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| Meeting held at Upton Junior School | Date & Time: Monday 30 January 2017, 6pm |
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| Members: | Chair: Bob Macfarlane Alan Emby Richard Farr Philip Graham Nick Rowland-Hill Michaela Lewis Cheryl Southern | Absent Apologies Executive Head Teacher and Trustee (Ex-Officio) Trust Clerk | Bob.Macfarlane@vikingacademytrust.com alan.emby@vikingacademytrust.com Richard.farr@vikingacademytrust.com phil.graham@vikingacademytrust.com Nick.rowland-hill@vikingacademytrust.com EHT@vikingacademytrust.com cheryl.southern@vikingacademytrust.com |
| In attendance | Darci Arthur Lisa Burke Jon Cleverdon Robin Curtis Jane Day Geoff Hobbs-East Kate Law Alice Rees-Boughton Neil Roby Liz Somers-James Phil Votta Dave Walker | Head of School (HoS) -Upton (UJS) Lower School School Business Manager - Upton Trustee Trustee and Upton LAB Chair Local Governor - Upton Junior LAB Local Governor - Chilton Primary LAB Head of School (HoS) - Chilton Primary (CPS) Staff Trustee and Chilton LAB Chair Trustee and Ramsgate Free School LAB Chair Trustee Head of School (HoS) -Upton (UJS) Upper School | |
| 1.1 | Welcome & Introductions | Members introduced, noting their backgrounds- Bob Macfarlane (Chair) (education), Phil Graham (Local Governor of Chilton for many years & Architect), Nick Rowland-Hill (Member, Trustee and Chair of FAR Committee and parent to children at CPS, started in school governance on Chilton LAB). Michaela Lewis introduced as EHT. Kate Law HoS CPS and Darci Arthur HoS - Lower School UJS and Dave Walker Upper School UJS. All Business Interests have been completed and no updates reported. | |

Viking Academy Trust: AGM

| | | Action: | By whom? | Target Date: |
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| | | Promote AGM more widely next year and encourage parent/staff/community attendance. | Clerk, HsoS, EHT (Trust newsletter) | December 2017 |
| 1.2 | Apologies for absence | <p>Apologies received from Richard Farr for family. Alan Emby absent. Quorum met.</p> <p>Apologies also received with thanks from Nick Budge (HoS - RFS) for work, Mark Butler (Trustee), Jo Brand (RFS LAB), Ellie Crine (RFS LAB), Mark Webb (UJS LAB) and Chris Turner (UJS LAB).</p> | | |
| 1.3 | Confirmation of 2015-16 AGM minutes (February 2016) | Minutes to AGM (February 2016) reviewed by Members and signed in agreement. | | |
| 1.4 | Matters arising from the minutes held 23 February 2015 | <p>Following the discussion around the structure of Governance, Alan Emby was appointed as Member (Sep 16) and EHT as an ex-officio Trustee (administration actioned under Item 2.5). Bob Macfarlane withdrew his decision to stand down and was unanimously voted to continue in his role as Chair of Trustees (Sep 16).</p> <p>Trust now has an established a structure of Members, Trustees and Local Advisory Bodies (LABs) in each school.</p> <p>Trustees are 'Governing Body' for the Trust, LABs give essential feedback to Trustees.</p> <p>Members agreed to hold two Members meeting per annum (Term 1 and Term 5/6) in addition to the AGM which will be held Monday 29 January, 6pm. Members invited to Trustee meetings for more detail.</p> <p>Chair advised attendees that work now started on site for new RFS build, completion scheduled by September 2016. Chair noted that despite the challenges the Trust had faced including delays caused by EFA, DfE, Planning etc, the Trust worked hard to achieve the best build to budget.</p> <p>At the last AGM Members sought assurance of appropriate policies, procedures and designations in place across the Trust. The EHT updated attendees on progress towards this.</p> | | |

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| | | <p>Trust Improvement Plan agreed (Sep 16) and now regularly reviewed by Trustees (accessible by all on Sharepoint). Viking Academy Trust Governance Handbook and Scheme of Delegation clarifies roles and responsibilities (Sharepoint/Governance/Statutory & useful documents).</p> <p>Significant progress with Policies - EHT aligned Job Descriptions across the Trust in Terms 1& 2, Terms 3 & 4 aligning and developing Policies. Policies on sharepoint.</p> | | |
| 2.1 | Presentation and acceptance of annual report and accounts for 31.8.16 | <p>Attendees noted that the annual report had been thoroughly reviewed and agreed by the FAR Committee (28 November 2016).</p> <p>Annual report on Trust website, copy available at AGM.</p> <p>Chair of FAR Committee (Nick Rowland-Hill) summarised that the Trust was in good financial health. Robust set of Business Managers aiding progress, particularly with the ongoing challenges the new build for Ramsgate Arts Primary (known as Ramsgate Free School at present).</p> <p>EHT reported increased regulation and monitoring of Academy has given reassurance of sound procedures. Recent positive feedback from first full audit of Multi Academy Trust, no actions raised.</p> <p>Questions invited.</p> <p>No questions received.</p> | | |
| 2.2 | Appointment of Company's auditors for 2017-2018 | <p>Chair outlined the Trust's contractual obligation with Wilkins Kennedy, appointed on a three-year contract as auditors ending 31.8.17.</p> <p>Quotes to be sought from three potential providers (to include current provider) in preparation for the end of this contract.</p> | | |
| | | <p>Action:</p> <p>Three quotes to be sought to include current provider for 1.9.17 onwards.</p> | <p>By whom?</p> <p>Trustees and Trust Business Manager</p> | <p>Target Date:</p> <p>April 2017?</p> |
| 2.3 | Any proposed changes to the articles of association | <p>Chair and EHT proposed updates required to the Articles of Association. As the Articles are a statutory document, Trust sought advice from Solicitors. It will cost £1500 to update them.</p> <p>Attendees noted that unfortunately the Solicitors had not led any changes which will be reviewed on renewal of contract (action to identify process to appoint Solicitors).</p> | | |

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| | | <p>Proposed updates included not capping number of Trustees to allow for appointment of Co-opted Trustees (to recruit specific skills), amendments to common Trust terminology and for inclusion of Chief Executive Officer (CEO) (legal requirement). Chair proposed amendment for Viking Academy Trust to be led by CEO (current EHT - Michaela Lewis). As Trust grows, further EHTs may be required in the Senior Leadership Team, to report to the CEO.</p> <p>Members agreed by vote (show of hands).</p> <p>Members agreed to proposed changes to Articles.</p> <p>Feedback to be given to Trustees.</p> | | | | | | |
| | | <table border="1"> <tr> <td>Action: Updates on changes to Articles to Trustees</td> <td>By whom? EHT</td> <td>Target Date:</td> </tr> <tr> <td>Question - is appointment of Solicitors same process as Accountant?</td> <td>Clerk</td> <td></td> </tr> </table> | Action: Updates on changes to Articles to Trustees | By whom? EHT | Target Date: | Question - is appointment of Solicitors same process as Accountant? | Clerk | |
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| 2.4 | Appointment/retirement of members | Membership of 5 reviewed - No changes required. | | | | | | |
| 2.5 | Resignation/retirement/election of Trustees | Members appointed the EHT to the Board as an ex-officio Trustee at the AGM in February 2016. | | | | | | |
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| 2.6 | Questions from those in attendance - invited in advance | None received prior to AGM or during AGM | | | | | | |
| 2.7 | Date of 2017-2018 AGM | Monday 29 January 2018, 6pm at RFS | | | | | | |
| 2.8 | Any other urgent business | Members invited to Trustees meetings | | | | | | |

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| | <p>Trustees meeting - Mon 8 May 2017, 6pm at CPS (Members invited)</p> <p>Trustees meeting - Mon 26 June, 5.30pm at UJS (Members invited)</p> <p>Trustees meeting - Mon 25 Sep 2017, 5.30pm at RFS (Members invited)</p> <p>Trustees meeting - Mon 4 Dec 2017, 6pm at UJS (Members invited)</p> <p>Trustees meeting - Mon 22 Jan 2018, 6pm at UJS (Members invited)</p> <p>Dates to be added to calendar (ACTION: Clerk)</p> <p>Chair thanked everyone for their attendance and support of Viking Academy Trust</p> |
| Date and venue of next Members meeting: | <p>Mon 26 June, 7.30pm at UJS</p> <p>2017/2018</p> <p>Mon 25 Sep, 7.30pm at RFS</p> <p>AGM - Monday 29 January 2018, 6pm at RFS</p> <p>Members meeting Term 4/5/6 TBA</p> |
| Meeting closed at | 6.45pm |
| Signed in agreement: | |