



Hitchin Boys' School

MINUTES FOR FULL BOARD OF TRUSTEES EXTRAORDINARY MEETING 9th December 2021 at 5.40pm

Board Members	Attendance 2021/2022	Present at this meeting
Dr Helen Corkill (HC) Co-opted Trustee – Chair	3/3	Dr Helen Corkill (HC) Co-opted Trustee – Chair
Mr John Turney (JT) Trustee – Vice Chair	3/3	Mr John Turney (JT) Trustee – Vice Chair
Mr Philip Addison (PA) Parent Trustee	2/3	
Mr Neil Broughton (NB) Parent Trustee	2/3	
Mr Bryan Gillingham (BG) Trustee	2/3	
Ms Kirsty Harvey (KH) Parent Trustee	2/3	
Mr David Hutchinson (DH) Trustee	3/3	Mr David Hutchinson (DH) Trustee
Mr. David Ingledeew (DI) Trustee	1/3	
Ms. Hazel Jones (HJ) Co-opted Trustee	2/2	Ms. Hazel Jones (HJ) Co-opted Trustee
Mr Phil Laws (PL) Trustee	2/2	Mr Phil Laws (PL) Trustee
Mr Steven Marlow (SM) Trustee	3/3	Mr Steven Marlow (SM) Trustee
Ms Jen McCall (JM) Co-opted Trustee	1/3	
Mr Fergal Moane (FM) Head teacher	2/3	
Mrs Janet Radley (JR) Co-opted Trustee	3/3	Mrs Janet Radley (JR) Co-opted Trustee
Miss Kathryn Rainbow (KR) Co-opted Trustee	2/3	
Mr Bhagwant Singh (BS) Co-opted Trustee	3/3	Mr Bhagwant Singh (BS) Co-opted Trustee
Mrs Liz Taplin (LT) Co-opted Trustee	1/3	
Mr Michael Taylor (MT) Trustee	3/3	Mr Michael Taylor (MT) Trustee
Cllr Richard Thake (RT) Trustee	3/3	Cllr Richard Thake (RT) Trustee
Ms Jo Weston (JW) Parent Trustee	3/3	Ms Jo Weston (JW) Parent Trustee
Mr Kris Whitmore (KW) Trustee	3/3	Mr Kris Whitmore (KW) Trustee

In attendance:

Bob Goldsmith– Clerk

		Action
	The meeting was conducted remotely using MS Teams owing to Covid-19 restrictions. The meeting was quorate.	
1.	Welcome and introductions. Trustees were welcomed to the meeting.	
2.	To receive apologies and approve absences .	

Approved: _____
Board of Trustees 9th December 2021

	Apologies for absence were received and accepted from Philip Addison, Neil Broughton, Kirsty Havey, Fergal Moane, Kathryn Rainbow and Liz Taplin.	
3.	<p>To declare any conflict of interest that may arise during the meeting and any changes in declarations of interest.</p> <p><i>'Trustees are reminded they must declare a particular interest, financial or other, in any item on the agenda and withdraw from the meeting for that item'.</i></p> <p>There were none.</p>	
4.	<p>To receive reports from the Audit, Risk & Resources Cttee meeting held on 2nd December 2021, along with their recommendations and take decisions accordingly.</p> <p>The Board of Trustees received the following written items, posted on Governor Hub prior to the meeting:</p> <ul style="list-style-type: none"> a) Report to Trustees: Audit for the Financial Year Ended 31st August 2021(from Streets Chartered Accountants); b) Annual Report and Financial Statements for the Financial Year Ended 31st August 2021 (from Streets Chartered Accountants); c) Proposed amendments to the Report to Trustees submitted by the School's Business Manager (on pages 18 and 19); d) A Pensions Update: Balance Sheet, P&L, OCI Disclosures as at 31st August 2021 (from Hymans Robertson LLP); e) Minutes of the Audit, Risk & Resources Committee's meeting held on 2nd December 2021. <p>It was noted that items a) and b) had been updated by Streets Chartered Accountants since their earlier submission to the Audit, Risk & Resources Committee's meeting consequent to that committee's observations.</p> <p>The proposed amendments to the Report to Trustees from the School's Business Manager at c) related to Section Five of that report headed 'Systems and Controls', specifically responding to weaknesses and recommendations identified by Streets as the School's External Auditor.</p> <p>Item d), the pensions update from Hyman Robertson LLP, had been submitted to respond to comments made by trustees at the Audit, Risk & Resources Cttee.</p> <p>Item e) set out comments and recommendations from the School's Audit, Risk & Resources Cttee meeting on 2nd December, following their consideration of the Report to Trustees, Annual Report and Financial Statements.</p> <p>The Chair of the Audit, Risk & Resources Committee (BS) introduced comments and recommendations that had been submitted. In particular, he highlighted the revised conclusion that the school had an operational surplus during the 2020 – 2021 Financial Year of £12,000 rather than the small deficit previously reported.</p> <p>With respect to weaknesses identified by the external auditor with respect systems and controls, and recommendations for improvements (Section 5 of the Report to Trustees) the following question was asked:</p> <p>Q1: Will the Finance Team receive a briefing on the recommendations made by the External Auditor and will staff induction be amended to reflect the weaknesses found?</p>	

	<p>A: Yes, staff will be briefed accordingly and staff induction training will respond to the recommendations made by external audit.</p> <p>The Board discussed and then endorsed the proposed amendments to the Report to Trustees at pages 18 and 19, as submitted by the School's Business Manager.</p> <p>The Board also acknowledged that the letters of representation had been duly considered by the Audit, Resources & Risk Committee as part of the External Auditor's presentation of the accounts.</p> <p>The Board of Trustees thanked Streets for the clear presentation of their audit findings and reports. It was noted that this was their first presentation to the board following the school's change of external auditor. The Board found the reports to be an improvement on those presented by the previous auditor. The accounts were also prescient in their reflection of the challenges ahead.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1) That the 'Report to Trustees: Audit for the Financial Year Ended 31st August 2021' be approved, with inclusion of the amendments proposed by the School's Business Manager at pages 18 and 19. 2) That the 'Annual Report and Financial Statements for the Financial Year Ended 31st August 2021' be approved. 3) That the Chair of the Board of Trustees and the School's Accounting Officer be authorised to sign the Financial Accounts on behalf of the Board. 4) That the Letters of Representation be approved and that the Chair of the Board of Trustees be authorised to sign the letters accordingly. 5) That the Board of Trustees acknowledge receipt of the report to management, together with the management responses from the meeting held with Streets, and confirm that this document will be sent to the EFSA with the financial statements. 	
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The meeting closed at 5.51pm

Chair's Signature:

Date: