

Coppice Primary Partnership Minutes of the Annual General Meeting

Held on Wednesday 11th December 2019 at 5.30 pm
At Loose Primary School

Present:

Members: Carole Hardy (Chair of trustees), Steve Knowles, Jane Prideaux, Andrew Nursey, Paul Burbidge

Trustees: Darren Webb (Executive Headteacher), Carina Cuddington, John Edgar (CoG SKPS), Peggy Murphy (CoG CPS)

In attendance: Andy Lacey (CPP Chief Financial Officer), Sarah Holman (HT LPS), Giacomo Mazza (HT CPS), John West (CoG LPS), David Jones (governor CPS), Richard Dalton (governor SKPS), Clare Nursey (CPP Clerk)

Item	
1	<p>Welcome and any introductions</p> <p>1.1 Carole Hardy, Chair of Trustees, welcomed everyone to this first Annual General Meeting of CPP. She confirmed that the purpose of the meeting was for Members formally to receive the Trust Annual Report and Audit Findings, approved by trustees at their meeting on 4th December 2019, and thanked others present for attending to hear the discussion.</p> <p>1.2 All present introduced themselves and explained their role in the trust.</p>
2	<p>Appointment of Chair for the meeting</p> <p>Members unanimously agreed that Steve Knowles would chair this meeting.</p>
3	<p>Apologies for absence</p> <p>3.1 All Members present.</p> <p>3.2 Andrew Maitland and Isabelle Linney-Drouet (trustees) had sent apologies for absence.</p>
4	<p>Declaration of business interests</p> <p>4.1 Members updated their business interest declaration forms and confirmed they had no new relevant interests to declare.</p> <p>4.2 Trustees had updated their forms at their last board meeting and confirmed they had no interests to declare relevant to tonight's discussions.</p>
5	<p>Minutes of the last meeting</p> <p>As this was the trust's first AGM, there were no previous minutes to approve.</p>
6	<p>Overview of the year</p> <p>6.1 The Executive HT, Darren Webb, had circulated a written overview of the year to all present and talked through this at the meeting. <i>[Copy filed with these minutes and available on request to those interested.]</i></p> <p>6.2 He introduced his report by saying it had been a successful year for the trust, though a steep learning curve in many respects, and one which had laid a strong foundation for the future.</p> <p>6.3 His summary covered the main activities and actions carried out throughout the trust, divided into the 3 Ofsted areas:</p> <ul style="list-style-type: none"> • <i>Quality of Education</i> – Design and implementation of a new curriculum, and Pupil outcomes • <i>Welfare</i> – Nurture provision, Safeguarding and Behaviour • <i>Leadership and Governance</i> – Leadership Reorganisation, School Improvement, Leadership Development, St Katherine's Primary School (which had joined the trust as of 1st November 2019), Admissions/Reputation, and Budget Outturn.

	<p>6.4 He concluded by summarising the future direction and priorities of the trust, under the headings of Opportunities and Threats:</p> <ul style="list-style-type: none"> • Opportunities – Growth, Business Structure, Nurture Provision, and Curriculum • Threats – Admissions, Recruitment and Retention, Leadership Capacity, and Standards <p>6.5 SK thanked the EHT for his summary which was very helpful in placing the report and audit findings in context.</p>
7	<p>Trust Annual Report and audit</p> <p>7.1 SK reminded the meeting that trustees, who were appointed by the Members, had responsibility for <i>approving</i> the Annual Report and Audit Findings and it was the Members' responsibility formally to <i>receive</i> these reports, prior to submission to the DfE and ESFA. If anyone in attendance had any questions or queries on reports presented, these could be discussed later in the meeting or informally after the meeting.</p> <p>7.2 Members unanimously AGREED they were happy to receive the Annual Report and Audit Findings presented at this meeting.</p> <p>7.3 SK advised that should Members have concerns about receiving these documents in the future, the relevant procedure would be explored at that time.</p>
8	<p>Reappointment of Auditors</p> <p>8.1 Kreston Reeves' quote for provision of audit services in 19/20 had been circulated to all present in advance of the meeting. <i>[Copy filed with these minutes and available on request to those interested.]</i></p> <p>8.2 SK, CH and DW confirmed they had been very satisfied with Kreston Reeves' services this year, at both CPP and elsewhere, and were aware of no adverse comments on the firm. The firm had proved very willing to share advice and expertise, and continuing to develop the relationships already established would be helpful in enabling CPP to develop further. For information, CH advised the meeting that Kreston Reeves had been extremely complimentary about the trust's operation and management of its finances and financial procedures in its first reporting year.</p> <p>8.3 Members unanimously APPROVED the reappointment of Kreston Reeves as CPP's auditors for 19/20.</p>
	OTHER
9	<p>AOB and Publication of minutes</p> <p>9.1 There were no questions and no other business to conduct.</p> <p>9.2 Approved draft minutes would be posted on the Trust website as soon as available (not due for signature until next year's AGM).</p> <p><i>The meeting closed at 6.10 pm.</i></p>

Signed.....

Date.....