

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

**Minutes of the 9th Annual General Meeting of
Chelmsford County High School Academy Trust (Company Number 07445392)
held at the School at 12.25pm on Saturday 26th January 2019**

Present:	Steve Miles Peter Cook Nicole Chapman Mary Argent, Richard Brown, Ros Cornish, Ruth Neave, Jason Oster, Lauren Smith, Richard Vass, Yvonne Wickers, Mike Worboys	Chair of Governors Vice Chair of Governors Headteacher
In Attendance:	Melissa Mulgrew Wendy Newton	Business Manager Clerk to Governors
Apologies:	Duncan Stevens, Sarah Clements, Mark Rowell	

ITEM 1 – NOTICE OF MEETING

1. Notice of the meeting was received.

ITEM 2 – APOLOGIES FOR ABSENCE

2. Apologies for absence were received and accepted from Duncan Stevens.

ITEM 3 – DECLARATION OF INTERESTS

3. There were no declarations of interests further to those already stated on the Register of Business Interests for 2018 -19.

ITEM 4 – MINUTES OF THE PREVIOUS AGM

4. The minutes of the previous AGM held on 27th January 2018 had been received and approved at the Directors' Meeting (Full GB meeting) on 9th March 2018.

ITEM 5 – APPROVAL OF COMPANY ACCOUNTS

5. Approval of the Company Accounts for the period 1st September 2017 to 31st August 2018 had been delegated to the Management Committee at the Directors' Meeting (Full GB meeting) on 18th October 2018. On the recommendation of the Facilities and Finance Committee, the Company Accounts had been approved by the Management Committee on 7th December 2018 and published on the School website. The Company Accounts had been circulated electronically to all Directors.

6. **Decision.** The approval of the Company Accounts for the period 1st September 2017 to 31st August 2018 was noted and formally ratified by the meeting.

ACTION

ITEM 6 – APPOINTMENT OF COMPANY AUDITORS

ACTION

7. The Directors of the Academy Trust had agreed at the Company AGM in March 2017 to appoint School auditors for a three-year period, subject to continuing acceptability. The current School auditors, Edmund Carr LLP, were now in the third year of the three-year cycle and it was noted that the School would need to go out to tender for the role in the next academic year.

ITEM 7 – ANY OTHER BUSINESS

8. **Governor Vacancies.** The Clerk advised the meeting that with the resignation of Lee Palmer at the end of the last term there were now three Governor vacancies, two Nominated Governor positions and one Parent Governor position, and that the vacancies were now beginning to impact sub-committee membership. A Governor Information Session had recently been held for interested parents. The Chair put forward the proposal that Richard Brown should be re-categorised from Parent Governor to fill one of the Nominated Governors vacancies and that a Parent Governor election should be held for two new Parent Governors. The proposal was seconded by Peter Cook, Vice Chair. The meeting discussed the membership, composition and skills set of the current GB.

9. **Decisions.** With his consent and the gratitude of the GB, it was agreed that Richard Brown would become a Nominated Governor with a new four-year term of office with immediate effect. It was also agreed that the Clerk should initiate a School election for two new Parent Governors.

Clerk

12.35pm – Melissa Mulgrew, Business Manager, left the meeting.

10. **Headteacher Appointment Update.** The meeting received an update on the progress of appointing a new headteacher.

The meeting closed at 12.50pm.

Agreed as a true record

S Miles
Chair of Governors

29th March 2019