

Viking Academy Trust: AGM

Annual General Meeting held at Ramsgate Arts Primary School			Date & Time: Monday 28 January 2019, 6-6.35pm
Members:	Chair: Bob Macfarlane Alan Emby Richard Farr Philip Graham Nick Rowland-Hill		
In attendance	Darci Arthur Natalie Barrow Hanna Beech Lisa Blatchford Nick Budge Mark Butler Hannah Cheshire Jon Cleverdon Sarah-Jane Gallagher Traysi Higgin Emily Hughes Jamie Jackson Rob Kenyon Matthew Lamprell Kate Law Michaela Lewis Neil Roby Helen Rowland-Hill Liz Somers-James Cheryl Southern Phil Votta Dave Walker Michael White	Head of School (HoS) (Upton) Deputy Head Teacher (Chilton) Deputy Head Teacher (Ramsgate Arts) Chief Operations Officer Head of School (HoS) (Ramsgate Arts) and Parent (Upton) Trustee & Parent (Chilton) Assistant Head Teacher (Chilton) and Chilton LAB Trustee & Parent (Upton) Staff & Chilton LAB Chief Finance Officer SENCO Assistant Head Teacher (Upton) Parent (Ramsgate Arts) Assistant Head Teacher (Chilton) Head of School (HoS) (Chilton) CEO/EHT and Trustee (ex-officio) Trustee (Chair), Chilton LAB & parent (Chilton) Staff (Chilton) & Parent (Upton) Trustee & Ramsgate Arts LAB Trust Secretary (and Clerk) Trustee Deputy Head Teacher (Upton) FAR Committee & Upton LAB	

Viking Academy Trust: AGM

1.1	Welcome & Introductions	Members (PG & RF) nominated BM as Chair, this was agreed by Members by a show of hands. It was confirmed that all Business Interests had been updated and published, no further updates were reported.
1.2	Apologies for absence	Quorum met, all Members in attendance. Apologies received with thanks from Jo Brand (Trustee and LAB Chair of Ramsgate Arts), Robin Curtis (Trustee and LAB Chair of Upton) and Shane Godwin (Ramsgate Arts LAB & FAR Committee)
1.3	Confirmation of 2017-18 AGM minutes (Jan 18)	Minutes to the previous meeting (AGM Jan 18) were reviewed by Members and approved. The minutes were signed in agreement.
1.4	Matters arising from the minutes held Jan 2018	It was confirmed that Mrs Brand was appointed as Trustee.
2.1	Chair's report to include adoption of the annual report and accounts to 31.8.18	The Chair of Trustees summarised the annual report. The Accounts and Audit findings report 2018 were shared with Members and Trustees in advance of the meeting, they were also published on the Trust website and hard copies were available at the meeting. It was confirmed that the Trustees' Finance Committee (FAR) had thoroughly reviewed and agreed the annual report and proposed Trustees approval. Trustees approved the annual accounts and reports for year ended 31 August 2018 in December 2018. Trustees praised the CFO for her contribution. The annual report and accounts were adopted by Members. Trustees recommended the reappointment of Hacker Young (auditors). Members noted the favourable audit report and commented that the reports were clear and professional. Members agreed to reappoint Hacker Young.

Viking Academy Trust: AGM

		The Chair of Trustees summarised that it had been a busy and successful year (more to follow from the Executive Head Teacher).
2.2	Trust achievements 2017-2018 & priorities for the year ahead	The Trust Central Team was now established with Chief Finance Officer, Mrs Higgin, in place from 1.3.18, Mrs Blatchford, Chief Operations Officer in place from July 2018 (following maternity leave) and Trust IT Manager from Jan 2019. Trust Secretary continues to report to the Trustees but works closely with the Central Team. Executive Head Teacher presented a review of 2017-18 (shared in advance for thorough review). This included a review of the Governance structure, Safeguarding responsibilities, Leadership structure, lines of accountability and academic results. Memorable Moments of 2017-18 (Slides 8 - 10) included the change to the Chair or the Trust from Bob Macfarlane to Neil Roby. The review of the year included 'www - what went well' (Slides 10 - 13). This included the strength of the Leadership Teams working together, collaboration of Teaching teams and CPD throughout the Trust (this included Leadership and bespoke Middle Leadership training, the Chair of the Trust completing the National Chairs Development Program, the Trust Secretary completing the NCT&L National Clerk Development Program and the COO attending IOSH training). Key achievements by school were summarised, this included the new 'complete' Leadership structures at each school, the official handover of Ramsgate Arts Primary School (23.2.18) and grand opening (20.4.18) and the changes to 'Upton Pool' (now managed Mr & Mrs Simpson, formal agreement in progress). Ramsgate Arts had received a Good OFSTED outcome and Chilton two Outstanding OFSTED reports in 10 months. Governance was highly praised.

Viking Academy Trust: AGM

		The Executive Head Teacher presented the Strategic Priorities for the Trust and each school. The priorities were agreed by Trustees and Local Advisory Bodies in September 2018. Questions were invited. No questions were received. EHT explained that a representative from the Department of Education would be in attendance at the Trustees meeting in March 2019 to develop a better understanding of our Trust governance. Members noted the date in order to attend. Members thanked the Executive Head Teacher and staff. Member added that he had worked with Chilton for many years and seen vast improvements (reflected in the OFSTED outcomes), this was thanks to the Head of School and her staff. No changes to the Articles were proposed by Trustees. No changes were proposed by Members. No changes.			
2.3	Any proposed changes to the articles of association				
2.4	Appointment/retirement of members				
2.5	Resignation/retirement/election of Trustees	It was reported that the Terms of Office end for five Trustees this year - R Macfarlane - 20.02.2019 N Rowland-Hill - 20.02.2019 M Butler - 12.03.2019 N Roby - 12.03.2019 E Somers-James - 12.03.2019 R Macfarlane will cease his position as Trustee but will continue as a Member.			
		Action	By who?	By when?	
		Update Companies House, IT systems, Governance	Trust Sec.	Mar 19	

Viking Academy Trust: AGM

		M Butler will cease his position as Trustee. N Rowland-Hill, N Roby & E Somers-James wish to continue as Trustees, the Trust Board support their re-appointment. Members were pleased to agree their continuing service. Trustees proposed the recruitment of one further Trustee (total 9 Trustees). Members agreed to recruit one further Trustee. MB & BM were thanked for their contribution to Viking Academy Trust None received in advance. None received by those in attendance. Monday 27 January 2020 was agreed. The Chair of the Trust thanked staff for their many achievements over the year on behalf of all the Governors. The Chair of the Trust thanked the Executive Head Teacher for her contribution to the Trust, commenting that the external appraiser	documentation & website Renew Terms of Office Recruit 1 Trustee (via Academy Ambassadors and networks)	Trust Sec. Trust Sec.	Mar 19 Mar 19
2.6	Questions from those in attendance - invited in advance				
2.7	Date of 2018-2019 AGM			Invite Members to December Trustees meeting	
2.8	Any other urgent business Closing remarks				

Viking Academy Trust: AGM

		of her performance warmly feedback on her performance as outstanding.	
		All governors were thanked for their contribution, as volunteers their time and hard work for the benefit of children and improving their education, was truly valued.	
	Meeting closed at	6.33pm	
	Signed in agreement: Dated:		