**The Federation of Abbey Schools Academy Trust**

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**Minutes of the Annual General Meeting**

**7.00pm on Monday 18th December 2023**

**PRESENT:**

**Members:** Mr J Deane and Mr D Bailey

**Directors:** Mr J Briggs (Headteacher), Mrs E de la Motte (Chair), Mr M Fryer and Dr L Bryant,

**IN ATTENDANCE:**

Mr S Leigh – Clerk to the Governing Body

**Action**

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| **Procedural Business** | | |
| **1.** | **Welcome**  The meeting opened at 7.00pm with all welcomed and invited to introduce themselves to the meeting. It was confirmed that the meeting was quorate and could move to business. |  |
| **2.** | **Minutes of the Annual General Meeting held on 12th December 2022**   1. **Minutes of the meeting held on Thursday 21st September 2023**   Members RESOLVED that the minutes of the meeting held on 12th December 2022 be approved for signature by the Chair as an accurate record of the meeting with a signed copy being provided for the school file.   1. **Matters Arising from the minutes**   There were no matters arising from the minutes that were not already covered elsewhere on the agenda for the meeting. It was confirmed that all actions noted at the previous meetings had been completed. | **Chair** |
| **Main items of Business** | | |
| **3.** | **Annual Report and Financial Statements for the year ended 31st August 2023**  Members were presented with a copy of the Annual Report and Financial Statements for the year ended 31st August 2023, acknowledging that each document had been carefully scrutinised by Directors in their consideration and approval. Members confirmed that they had read the content of the reporting which did not identify any significant issues for questioning.  Questioning costs per pupil as identified within the reporting, Members were provided with details of the make up of these costs and the benchmarking that took place, comparing these figures with other similar organisations. Costs were comparable. It was acknowledged that the employment of cleaners etc did slightly skew the staffing cost figures.  Members commended the quality of the reporting with thanks and appreciation extended to the Headteacher, the Federation’s Finance Team and the external auditor for the work and efforts that had produced such a positive report for the year.  Members RESOLVED to receive and accept the Annual Report and Financial Statements for the year ended 31st August 2023. | **Headteacher** |
| **4.** | **Federation of Abbey Schools / Melrose Learning Trust merger update**  Members were provided with an update concerning the proposed merger of the Federation with Melrose Learning Trust. The following points were highlighted:   * Staff and parent consultations fully supported the merger. Collaborative working between the Trusts was already in place with the Federation accessing support and training from Melrose. * DfE approved the Trust’s application to merge with Melrose Learning Trust. * The TUPE process had been concluded with no specific issues of concern raised from the process. * Due diligence activities across Education, Finance, Staffing, Buildings and Health & Safety had not raised any significant issues of concern. * Muckle LLP had been engaged to support the Trust in the legal process to the merger. Legal documents were near completion. * Both the Federation and Melrose Learning Trust were working to a merger date of 1st February 2024 after which time, processes would be in place to dissolve the Federation of Abbey Schools Trust.   Members offered their thanks for the updates provided, commenting that the merger of the Federation with Melrose was a very positive step to the benefit of Abbey schools, wishing the Directors and the schools every success in their future endeavours.  On behalf of the Governing Board, the Chair expressed her thanks and appreciation to the Members for their support to the Federation. |  |
| **Closing items** | | |
| **5.** | **Close of Meeting**  There being no further business, Members and Directors were thanked for their attendance and contributions and the meeting closed at 7.15pm. | **All to note** |

Chair…………………………………………………………………

Signed……………………………………………………………….

Date………………………………………………………………….