

Draft Minutes of the Annual General Meeting (AGM) of

Katharine Lady Berkeley's School

4th March 2015, 7pm in the Drama Hall

Present:

G Hayward (Chair), A Harris (Headteacher), J Kendall, T Andrews, C Sanders, C Jenner, N De Silva, Jo Phillips, D Bush, I Trayling, F MacMillan (Clerk) and 7 parents/guardians

In part attendance: S Blackshaw until end of presentation of the annual accounts

Apologies: D Mc Coubrie, M Clarke, M Challis, R Robinson, S Harding, Dr J Cordwell

Welcome and introductory comment

1. GH welcomed those present and introduced the Governors present to the non Governor attendees. She explained that holding the AGM is a legal requirement, and stressed the need for the School and its' Governing Body to be publicly accountable. Holding an open AGM helps facilitate that accountability.

GH then briefly outlined the purpose and focus of the meeting.

Minutes of the AGM held 26th February 2014 for approval

2. The above minutes were accepted as a true record and signed accordingly.

Matters arising from the minutes

3. There were no matters arising from the minutes.

Formal presentation of the annual report and accounts

4. SB presented the third year's accounts since becoming an Academy ending 31.8.14. SB noted that these accounts had been subject to an audit which had taken place in October 2014 in accordance with due process and the requirements of the Companies Act 2006.
5. Noting the detail and depth of the full accounts, SB directed those present to the most salient sections for the purpose of the AGM, namely those sections outlining the financial activities and the resulting balance sheet (pages 21-24) and the supporting notes (pages 25-43).
6. He highlighted that the most significant area of expenditure is staff salaries (74%) with the teacher staff salaries being the largest part of that area of expenditure. Further he noted that approximately 30% of the gross pay costs are directed to the Pensions with the Net Pensions liability standing at £1.89m.

7. He confirmed that following a successful bid to a Capital Grants Fund, the school received a notable £800k to undertake repairs and replacements to windows and roof structures. As at end of the audit period the school recorded a value of 624k in net current assets and a reserve of 4% of income (within the recommended 3 - 5% "prudent reserve" level).
8. He pointed out that the school received a very late VAT reimbursement of £0.17m during the audited year which cannot be allowed to be repeated in the current year.
9. In summary, the auditors deemed the school to be a viable going concern, that the audit was "clean" i.e. no areas of concern, and noted that the risk register is regularly reviewed.
10. GH invited comments and questions from the floor, and there being none thanked SB for not only taking the school through a successful audit but also for the presentation.

How we manage our money in practice

11. AH delivered a presentation on the income received in 2013-14 and the related expenditure, together with the budget for 2014-15 and the longer term financial picture.

2013-14

12. He noted that the major area of budget expenditure was due to overall staffing costs at 81% of budget and of this 60% was directed to teaching salaries.
13. Main income sources are from the Education Funding Agency (EFA), in respect of the students studying at the school, together with payments for Special Educational Needs and some Pupil Premium funding. As an estimate each child in years 7-11 attracts in the order of £3.5k per year, with students in years 10 and 11 attracting £4.5k per year.
14. Sixth form students attract around £4k per annum.
15. Given the total income received in 2013-14 against the outgoings, a reported in year balance of -£7k was recorded (less income over expenditure). This resulted in a carry forward to 2014-15 of £282k.

2014-15

16. AH reported that in this stage in the year, there is a predicted in year balance of £179k predicted spend over an income which has in itself seen a £300k reduction on the previous year. As a result the carry forward is expected to reduce from £282k to £103k.
17. He noted that responding to a £300k reduction in income cannot be met immediately, but that a strategic view needs to be taken to rebalance costs. This is particularly pertinent given the fall in demographics and the resulting reduction in school in take

numbers from an actual of 245 student in take in September 2014 to a predicted 197 by 2020 (data provided by the Gloucester County Council). Sixth form numbers are also predicted to fall from 274 actual in 2014 to 269 by 2020. In terms of all year learners in 2014 the number of students stood at 1454, but by 2020 the school role is predicted to drop to 1292.

18. In addition to the reduced income associated with a reduced student number level , AH noted the other financial pressures, and most notably:
 - the increase in pensions for teachers from 14.1% to 16.48% from September 2015 which will amount to an additional £80k per year
 - the increase in National Insurance contributions from 10.4% to 13.8% from April 2016 which will amount to an additional £100k per year.
19. Given the above, AH reported that regrettably the school has embarked on a restructuring programme (having consulted with staff), with reductions being made in teaching, clerical and secretarial staff.
20. It is anticipated that with the impact of the restructuring measures that the carry forward should increase in 2015-16 and for 2016-17 , however there still remains difficulties around 2017-19 should the reductions in forecast student numbers be realised.
21. AH stressed the importance therefore of effective marketing to ensure future students choose KLB as their school of choice.
22. GH invited comments and questions from the floor and as none were raised she thanked AH for the presentation.

Where are we now?

23. AH gave an overview of the most recent examination results and noted for 2014 :
 - Excellent A level results with the highest point score/entry for any maintained school in Gloucestershire and South Gloucestershire
 - Although many students achieved excellent GCSE results, the overall picture is mixed, with 68% of entries achieving A* to C in English and Mathematics.
 - An area for improvement is for those less able students in Mathematics and the progress they are expected to make

The wider education agenda and how it will affect us

24. AH then presented a summary of the upcoming changes to the curriculum, assessment and exam structures and the other known national changes in the next 2/3 years. In particular he noted:

In 2015:

- New GCSE courses starting in English (Language and Literature) and Mathematics
- AS courses will be stand alone courses in their own right
- New A levels (2 year end of course assessment) starting in a wide range of key subjects for the school.

In 2016:

- New GCSEs for the remaining subjects
- New Accountability Measures to be introduced from 2016 focussing on Progress 8 and Attainment 8

In 2017:

- The introduction of new grading structures for GCSEs to a number grade ranging from 0-9 (to replace A*-U) for English and Mathematics

In 2018:

- All GCSE subjects to be graded 0-9.

What are we already working on: The School Improvement Plan (SIP) 2014-15 and beyond

25. AH highlighted a few of the key areas of the SIP and noted:

- the work to support those students with low prior attainment in Mathematics to make three levels of progress
- in terms of overall progress , the target for the best 8 value to exceed 1005 has been exceeded (2014 recorded 1008)
- the work to continually use Pupil Premium funding to best effect and in doing so narrow the Pupil Premium “gap”

26. Looking at wider challenges, AH expressed concern at :

- the difficulty to recruit to teaching posts, particularly in Mathematics and Science
- The challenge of the already documented falling demographic
- Uneven provision in the County with both Stroud High School and Marling consulting with their respective parent body to increase their intake from 120-150 each
- Past experience of poorly moderated OFSTED reports, however from September 2015 a new inspection framework will be introduced which will draw upon the experience of 2 inspectors (one to be HMI), which should be a more positive experience
- The challenge of a University Technical College (UTC) at Berkeley Green to launch in September 2016 offering provision, with subsidised transport, to 14 to 16 year olds across a limited range of subjects with a focus on Digital Technologies and Advanced Manufacturing
- The continual threat to reductions in Capital funding

27. Questions were invited from the floor but, as none were asked, AH was thanked for the presentations and the insights given.

Report from Katharine Lady Berkeley's School Foundation

28. GH briefly explained the history of the Foundation and thanked the Foundation for their continued financial support of the school.

29. GH recorded warm thanks to three Foundation Governors who had stood down from their roles in the past year, namely Angela Dixon ,Vernon Jotcham and Lesley Chase, who between them, had given over 60 years of service to the school as Foundation Governors.

30. JK introduced the Foundation report and invited questions from the floor. As none were raised, the Foundation was thanked for the report.

Q&A

31. None were asked.

Close

32. GH thanked everyone who attended and who delivered presentations. She then declared the AGM closed at 8.15pm