

# Viking Academy Trust: AGM

<b>Annual General Meeting</b> held at Ramsgate Arts Primary School		<b>Date &amp; Time:</b> Monday 29 January 2018, 6-6.40pm
<b>Members:</b>	Chair: Bob Macfarlane Alan Emby Richard Farr Philip Graham Nick Rowland-Hill	
<b>In attendance</b>	Darci Arthur Natalie Barrow Nick Budge Mark Butler Jon Cleverdon Shane Godwin Traysi Higgin Geoff Hobbs-East Rob Kenyon Kate Law Michaela Lewis Neil Roby Helen Rowland-Hill Liz Somers-James Cheryl Southern Chris Turner Phil Votta Dave Walker	Head of School (HoS) - Upton (UJS) Deputy Head Teacher (Chilton) Head of School (HoS) - Ramsgate Arts (RAPS) Parent (Upton) Trustee & Parent (Chilton) Trustee & Parent (Upton) Local Governor (Ramsgate Arts LAB) & parent (Upton) Chief Finance Officer (from 1.3.18) Local Governor (Chilton LAB) Parent (Ramsgate Arts) Head of School (HoS) - Chilton (CPS) CEO/EHT and Trustee (ex-officio) Trustee & parent (Chilton) Staff & Parent (Chilton & Upton) Trustee Trust Secretary/Chief Operations Officer (Interim) Local Governor (Upton LAB) Trustee Deputy Head Teacher (Upton)
1.1	Welcome & Introductions	All Business Interests have been completed and no updates reported. All present briefly introduced themselves.
1.2	Apologies for absence	Quorum met, all Members in attendance.

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		Apologies received with thanks from Jo Brand (Local Governor, Ramsgate Arts), Peter Macaulay (Local Governor, Chilton), Mark Webb (Local Governor, Upton LAB), Robin Curtis (Trustee), Hannah Whitworth (Cheshire) (Assistant HT, Chilton).
1.3	Confirmation of 2016-17 AGM minutes (January 2017)	Minutes to AGM (February 2016) reviewed by Members. No comments received. Minutes signed in agreement. Minutes from June meeting signed in agreement.
1.4	Matters arising from the minutes held Jan 2018	None, all actions met.
2.1	Chair's report to include adoption of the annual report and accounts to 31.8.17	<p>Chair's presented the 'Chair of Trustees' report.</p> <p>Following his re-election as Chair, Bob Macfarlane (BM) thanked Staff and Trustees for their continued support.</p> <p>It was confirmed that Ramsgate Free School was renamed Ramsgate Arts Primary School with effect from 1 September 2017. Remaining works were discussed which included the completion of the kitchen, Hall, dance theatre and re-levelling of the field. The report confirmed that the builders will officially handover to Ramsgate Arts Primary school on 23.2.18 and the grand opening will take place on 20.4.18 (just over 4 years after the idea was introduced). Meetings are in place to ensure an effective handover.</p> <p>Pupil numbers continue to rise at Ramsgate Arts (RAPS) with waiting lists in place for years YR &amp; 5 at present.</p> <p>The Chair clarified that the numbers for September intake will be known in April 2018.</p> <p>The Chair confirmed that Chilton Primary site has been returned to its original condition following the temporary siting of Ramsgate Arts, the school has benefitted from a renovated mobile classroom.</p> <p>Pupils numbers have been maintained.</p>

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		<p>The Chair updated Members regarding the boundary dispute between Chilton Primary and the local landowner. The boundary has been clarified.</p> <p>Trust Business Manager retired in December. The Chair explained this role was now split between Chief Operations Officer and Chief Finance Officer. Chief Operations Officer will be Miss Burke (currently) on maternity leave, this role is being covered by Mrs Southern.</p> <p>Chief Finance Officer, Mrs Higgin, due to start on 1.3.18 was introduced.</p> <p>The Chair reported that the three schools within the Trust achieved well last year with Chilton producing its best ever KS2 results.</p> <p>The Chair thanked the schools for their work to positively promote the schools and communicate their many strengths to the Community.</p> <p>Review of Trust Finance and admin taken place and should be fully in place in July when Mrs Burke returns from maternity leave (July 18).</p> <p>The annual report, available on the Trust website and shared with Members and Trustees in advance (with copies available at meeting).</p> <p>The Chair reported that this had been thoroughly reviewed and agreed by the Finance, Audit &amp; Risk (FAR) Committee (November 2017) and Trustees (December 2017).</p> <p>Members noted the financial expertise within the Trustees and FAR Committee and robust review of accounts. The annual report and accounts were adopted.</p>
2.2	Resolution of appointment of Hacker Young as Company's auditors 2017-2018	<p>Tenders were invited from three auditors for Trustees to review and discuss. Trustees agreed Hacker Young as Company auditor for this financial year. Members agreed with appointment.</p>

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2.3	Trust achievements 2017-2018 & priorities for the year ahead were presented by the Executive Head Teacher	<p>Executive Head Teacher presented the Governance Structure 2017-18 and explained the different levels of Governance - Members, Trustees &amp; Local Advisory Bodies (LABS). The different roles were clarified.</p> <p>Members meet annually (AGM) and are invited to attend all Trustees meetings. They will join the Trustees meeting in July to review the school year.</p> <p>Trustees (Directors) generally meet termly. Each Local Advisory Body (LAB) has a Trustee on the Board (usually as Chair). Trustees are welcome to attend LAB meetings and have access to Local Governance information.</p> <p><b>Trustee queried the times of LAB meetings to suit workers?</b> The different times of the LAB meeting times were discussed. It was agreed that the timings suit the current LABs and Committees.</p> <p>Trusts Finance Audit &amp; Risk Committee (FAR) meetings held termly, the Chair Jon Cleverdon was introduced.</p> <p>Trust Personnel &amp; Appraisal Committee (PA) are held when required, the Chair Liz Somers-Jones was introduced. This Committee leads on Appraisals, Viking Spirit Awards and personnel matters.</p> <p>Phil Votta introduced as Trust Standards Lead, he attends each LAB as well as Trustee meetings. He leads on challenging the Heads of school regarding school attainment and progress.</p> <p>CEO presented the Trust Strategic Priorities.</p> <p><b>Parent queried how the Trust makes sure schools are autonomous and standards are benchmarked across?</b></p>
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		<p>Trust Leadership Team includes Heads of School and SENCo. Reporting requirements are consistent and clear across the Trust.</p> <p>The CEO regularly receives and reviews reports and moderates levels and standards.</p> <p>LABS (Local Governors) regularly challenge the Heads of School in Governance meetings.</p> <p>Further questions were invited but none were received.</p>			
2.4	Any proposed changes to the articles of association	<p>Articles were updated last year following the previous AGM (January 2017) - Terminology was updated (eg. Chilton Academy Trust now Viking Academy Trust).</p> <p>The Trust have recently received advice from Hacker Young (new Accountant) that Articles need not be changed if a Trading Subsidiary (for Upton Pool) is set up. This is in progress.</p> <p>No changes to the Articles were proposed.</p>			
2.5	Appointment/retirement of members	No changes			
2.6	Resignation/retirement/election of Trustees	<p>Trustees proposed Jo Brand as a Trustee. She is the Trust Safeguarding Lead and Chair of Ramsgate Arts LAB.</p> <p>Members voted in favour (by show of hands) for Jo Brand to join the Trust as a Trustee.</p> <p>Trustees proposed Michael White (MW) as a new Financial, Audit &amp; Risk Committee member (not Trustee). He has led the Resources Committee of Upton LAB and been valued member of Upton LAB</p>	<p><b>Action</b></p> <p><b>Welcome JB as Trustee</b></p>	<p><b>By who?</b></p> <p><b>Trust Sec</b></p>	<p><b>By when?</b></p> <p><b>Feb 2018</b></p>

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		<p>for years. Trustees proposed that his skills and knowledge would benefit the FAR Committee.</p> <p>Members voted in favour of MW joining as a FAR Committee member by show of hands.</p>			
2.7	Questions from those in attendance - invited in advance for return to the Chief Operations Officer by email by 22 January 2018	<p>None received in advance.</p> <p>None received by those in attendance.</p>			
2.8	Date of 2018-2019 AGM	Monday 28 January 2019			
2.9	Any other urgent business	<p>Ramsgate Arts will be formally opened on Friday 20 April 2 for staff, pupils and parents/carers, formal invitations will be sent out.</p> <p><b>Governor asked what works would be outstanding after the handover?</b></p> <p>The CEO and Chair explained that the school will be near completion at handover. Ramsgate Arts will then lead on the development of the outside Reception space.</p> <p>Landscaping will then be led by the school.</p> <p>Attendees reminded of the information available on Viking Academy Trust.</p>			
	<b>Meeting closed at</b>	6.45pm			
	<p><b>Signed in agreement:</b></p> <p><b>Dated:</b></p>				