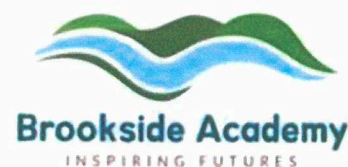


Brookside Academy (327) – Board of Governors
Company Registration Number: 07641618 (England & Wales)



Minutes of the **Board of Governors** virtual meeting via Microsoft Teams, on Monday 9th December 2024. The meeting started at 6.00pm.

MEMBERS

-	Stuart Evans	(SE)	V	Alex Tedford	(AT)	(Chair)
V	Helen Fisher	(HF)	V	Brian Walton	(BW)	(Headteacher)
V	Jenny Moore	(JM)	-	Adi Whatling	(AW)	
V	Jonathan Sansam	(JSa)	V	Lauren Whinton	(LW)	

IN ATTENDANCE

V	Jenny Warrington	(JW) Minute Writer	V	Sandra Cinicola	(SCi)	Business Manager
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(✓ those present) (V = virtual attendance)

Minutes

No.	Item	Action
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Governor Meeting

Chaired by Alex Tedford (Chair of Governors)

01/FA24 The Chair welcomed everyone including Joe Scaith from Bishop Flemming (Financial Auditors) to the meeting. This is a special additional meeting of the governing body to approve the final accounts of the year ending 31 August 2024.

02/FA24 Welcome

a) Apologies for absence

Apologies were received from Adi Whatling whose attendance was prevented due to a power cut from the recent storm. No apologies were received from Stuart Evans.

With 6 of the 8 Governors present virtually, via Microsoft Teams, the meeting was quorate.

b) Declarations of Interest

None

03/FA24 Audit Committee Meeting Year Ended 31 August 2024

- Audit overview

Joe Scaith began by saying that this is the last time the Governors will meet with Bishop Flemming (Auditors) to go through the accounts as Brookside Academy joined Bridgwater and Taunton College Trust (BTCT) on 1st September 2024. There was also a clearance meeting to go over the accounts on the 8th November 2024.

The auditors said the final set of accounts were put through the same testing as any normal period and there was not too much to report. The Accounts and Management Letter needs to be signed and then it will be

No.	Item	Action
	shared with the Education and Skills Funding Agency (ESFA) as normally would happen.	
	The auditors said it was good that there was an absolute date of 31 st August to finish on, which was a full year and the balance sheet transferred a minute after midnight on 1 st September 2024.	
	The auditors ask two questions – 1) whether the accounts are materially misstated or not and 2) whether the money predominantly received from the ESFA has been spent in the way it should have been. There is a clean regularity audit report. The auditors also check to see that there is a true and fair view of the accounts. The Auditors also recognised that the academy was no longer a going concern, not due to financial reasons, due the limited company being struck off within the next 12 months as part of the closure process. Brookside is currently a limited company and therefore there are disclosures throughout the accounts referring to the closure process and this was talked through at the clearance meeting. Joe Scaith reminded governors that the final accounts needed to be signed and returned to them after the meeting.	SC
	Bishop Flemming picked out some key points from the narrative with the accounts:	
	<ul style="list-style-type: none"> • The accounts state that Brookside Academy is transitioning into Bridgwater the Taunton College Trust (including on pages 4, 5 and 6) as of 1st September 2024. • The academy has reasonable resources to continue for the foreseeable future • Following the decision to join Bridgwater and Taunton College Trust, the academy transferred out all activities and ceased to operate from 1st September 2024 so it's considered on a basis other than a going concern • There was a free reserves target set of £300,000 which equates to one months wage costs and at the year end the financial result was marginally under this at 258,000 due to higher spending in the build up to the transition into the Trust but this understanding was accepted by the auditors • All assets and liabilities were transferred into Bridgwater and Taunton College Trust as of 1st September 2024. As a result, the accounts were prepared on a basis other than a going concern. • The Governance Statement was the same as the previous year's format and was audited with the same standards • There's a clean statement of regularity on Page 13 by the accounting officer 	
	Lauren Whinton joined the meeting at 6.10pm	

No.	Item	Action
	<ul style="list-style-type: none"> • The independent Auditors opinion is that the financial statements give a true and fair view of the state of the academy's affairs as at the 31st August 2024. • Total income was just over £4.5 million. £258,000 in current assets. The cash flow statement looks unremarkable. • Some figures may look less usual – Teachers pay at £53,000 compared to £5,000 previously. This is common to all sets of accounts due to money coming to all Trusts for teachers paying pension grants so it's not unusual compared to others. • Supply Teacher costs were also higher compared with previous years but this was explained during the clearance meeting, as were professional fees before the transition into the BTCT. • Expenditure and direct costs were comparable to previous years • Support costs were mostly comparable • Liability on Local Government Pension Scheme has gone down and four pages of disclosures • £258,000 free reserves taken into BTCT • Net Assets of £6,848,952 transferred out of Brookside Community Primary School Academy Trust to Bridgwater and Taunton College Trust 	

No questions were asked about the accounts in this meeting.

04/FA24 Key audit and accounting matters for discussion - Key Issues for Discussion Document (KIDD)

Bishop Flemming summarised the key points from KIDD:

- There are two standard risks – that the numbers are not materially misstated for expenditure or income. The journals are tested and no material errors have been found and so there is nothing further to report.
- Risks 3, 4 & 5 are to do with the regularity audit checking money has been spent how it should have been spent and the right processes were followed e.g three quotes were requested when necessary for the expenditure threshold and there was no unauthorised borrowing. There were no material errors found for these risks.
- The number of journals posted has been reviewed and investigated and after analysis no further risk has been presented. All journals were posted Monday to Friday and there were no concerns regarding the journal descriptions.
- The KIDD goes to the ESFA but there's no major issues to be worried about
- It was a clean audit, everything was ok and the auditors didn't need to unpick any journals.

The management letter goes with the accounts to the ESFA.

No related party transactions were disclosed. No post balance sheet events after the 31st August for capital commitments for between £50,000 and

No.	Item	Action
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£100,000 were disclosed. There are no significant legal risks with provision in accounts.

Overall there is not too much to raise and discuss. The Audit was clean and the Business Management team has worked to get the accounts up together. We can recommend they are signed off.

There were no questions for Joe Scaith at the end of his summation.

He said thank you for working with his company over the past 12-13 years. And the Governor thanked him for his time.

Joe Scaith left the meeting at 6:31pm.

05/FA24 Accounts signing timetable

The Audit Committee Meeting approved the Final Accounts of the Year Ended 31 August 2024

Jonathan Sansam proposed that the Final Accounts for the Year Ending August 31st 2024 are approved and this was seconded by Helen Marshall.

All present approved the final accounts for the academic year 2023-2024.

All approved.

For: 6 Against: 0

06/FA24 Any other business

The Chair of Governors thanked everyone for attending.

With no other business, the meeting was closed at 6.34pm.

Date, time, and place of the next meeting

The next meeting of the Board of Governors will be on Monday 10th March 2025 at 6.00pm. This will be a virtual meeting via Microsoft Teams.

	<p>Signed on behalf of the Governors of Brookside Academy</p> <p style="text-align: center;"><i>ATCORN</i></p> <p style="text-align: center;">..... 16/01/25 Date</p>
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With no further business, the Chair declared the meeting closed at 6.34 pm.

Action List

Agenda Item	Action	By Whom	Due Date
03/FA24	Business Manager to oversee signing and return of the accounts to Bishop Flemming after the Meeting	SC	10/12/2024

Any business for the next Board of Governors meeting should be advised to the Chair of Governors.