

HADRIAN LEARNING TRUST

Minutes for Meeting of Board of Trustees

6pm, Wednesday 12 December 2018

In attendance: Simon Kitchman (SKi), David Hartland (DH), Graeme Atkins (GA), Barbara Hignett (BH), Tony Brown (TB), Sarah Kemp (SKe), Kate Chaplin (KC)

Also attending: Charlotte Gaines (CG, Clerk to Trust Board), James Andriot (JA, Head of School), Sarah Sparke (SS, Chief Financial Officer), Chris Beaumont (CB, Clive Owen, Chartered Accountants)

Part 1 Classified Non-Confidential

1) Apologies

Apologies for non-attendance were received from Veryan Johnston and Jonathan Holmes. Apologies for late arrival were received from Kate Chaplin.

2) Declaration of pecuniary, business or personal interests

No declarations of pecuniary, business or personal interest were made in addition to those already recorded in the Register of Interests.

3) Annual Report and Accounts and Auditor's Report

SKi noted that the draft Annual Report and Accounts had been discussed at the F&A Committee, minutes of which had been circulated. He invited CB to outline the main points.

CB highlighted the following, noting the 31 December ESFA submission deadline, with 31 January the date for publication on the Trust's website:

- No issues in revenue recognition or regularity.
- Assumptions for the two pension schemes have been reviewed.
- The Trust is in a good position as a going concern.
- Land and building valuations were not released until February/March 2018. CB noted discrepancies between the ESFA and LA valuations and recommended the original valuations should remain, with a note regarding the differences.
- Majority of issues identified last year have been resolved.

SKe noted a spelling mistake. SS advised this would be corrected with other small amendments prior to signing.

SKi advised that JH had queried his attendance but confirmed that this had been verified from the minutes and was due to the nature and number of part 2 meetings in addition to apologies.

Trustees approved the Annual Report and Accounts, which will be presented to Members at the AGM on 20 December 2018.

4) Auditor's report

CB summarised the Audit Findings Report, which had been circulated to Trustees. The Finance Team's systems continue to work well and there are only two recommended actions, which are in hand. CB noted that there was only one small item that the Trust had notified to the auditors and adjusted. He congratulated SS and her team.

KC joined the meeting.

SKi thanked CB and his team for their involvement. He also thanked SS and the Finance Team for their hard work throughout the year that enabled the audit to go well.

5) Minutes of meetings - approval and matters arising

The Minutes of the following meetings, having been circulated to Trustees, were discussed:

- Hadrian Learning Trust Board – 17 October 2018 – Part 1
- Hadrian Learning Trust Board – 14 November 2018 – Part 1

Trustees agreed that the Minutes should be adopted as a true record.

BH informed Trustees that BH, DH, KC, SKe and JH attended the lunch with staff at HMS on Friday 26 October 2018.

6) Stakeholder engagement

GA invited Trustees to the following events: the QEHS production of We Will Rock You; carol services at the Abbey on Monday 17 and Tuesday 18 December, and a Celebration Evening at QEHS on Wednesday 19 December.

GA noted that some Trustees had attended events to mark the recent passing of a student. He praised JA for his excellent handling of matters relating to this, including coordinating arrangements for a celebration event which had been well received by family and friends.

7) Urgent business with agreement of the Chair

GA provided details of a small but potentially very serious fire which occurred at HMS on Thursday 6 December 2018. SS, GA and others have met with representatives from parties involved with the roofing works which led to the fire and are reassured that the necessary lessons are being learnt. Works to make good the damage are taking place this week.

SKi suggested that the RPA is checked regarding insurance for buildings with listed status.

SS

Close and confirm date of next meeting

Part 1 of the meeting was concluded.

The next Part 1 meeting will take place on Wednesday 16 January 2019.

Trustees moved onto Part 2 of the agenda.