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

Annual General Meeting held at **Upton Junior School,** Edge End Road, Broadstairs, CT10 2AH		**6–6.38pm, Monday 27 January 2020**
Members:	Chairs: Richard Farr & Philip Graham	Members
	Bob Macfarlane	Member
	Alan Emby	Member and LAB (Upton)
	Nick Rowland-Hill	Member and Trustee
In attendance	Jon Cleverdon	Trustee & LAB (Upton)
	Robin Curtis	Trustee and LAB (Upton)
	Art Jackson	In the Induction process as Parent LAB (Ramsgate Arts)
	Rob Kenyon	Trustee
	Michaela Lewis	CEO/EHT and Trustee (ex-officio)
	Nick Rowland-Hill	Trustee (and parent)
	Lucy Shoring	Trustee
	Liz Somers-James	Trustee and LAB (Ramsgate Arts)
	Mark Webb	LAB (Upton)
	Phil Votta	Trustee
	Helen Rowland-Hill	Staff and parent
	Cheryl Southern	Trust Secretary

1	**Procedural (part one)**				
			ACTION	**Who**	**When**
1.1	**Welcome & Introductions (Chair)**	Richard Farr welcomed attendees explaining the role of Members. Members introduced themselves. Members nominated Richard Farr and Phil Graham as joint Chair, this was agreed by Members by a show of hands. Members requested that the agenda for 2021 include 'nominate and agree a Chair'	2021 Notice – 1st item to nominate & agree a Chair	Clerk	Dec 20

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		It was confirmed that all Business Interests had been updated and published, no further updates were reported.			
1.2	**Apologies for absence (Trust Secretary)**	All Members present. Meeting was quorate. Apologies were received with thanks from Jo Brand, Trustee and LAB (Chair of Ramsgate Arts) due to holiday and Neil Roby, Chair of Trustees, due to work			
1.3	**Confirmation of 2018-19 AGM minutes (January 2019)**	Minutes to the previous meeting (AGM Jan 19) were reviewed by Members. A Emby proposed their approval, this was seconded by B Macfarlane. The minutes were adopted by Members and will be signed electronically in agreement.			
1.4	**Matters arising from the minutes held Jan 2019**	Actions had been completed. Companies House and governance details on the Trust website were up to date.			
2	**Business (part two)**				
2.1	**Chair's report to include adoption of the annual report and accounts to 31.8.19**	The Accounts and Audit findings report 2019 were shared with Members and Trustees in advance of the meeting and published on the Trust website. Chair of FAR confirmed that the Trustees' Finance Committee (FAR) had thoroughly reviewed and agreed the annual report and proposed they were approved. Accountants attended the Trustees meeting in December 2019 to present the accounts and audit report and answer any questions. The audit was good and no major recommendations had been raised. Trustees approved the annual accounts and reports for year ended 31 August 2019 in December 2019. 4 out of 5 Members attended this meeting.			

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		The accounts had been shared to sharepoint, together with the Audit findings report and published on the Trust website. The annual report and accounts were adopted by Members.
2.2	**Appointment/reappointment of Auditors**	FAR Chair and Vice Chair of Trustees recommended the reappointment of Hacker Young (auditors). Members agreed to reappoint Hacker Young as the Company auditors.
2.3	**Trust achievements 2018-2019 & priorities for the year ahead**	EHT presented 'AGM 2020' which included clarification of the Governance structure, VAT lines of accountability and different levels of governance. It was explained that the Chair of Trust was also the Chair of Chilton LAB, succession development was on the Chilton LAB agenda to reduce their levels of responsibility and to start to separate the tiers in the governance structure. This was in line with recent recommendation to Boards from the National Governance Association 'Moving MATS Forward: The Power of Governance' EHT presented 'AGM; Memorable moments (slide 9)' - WWW (what went well) included the strength of the school leadership team, CPD, collaboration across the schools and the depth and range of experience of Viking governance. Strengths had been ratified with OFSTED judgements (Ramsgate Arts, May 2018 and Chilton, January 2019). OFSTED had recently confirmed that outstanding schools were no longer exempt from inspection; Upton will be subject to an OFSTED inspection.

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		EBI (even better ifs) (slide 10) included budget stability, completion of projects (Ramsgate Arts build and Upton pool lease), Teacher recruitment and retention and funding for two additional classrooms at Ramsgate Arts for 2024. It was noted that pupil numbers were low across Thanet due to a low birth rate from Reception to Year 3, there were reportedly three surplus classes across the locality at present. Actions completed and plans in place to address these matters were summarised. **Attendee asked how long the demographic dip was due to last?** EHT explained that the low birth rate had been the case for the last 3 years. Trustees had discussed funding to extend Ramsgate Arts by adding two classroom for 2024. **It was queried if the extension was required if there were three surplus classes surplus across Thanet due to the low birth rate?** EHT explained this was required for a two-form entry to provide specialist spaces. **Member queried where the local Department of Education representative was based?** EHT explained they were based in London. **Member noted that income for Ramsgate Arts and Upton were up and asked why Chilton income was down?** EHT said pupil numbers at Chilton were good. A number of restructures had taken place and further measures were in place to reduce the deficit. **Member asked when Ramsgate Arts was next expecting an OFSTED inspection.** EHT said they worked on the ever-ready principle. Inspections were generally every 4 years, Educational attainment and strategic priorities were summarised.

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		No other questions raised.			
2.4	**Any proposed changes to the Articles of Association**	P Graham took over as Chair. No changes to the Articles were proposed by Trustees. No changes were proposed by Members.			
2.5	**Appointment/retirement of members**	Trustee previously queried the process to appoint Members, this was explained in the Articles. Members confirmed no changes (appointment or retirement).			
2.6	**Resignation/retirement/election of Trustees**	Two Co-opted Trustees had been appointed Summer 2019 bringing Board level HR and strategic management expertise to the Trust Board. Members ratified their appointments. The Terms of Office for Mr Cleverdon, Mr Curtis and Mr Votta end on 1.9.20. They had agreed to continue as Trustees, the Trust Board supported their re-appointment. Members were pleased to agree their continuing service.	**Action** Reappointment of JC, PV & RC	**By who?** Trust Sec	**By when?** Feb 20

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		It was agreed that their Terms of Office would be aligned, where possible to the AGM. Trustees to be reappointed.			
2.7	**Questions from those in attendance - invited in advance**	None received in advance. None received by those in attendance.			
2.8	**Date of 2019-2020 AGM**	Monday 25 January 2021			
2.9	**Any other urgent business** **Closing remarks**	None raised.			
	Meeting closed at	6.38pm			

Signed in agreement:

Name:	Philip Graham
Signed:	DocuSigned by: 58E249B4B1F04D3...
Date:	20/1/2021
Name:	Richard Farr
Signed:	DocuSigned by: Richard Farr F24E3E4405F1421...
Date:	6/2/2021