



SPRING COMMON SCHOOL

FULL GOVERNORS MEETING

Tuesday 1 December 2015 at 5.00 pm

Present: Kim Taylor (Headteacher) (KT)
 Mary-Anne Bolton (MAB)
 Anne Aldred (AA) (Chair)
 Lynda Adam (LA)
 Carole Steedman (LA)
 Jay Browning (JB)

In attendance: Alison Staff

1	<p>WELCOME AND APOLOGIES</p> <p>AA welcomed everyone to the meeting. Apologies for absence were received and accepted from Stacey Rose, Judy Ward and Kirstie Dolan. No apologies for absence were received from Christine Gilder and were therefore not accepted.</p>	
2	<p>DECLARATIONS OF INTEREST</p> <p>None.</p>	
3	<p>APPROVAL OF MINUTES</p> <p>No Minutes from previous meeting were presented for approval. The meeting tonight was specifically to deal with the agreement and signing of documents in relation to the conversion to Academy and all minutes will be carried forward to the next meeting for approval.</p>	
4	<p>ACADEMY CONVERSION - UPDATE</p> <p>KT informed Governors that the Articles of Association had been filed with Companies House and that a Company Number had been issued and that the Academy is now registered as a Company. KT confirmed that she had met with Christine Gilder who had confirmed that she would be happy to be a Member along with Judy Ward and Jay Browning.</p> <p>The TUPE letter has been sent to staff and will now be followed up with a second letter confirming the new employer only.</p>	

CS asked about staff who were on agency contracts and working VISA's and KT confirmed that this has been dealt with. Agency staff are not affected by the conversion as their contract is with the agency and not with the school. In relation to VISA's, a decision was made not to use the LA for VISA's and that the school would be responsible for this. Therefore an alteration will need to be made.

The Memorandum and Articles of Association previously discussed and amendments suggested have been followed up by KT with the Legal Team who have advised that on incorporation the Articles cannot be changed to ensure that all Academies are set up consistently. However, it will be possible for a resolution to be made at the first FGB Academy meeting in December regarding proxy voting and recorded as a Governor decision at the last meeting. The Legal Team will assist with the wording for this. The document has been signed by all three members – JW, CG and JB.

KT passed on apologies to Governors but unfortunately the documentation for approval by Governors was only received from the Legal Team late this afternoon. KT presented the following documents to Governors and went through these in detail:

- Master Funding Agreement
- Supplementary Funding Agreement
- Commercial Transfer Agreement

KT advised Governors that all the documents had been looked at by the Legal Team.

AA requested time to be able to read through these documents and KT provided AA with copies. Once these have been read it was agreed that AA and Kirstie Dolan would attend school tomorrow to sign all the documents on behalf of the Governing Body. If KD was unable to attend the school tomorrow, Governors agreed that this could be delegated to another Governor who was able to attend.

KT informed Governors that all funding for SLA's and the Teaching School will be in the new bank account from January along with the balance of the conversion grant. Now that the school has been provided with a Company Number work can be completed to open a new bank account. Once this has been opened, funds will be transferred over and enough funds will be available to pay salaries in January. LA will keep any carry forward for up to 3 months but this will be transferred when the final figure is agreed.

KT would like it noted and thanks passed on to Ester and John for all the work undertaken to support the financial aspects of the conversion to include ensuring that as many invoices as possible are paid before the end of December.

KT confirmed that Rawlinson's have been appointed as the Accountants as previously agreed by Governors.

HCSS will provide the financial toolkit with training being rolled out during December.

	<p>Governors agreed that authorisation is given for KT to be able to authorise EPM to act as agents for the new Academy with the HMRC. This was unanimously agreed and when the Academy is confirmed KT will provide all the required information to EPM to register with the HMRC.</p> <p>The financial accounts will be audited by the DfE in March and July and monthly reports will be provided by the Accountants.</p> <p>All school policies will be carried forward to the Academy in January with the only change being the name of the school.</p> <p>KT put forward a proposal to Governors that the school converts to Academy status with effect from 1 January 2016 and following a vote, this was unanimously agreed by all present.</p> <p>Governors asked that thanks be passed on to all staff for the work they have undertaken to support this process.</p>	
5	<p>ANY OTHER BUSINESS</p> <p>TEACHING SCHOOL</p> <p>KT presented a document to Governors and advised that it is a requirement to declare for the last year that the funding has been appropriately spent. CS asked what this included and KT advised that this was primarily for training purposes. This was unanimously agreed by Governors and signed by the Chair. This document will now be uploaded on to the website.</p> <p>TRAINING FOR TRUSTEES</p> <p>AA asked about training for Trustees and asked if Governors would like to have some training and KT confirmed that she would look into this further for next year.</p>	
6	<p>DATE OF NEXT MEETING</p> <p>Monday 14 December 2015 at 6.00 pm</p> <p>Governor were asked to note that the Curriculum Committee meeting schedule to take place on Thursday 3 December has been postponed and will now take place alongside the FGB meeting on 14 December.</p> <p>Governors were asked to note that this would be the first meeting as an Academy.</p>	

Signed.....

Print Name.....

Date.....