

**Weald Of Kent Grammar School**  
**Non-Confidential Minutes of the virtual**  
**Extra Full Trustee Board**  
**23<sup>rd</sup> December 2024 at 1pm**



Trustees Present	<i>Andrew Barnett – AB</i> <i>Richard Booth – HT</i> <i>Toby Fountain (Vice-chair) – TF</i> <i>Chris Eades – CE</i> <i>Ben Katz - BK</i>	<i>Robin Jones (Chair) -RJ</i> <i>Liz Kinnersley - LK</i> <i>Victoria Tomalin – VT</i>
Apologies	Amelia-Jane Clark – AJC William Varley – WV Saima Islam – SI Gautam Sehgal – GS	Alessia Ropkins – AR Kim Jiskoot – KJ Jane Craigie-Payne – JCP
Absent		
In attendance	Karen Marr – Clerk Allan Hickie Mason Willis	TEP Clerk Auditor - UHY Hacker Young CFO

Item	Main discussions and agreed actions	Action by
<b>PROCEDURAL</b>		
<b>1</b>	<b>Welcome, Apologies and Quorum</b>	
	The chair welcomed everyone. The meeting was quorate (1/15 ).	
<b>2</b>	<b>Declarations of interest</b>	
	There were no new declarations of interest, trustees were reminded to update their interests on GovernorHub.	
<b>For discussion and agreement</b>		
<b>3</b>	<b>Accounts to 31/08/24</b>	
	<p>The CFO apologised to the trustees for the lateness of the accounts, this was due to several factors, and it was agreed that the expectation was that in future accounts would be with the Finance Committee for review by the third week in November and then to the Full Trust Board by the second week of December.</p> <p>The accounts had not changed significantly since the draft that was reviewed. There were few audit findings in section 5 with nothing radical identified and there was overall a positive picture.</p> <p>Management responses had been added to section 6 – status of audit issues raised in the prior year. To note of these were declared business interests being available of the website and value for money in procurement.</p> <p><b>Trustee question: Were the management accounts shared with the chair each month?</b> A: They were uploaded to GovernorHub. MW to flag when these were uploaded and also share these with the chair of the Finance committee and be available to the FTB.</p> <p>The final position was an improvement on the forecasted budget.</p> <p>Trustees agreed that someone needed to take control of the updates to the website for the statutory items – MW to put an action plan in place from January 25, it was suggested that this could be the subject for an internal audit review.</p> <p><b>Trustee question: was there a year-on-year comparison of the management responses?</b> A: The document was to be taken to the Fin Com to review.</p> <p>Trustees reviewed other recommendations and agreed that there could be further scope amongst them for internal audit review.</p> <p>There were limited adjustments needed to the accounts eg the pension was a net zero position. Rates income and expenditure needed to be shown. Unadjusted differences were a minor £14k.</p> <p>Funds decreased by £251k after depreciation adjustment as previously reported by</p>	<p>MW</p> <p>MW</p>

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<p>MW. This included £124k of the revenue budget transferred to capital. Reserves were £1.55m.</p> <p>It was confirmed to the auditors that there were no imminent changes to the school structure, remaining as a SAT with MAT discussions ongoing but no conclusions had yet been drawn or decisions made.</p> <p>There were useful links on the final pages of the report.</p> <p>Trustees agreed that there was ongoing work to pick up on the audit actions and this would be picked up by the Finance Committee.</p> <p>The HT advised that the matter outstanding on page 4, namely “Evidence of ESFA extension of MW in CFO role to 31 Aug 2024” needed a letter from the HR Director. Trustees were advised that there had been no changes in accounting legislation and therefore no new disclosures were required.</p> <p>Action - Trustee missing from the list of trustees “Ben Katz”.</p> <p>Trustees agreed that they were comfortable with the highlighted statements in the reserves policy section.</p> <p>Correction to the committee membership – the chair of trustees did not sit on the Leadership and management committee. It was agreed that the creation of the finance committee from Sept 24 should be mentioned in the structure as a post year end change. Trustees agreed they were comfortable with the governance statements.</p> <p><b>Trustee question: Last year there was reference to a breach of the Academy Trust Handbook (ATH) 2023 regarding an off-payroll CFO is this referenced again?</b> A: The regularity statement refers to having regard for the ATH 2023, signed by RB as the Accounting Officer. All trustees agreed that they were happy for RB to sign the Statement of Regularity, Propriety and Compliance.</p> <p>It was noted that whilst Mr Gladman was not currently a member of the SLT he was an SLT member until Easter 2024 and therefore should remain on the list.</p> <p>Robin Jones as Chair and Richard Booth as Accounting Officer to sign the accounts by electronic means ready for filing by the 31<sup>st</sup> December deadline.</p> <p><b>Trustee Question (to Allan Hicke): Were there any wider concerns?</b> A: No</p> <p>Subject to the small changes and the chair doing a full read through before signature the trustees APPROVED to accounts.</p> <p>Thanks were expressed to the attending trustees.</p> <p>Meeting ends 13:41</p>	MW
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**Actions Log**  
**23.12.24**

Name	Item	Action	Outcome
MV	3/1	Flag when Management Accounts were uploaded to GovHub	
MV	3/2	Create action plan for website statutory updates	
MV	3/3	Add Ben Katz to the Trustee list in the accounts.	