



**Minutes of the Langtree Academy Trust Annual General Meeting.
Held at Langtree School on Thursday 12th December 2024 at 7.00pm**

Present:

Members

Alan Broomhead (AB)
Alan Dunstan (AD) – Chair of Meeting
Vicki Hamilton (VH)
Jan Seal-Roberts (JSR)

Trustees

Deborah Allen (DA) Christine Reeves (CRe)
Simon Bamford (SB) Catherine Roche (CRo)
Kathryn Foster (KF) Hayley Scott (HS)
Sarah Parish (SP) Clive Watts (CW)
Martina Platts (MP)

Apologies

Linda Burton (LB) Victoria Vaughan (VV)

In attendance:

Emma Ashley
Jo Cundy (JCu) – Clerk
Carolyn Ventress (CV) - School Business Manager

1. Introduction

- Quorum was confirmed.
- No Trustee declared a material interest in any agenda item.

2. Approval of 7th December 2023 AGM minutes

Minutes which had been circulated were approved as an accurate record. The minutes will be signed by AD and filed in school.

Signed

Date

Langtree School, Woodcote, Reading, Berkshire RG8 0RA
Tel: 01491 680514 Email: office@langtreeschool.com www.langtreeschool.com Twitter: @Head4094
Headteacher: Mr S. Bamford Deputy Headteacher: Ms S Burman
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Company Registration Number: 07980335 Registered Office: Langtree School. Woodcote. Reading. RG8 0RA

3. Chairman's Statement

AD highlighted some of the achievements for the 2023/24 academic year:

- The class of '24, despite a few early doubts, achieved some excellent results, exceeding expectations. As always, the support and encouragement from Langtree's excellent teaching staff went a long way to secure this.
- An External Governance Review took place, concluding in April 2023. There were over 60 recommendations for governance improvements. Work to reflect the recommendations to improve governance processes, no mean feat, was completed in July 2024.
- In November 2023, the process of creating a Strategic Plan to fit the Langtree Vision was started. The Framework for the Board's Vision and Strategic Plan is now published on the school website. External awareness of the importance of the challenges facing Academies is ongoing.
- The recently completed external audit has highlighted excellent work from Carolyn (School Business Manager) and her team, resulting in a clean bill of health for financial year end 31st August 2024.
- AB and VH, two long serving Trustees with over 28 years of governance between them, are stepping down as Trustees. They have shown tireless commitment and enthusiasm to support Langtree and the Board. Leading by example they have both set extremely high standards to improve governance. The board are delighted that they will remain on the Board as Members.

4. Audited annual accounts:

4a. Approval of Trustee Report and Audited Accounts to 31st August 2024: The accounts had been presented by auditors Cooper Parry to the Finance and General Purposes (F&GP) committee at the 28th November 2024 meeting. These accounts, along with the External Audit Findings, were subsequently made available for all Trustees to view in the Google Drive. AD provided a brief summary of both the Report and Accounts. AD said that no major issues were found and it was a positive outcome.

Risk findings included:

- ATH states that best practice is for the Chair of Trustees to not also be the Chair of Finance committee. Resolution: The Vice Chair of Trustees will assume the role of Chair of Trustees when financial reports are discussed.
- Some interest balances and bank fees had not been directly reconciled to the accounting system at year end. The amounts involved were not material. Resolution: Going forward the account will be reconciled quarterly.

The net operating surplus for the year is £38,000, this compares with a budgeted surplus of £35,000 and an operating surplus for the prior year of £96,000. The overall operating reserves as at 31 August 2024 were £560,000. This equates to approximately 2 months of staff cost which compares to the trust's stated reserves policy of 1 month of staffing costs.

Members unanimously approved both the Trustee Report and Audited Accounts to 31st August 2024.

4b. Re-appointment of auditors: The audit process was extremely thorough; however, CV identified some operating issues. The cost has also increased. CV has initiated a tender for new auditors, the procurement will be run by Minerva, with a conclusion early Spring 2025.

5. Resignations and appointments Jan-Dec 2024: A list of Trustee appointments, re-appointments, resignations and committee memberships for the period January-December 2024 had been circulated. There were no queries.

The AGM closed at 7.16pm

DRAFT