

REDCAR AND CLEVELAND GOVERNORS' ASSOCIATION
MINUTES OF ANNUAL GENERAL MEETING HELD ON
MONDAY 24 NOVEMBER 2014

GOVERNORS PRESENT:

Mr M. Bloomfield, Belmont Primary School (Treasurer)
Mrs A. Clayton, Westgarth Primary School
Mr B.Coulston, Sacred Heart RCVA School (Chair)
Mrs N. Cromack, Newcomen Primary School
Mr O.E. Evans, Coatham CE Primary School
Mrs D. Falconer, Wheatlands Primary School
Mr D Gallagher, Redcar Academy
Mr J. Horkan, St Gabriel's Catholic Primary Voluntary Academy
Mrs Y. Joy, New Marske Primary School
Mr C. Marley, Riverdale Primary School
Mrs R. Nicholls, Saltburn Learning Campus
Councillor M. Ovens, Green Gates Primary School and Pathways School
Mr V. Peel, Lakes Primary School
Mr A. Smithson, Teesville Primary School
Mrs P.Taylor, Bydales School
Dr D. Thomson, Kirkleatham Hall School

ALSO PRESENT

Glennis Smith, Redcar and Cleveland School Governor Support Service (Minutes)

This meeting followed immediately after a presentation on the Pupil Premium, delivered as part of the Autumn term meeting of the Association.

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of the following governors:

- Mrs M. Woods, St Margaret Clitherow's Catholic Voluntary Primary Academy
- Mrs J. Bieda, St Margaret Clitherow's Catholic Voluntary Primary Academy
- Mr D. Atkin, Nunthorpe Primary School
- Mr D. Campbell, Grangetown Primary School
- Mr S. Elliott, Ormesby Primary School

2. **APPOINTMENT OF OFFICERS**

2.1 **Chair**

Governors' Association members had been invited in advance to express their willingness to stand for officer positions. Mr Coulston had confirmed his willingness to continue as Chair if there were no other volunteers.

RESOLVED that Mr B. Coulston be elected Chair of the Governors' Association for the 2014/15 school year.

2.2 Vice-Chair

No nominations had been received in advance for the position of Vice-Chair.

RESOLVED that Mr K Wood be elected Vice-Chair of the Governors' Association for the 2014/15 school year, subject to him confirming he was willing to continue in this role.

2.3 Treasurer

2.3.1 Mr Bloomfield had indicated that he did not wish to continue with the role of Treasurer, which he had been undertaking for ten years. He was also now Chair of the East Cleveland Co-operative Trust. No nominations had been received and there were no nominations at the meeting. Mrs Smith was aware of someone who might be willing to take on this role and would approach her. Mr Bloomfield highlighted that the only tasks requiring early attention were payment of the fees for the service provided by the School Governor Support Service and paying in the income from subscriptions. The next task would be to pay the NGA fees in the spring term. Mr Bloomfield agreed to continue in the role of Treasurer until the next meeting, but it was emphasised that a new Treasurer must be appointed at that time.

Mrs Smith

2.3.2 It was noted that the only two signatories currently were Rosemary Nicholls and Ken Wood and ideally there should be four. However the Chair had taken his details to the bank and was almost at the stage where he would be able to sign cheques. The Chair had also asked the bank to record him as the contact to receive bank statements.

2.4 Secretary

Mrs Nicholls had confirmed in advance her willingness to continue as Secretary.

RESOLVED that Mrs R. Nicholls be elected as Secretary of the Governors' Association for the 2014/15 school year.

2.5 Executive Committee Members

Six further Executive Committee members were required in addition to the Chair, Vice-Chair, Treasurer and Secretary. Dr Thomson, Mr Tombs, Mr Peel and Mrs Joy had indicated in advance their willingness to continue. Mr Bloomfield confirmed that he wished to continue as an Executive Committee member after he stood down as Treasurer and Mr D Gallagher volunteered to join the Executive Committee. Former member Mrs J. Parncutt had not indicated whether she wanted to continue.

RESOLVED that Dr Thomson, Mr Tombs, Mr Peel, Mrs Joy, Mr M. Bloomfield and Mr D. Gallagher be elected to the Executive Committee for the 2014/15 school year.

3. MINUTES

RESOLVED that the minutes of the AGM held on 25 November 2013 be approved and signed by the Chair.

Chair

4. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes of the previous meeting.

5. REVIEW OF CONSTITUTION

The only change to the constitution recommended by the Executive Committee was to reinsert the word "Local" in the title to match the name of the Association used in bank statements. It was noted that it would also help to distinguish between the Local Governors' Association and National Governors' Association.

RESOLVED to adopt the proposed amendment

Mrs Smith

6. APPROVAL OF AUDITED ACCOUNTS FOR THE 2013/14 FINANCIAL YEAR

The Treasurer had not yet passed the accounts to the auditor. The auditor had signed off the accounts up to 31 July 2013 and there would only be three transactions after that date – NGA fees, travel expenses and auditor's fee. The balance in the bank account as at 31 July 2013 was £1331.72. Mrs Smith reminded the Treasurer that the Executive Committee had agreed that the accounts should be audited for a full financial year, in line with the constitution, irrespective of the number of transactions. The period from 1 April 2013 to 31 July 2013 therefore needed to be re-audited along with the remainder of the financial year up to 31 March 2014. The Treasurer agreed to take the accounts to the auditor and would present him with a cheque for his services at the same time. The Treasurer queried when the transaction would take place whereby the LA would charge the Governors' Association for its clerking service. The Clerk reported that an invoice had been raised but there was a technical problem with it being processed through the Agresso system.

Treasurer

7. APPOINTMENT OF AUDITOR FOR 2015/16 FINANCIAL YEAR

Mrs Smith had approached another person who might potentially act as auditor but she was not willing to take on this task. The Treasurer was also aware of someone who was an accountant for a private company who might be approached. This matter would be discussed further at the next meeting of the Executive Committee.

Exec Cttee

8. REVIEW OF ANNUAL SUBSCRIPTION

The Executive Committee had discussed the annual subscription at its meeting in July and was inclined to maintain it at £40 unless the Treasurer recommended otherwise. Mrs Smith highlighted that she had been advised that, in processing the charge for her service through the new Agresso system, it was necessary to charge the Governors' Association VAT. This would increase the charge to the Association unless they could reclaim VAT. Mrs Smith would ask the NGA for advice and would also check the arrangements for the Hartlepool Governors Association. This matter would be discussed again at the next meeting of the Executive Committee.

Mrs Smith

The AGM was followed by the autumn term business meeting of the Governors' Association.

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