company No.09449979) Annual General Meeting Minutes



Annual General Meeting held Via Microsoft Teams		6pm -6.55pm, Monday 24 January 2022
Members:	Chairs: Richard Farr Philip Graham Nick Rowland-Hill Paul Luxmoore	Member Member Member and Trustee Member and FAR committee member (ratified as a member by special resolution today)
In attendance	Jon Cleverdon Robin Curtis Michaela Lewis Harvie Palmer Heidi Russell Neil Roby Phil Votta Mark Webb Michael White Nicky Costin	Trustee, Chair or FAR, LAB Governor (Upton) Trustee & Chair of LAB (Upton) CEO/EHT & Trustee (ex-officio) LAB Governor (Ramsgate Arts) Trustee Chair of Trustees & Chair of LAB (Chilton) Trustee & LAB Governor (Chilton, Ramsgate Arts, Upton) LAB Governor (Upton) Vice Chair of FAR & Vice Chair of LAB (Upton) Clerk to the Trust
1	Procedural (part one)	
1.1	Welcome & Introductions (Chair)	Richard Farr welcomed attendees to the meeting.
1.2	Apologies for absence (Trust Secretary)	R McFarlane (Member) - health issues J Brand (Trustee) - On holiday T Amos (RAPS LAB Governor) - unwell G Scarr (Assistant Headteacher at Upton) - unwell Meeting was quorate



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1.3	Confirmation of 2020-21 AGM minutes (January 2021)	<p>Minutes to the previous meeting (AGM Jan 21) were reviewed by Members.</p> <p>Chair asked if anyone at the meeting had any amendments or alterations to the minutes. None were received.</p> <p>It was noted that the minutes were accurate and no amendments or alterations were needed.</p> <p>P Graham proposed their approval and this this was seconded by N Rowland-Hill</p> <p>The minutes were adopted by Members and will be signed electronically in agreement.</p>
1.4	Matters arising from the minutes held Jan 2021	<p>There were no matters raised from the minutes of last meeting. Minutes will be sent for final signing.</p>
2	Business (part two)	<p>B MacFarlane (Member) - Proxy Vote</p> <p>As B Macfarlane's proxy vote was received via a telephone call his vote cannot be counted in any formal voting at this meeting. This is in accordance with the Articles of Association that state proxy votes must be put in writing and that if a vote is not deposited or delivered in a manner permitted, shall be invalid.</p> <p>All members were in agreement with this.</p> <p>Members had agreed in the pre-meet that item 2.5 (Appointment/Retirement of members) should therefore be moved forward to 2.1 in order for P Luxmoore's ratification as a member to be voted on and his vote to be used in today's meeting.</p>



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		<p>It was also agreed that at this, and all future AGMs, if there are only 4 members in attendance able to vote, and the vote is split, that it would be the Chair of the AGM who would have the overall casting vote. Chair of the AGM is voted on during the AGM pre-meet and will rotate each year.</p> <p>Chair asked if there were any objections to this. None were received.</p>
2.1	<p>Appointment/retirement of members</p>	<p>Passing of Alan Emby (Member)</p> <p>Chair spoke about the sad passing of Alan Emby last year. He had been an integral part of Upton, and subsequently the Trust, for 30 years.</p> <p>Attendees were asked if they wanted to pay tribute to Alan.</p> <p>R Curtis, Chair of Upton, spoke about the hard work, dedication and enormous contribution Alan had put into the Trust over the years.</p> <p>M Webb, Governor at Upton, spoke about Alan being a good old-fashioned bloke, whom he had the pleasure of knowing for 19 years, and that he would be sadly missed</p> <p>M Lewis, EHT of VAT, said that Upton were going to do something to commemorate Alan to keep his legacy alive.</p> <p>Members thanked and paid tribute to Alan for his many years of his service to the Trust. He made a valued contribution and will be sadly missed.</p> <p>Proposal of P Luxmoore to join the Trust as a member.</p> <p>Chair invited Paul to introduce himself.</p>



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		<p>Work Background Retired from role as EHT at Coastal Academy Trust 1 ½ years ago. The trust had 4,500 students in total. Previous to that worked at Dane Court and King Ethelbert's school as EHT. 35 years experience as a senior leader in Education. Local Authority and DfE knowledge.</p> <p>Current roles Governor of Sevenoaks school as well as a Member or Coastal Academies Trust. Also, a member of the VAT FAR committee.</p> <p>Has 3 sons that went to/ are still at Upton Junior School.</p> <p>Chair invited questions for attendees None received.</p> <p>Ratification of P Luxmoore as VAT Member This was proposed by N Rowland Hill and seconded by P Graham.</p> <p>All 4 members voted unanimously to the Special Resolution appointing Paul Luxmoore as a Member of VAT Trust. This was ratified today.</p>
2.2	<p>Chair's report to include adoption of the annual report and accounts to 31.08.21</p>	<p>The accounts and audit findings report for 2021 were made available to the Members and Trustees in advance of the meeting and have been published on the Trust website.</p> <p>Comments regarding report EHT spoke about the report being a team effort between J Cleverdon (Chair of FAR), Allan Hickie (Hacker Young) and T Higgin (CFO). The Trust were hugely impressed with the outcome of the report, which is the best to date. This is a fantastic achievement during a very challenging year.</p>



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		<p>Chair of Trustees gave praise to all involved for an outstanding year, stating that the auditors had commented on what a clean report it had been. Only a small percentage of Multi-Academy Trusts manage to achieve this, less than 2%.</p> <p>P Luxmoore proposed the adoption of the annual report and accounts. This was seconded by P Graham</p> <p>All members at the meeting voted unanimously to adopt the annual report and accounts.</p>
2.3	<p>Appointment/reappointment of Auditors</p>	<p>Chair of FAR recommended the reappointment of Hacker Young as External Auditors and Kreston Reeves as Internal Auditors. FAR have agreed this and Trust Board has ratified</p> <p>Chair asked attendees if there were any other recommendations for auditors. None were received.</p> <p>P Luxmoore proposed the appointment of the new External & Internal Auditors and the reappointment of the External Auditors. This was seconded by N Rowland-Hill.</p>
2.4	<p>Trust achievements 2020-2021 & priorities for the year ahead</p>	<p>EHT had shared presentation prior to meeting.</p> <p>EHT spoke about 2021 having been a challenging but hugely successful year. The Trust's biggest achievement has been that all three schools have worked well together to support Ramsgate, Broadstairs and the surrounding communities during the pandemic and been a centre of stability for our families. The schools have helped to support the local community and have become a valued point of contact for parents, as well as a channel for communication and positivity.</p>



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Staff morale is the best it can be. All three Heads of School have driven and led their staff well. There is loyalty and commitment among all the staff, which has enabled the schools to stay open even when they were 'officially closed' during lockdown and only open for our most vulnerable and key workers children. Remote teaching has been a real strength with all three schools using Office 365 and Teams. The teachers have grown in confidence delivering lessons via Teams and the children have benefitted from this. There has been good feedback from families. The schools have kept going and got better and stronger.

The main priority has been the children's safety. Safeguarding has increased and all staff have had to be very watchful. Both SENCO's received Viking Spirit Awards for what has been a very difficult job during Covid.

The legacy of Covid will take time to unpick. Every year group needs additional support. SEN are at unprecedented levels. Schools need to look at other ways to help reduce anxiety etc. There is no quick fix. Having the 3 LAB committees, along with their sub committees, has meant that everything can be linked together in terms of monitoring standards, staff and pupil well-being and attendance.

Current Covid figures in the schools are unfortunately very high - the highest numbers of positive cases of children and staff since the pandemic started. Health & safety measures are robust and everyone is encouraged to take LFTs regularly to curb the spread of the infection.

Admissions

Admissions for new entrants (Reception @ C&R and Y3 @ U) deadline was 17 January 2022. This year parents were able to come on site. N Budge (HoS at RAPS) and K Law (HoS at Chilton) showed around 120 -130 families round. Upton had two full open days. Governors attended on both days. All 3 schools put on a very good show for parents. Will know numbers by February. EHT will share



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		<p>figures when available. Confident all three schools will be full in all year groups with first choice places.</p> <p>Chair commented that this was a remarkable achievement.</p> <p>EHT ended by saying that she felt proud and privileged to have worked with the schools over the past year.</p> <p>EHT invited questions from the attendees No questions were received.</p> <p>N Roby reiterate that all staff had stepped up to help ensure the children are happy. This is because of great leadership. He thanked EHT, on behalf of the Trust, for all the hard work and dedication she has given to the trust.</p> <p>Chair reflected on the start of 2020 to where we are today and the progress that has been made within the schools during these very unusual times. He thanked the EHT and all VAT staff, on behalf of the Members, for all the hard work that has gone in to making sure the schools have kept going.</p> <p>N. Rowland-Hill spoke about how, in his experience, not all schools have handled various elements of Covid well. Leadership really comes to the fore during times like these and it takes someone special to step up to the mark. He thanked the EHT for doing a sterling job.</p> <p>Chair spoke about the wonderful relationship Viking Academy Trust has with the local press. Barely a week goes by when one, if not all three of the schools, are in the local paper. Special highlights were the remembrance period and the Halloween period. This is a positive reflection of the trust at this stage.</p>
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2.5	<p>Any proposed changes to the Articles of Association</p>	<p>No changes to the Articles of Association were proposed by the Trustees or Members.</p> <p>Chair asked N Roby how often were the Articles reviewed? Reviewed annually at the Trustee meeting.</p> <p>No changes proposed. No comments made</p>
2.6	<p>Resignation/retirement/election of Trustees</p>	<p>Terms of Office</p> <p>J Brand's Term of Office ends on 07.03.22. Chair asked if it was known whether she intended to stay on for another Term. N Costin (Clerk to the Trust) confirmed that she had spoken with J Brand prior to the AGM and that she had confirmed that she was happy to stay on for another term.</p> <p>No Trustees left the trust in 2021</p> <p>One Trustee joined the trust in 2021 - H Russell</p> <p>H Russell introduced herself. Her current role is with the executive team at Coastal Academies Trust and she has a background in HR. She spoke about her work on VAT projects with M Lewis (EHT)</p> <p>Chair asked N Roby if there were any other trustee vacancies? One trustee whose attendance record is going to be reviewed.</p>



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		This was noted by the chair.
2.7	Questions from those in attendance - invited in advance	None received in advance. None received by those in attendance.
2.8	Date of 2022-2023 AGM	Monday 23 January 2023 - 6pm 5.30 - Pre-meet (Members only). Chair of AGM to be decided in pre-meet
2.9	Any other urgent business Closing remarks	Chair thanked everyone for all the effort that has been put into the trust during another difficult year. Members appreciate all that is being done by everyone within the trust.
	Meeting closed at	18.55pm

Draft Minutes signed in agreement by:

Richard Farr: Member of Viking Academy Trust

Name:	Richard Farr
Signed:	DocuSigned by: <i>Richard Farr</i>
Date:	F24E3E4405F1421... 8/2/2022

Final Minutes signed following approval at next meeting:

Richard Farr: Member of Viking Academy Trust

Name:	
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Signed:	
Date:	