

SHINE MULTI ACADEMY TRUST

MINUTES

Annual General Meeting

Tuesday 17th December 2024 at 6.00pm

at Whitemoor Academy, Bracknell Crescent, Nottingham, NG8 5FF

	<p>Present Robert Bevington (Chair) Sam Clulow</p> <p>Apologies Walaiti Rathore Rhys Whyborn</p> <p>In Attendance: Fiona Boyd Pat Woodfield Chris Newton Eddie Pearce Judi O’Leary (CEO) Sarah Brown (CFO) Lauren Cartwright (HRD)</p>
1.	<p>Welcome, Apologies and Declarations of Interest</p> <p>The Chair of Members opened the meeting, extending a welcome to all those in attendance.</p> <p>Apologies for absence had been received from Walaiti Rathore and Rhys Whyborn. It was confirmed that no Members had submitted any proxy voting intentions or resolutions, so the business of the meeting would progress as per the published agenda.</p> <p>It was confirmed that the meeting was quorate to proceed, as per the Trust’s Articles of Association.</p>
2.	<p>Appoint AGM chair</p> <p>Robert Bevington appointed as Chair.</p> <p>The Chair of Members opened the meeting, extending a welcome to all those in attendance.</p>
3.	<p>Approval of AGM Minutes 2023-24</p>

	Minutes agreed, no amendments.
4.	Matters Arising No matters arising or AOB requested.
5.	Annual Statutory Accounts Members raised no questions regarding the paperwork circulated – welcoming the positive outcome of the audit process. Members resolved to adopt the Annual Accounts and associated paperwork for 2023-24 and approved for the submission and publication of such, as required.
6.	External Auditors In reflecting upon conversations held at the previous Annual General Meeting, Members revisited the matter of appointing the External Auditor. The Chief Finance Officer, with the support of the Trust Board, recommended continuing to work with Smith Cooper for the 2024-25 reporting period. It was felt that their pricing remained competitive with the market, only increasing with inflation and that audit processes continue to be rigorous with different people undertaking fieldwork, despite the Board receiving the presentation of accounts from the same personnel. Trustees added the benefits of the external auditor having an existing relationship with the Trust and an understanding of the Trust’s systems and processes. Following discussion, Members approved to continue using Smith Cooper for the purpose of the Trust’s External Audit provision for the 2024-25 year.
7.	Members Resolutions None received prior or during the meeting.
8.	Members Resignations Resignation K Watson 28.6.2024 Chair of members thanked K Watson for her commitment and support.
9.	9. CEO Summary of 2023/24 The Chief Executive had circulated an Annual Report in advance of the meeting for Members prior consideration. The following aspects were particularly highlighted: <ul style="list-style-type: none"> - An overview of key achievements of schools within the last year, including improvements within Key Stage 2 outcomes. - The greater focus to standards, which aligns with the anticipated changes to the OFSTED framework, including a retained focus on “cusp” pupils, who are Working Towards+ within assessments and with additional work and intervention can achieve Age Related Expectations. - Schools across the Trust continue to experience an increase of SEND needs across all schools, which Members and Trustees need to be particularly aware of,

especially in EYFS Admissions. Whilst this aligns with the feeling of the broader education sector nationally, it is nonetheless challenging to manage.

- The Chief Executive raised some school-specific achievements and circumstances that warranted celebration and demonstrated the positive impact of being part of SHINE Multi Academy Trust.

Question: Within the report – how does the RAG rating work?

Response: This is an internal system – whereby schools who are below 10% from national averages, they are rated as Red.

The meeting discussed how combined outcome measures are calculated and the positive performance in individual subject areas, albeit this does not always correlate with similar increases in the combined position. It is recognised that Writing remains to be an area of priority in a number of schools, as this is what typically holds back improvements to the combined outcome position.

Question: Has the Trust identified anything particularly about Writing that is a consistent barrier?

Response: The Trust's position mirrors the national position, given that in comparison to Reading and Maths – Writing is considered to be the most difficult to teach. Children can often lack imagination and need to be able to write in a number of different genres to achieve the expected standard in KS2. Best practice has been shared where it has been identified within the Trust – but the Trust is not pursuing a "one size fits all" prescriptive model but rather celebrating and building upon the successes within individual schools. One such example of this is the sequence of Writing approach being used at Whitemoor, which includes opportunities to build children's writing skills over time (including aspects such as vocabulary, grammar and punctuation). It is expected that Langold will start this approach this academic year. At Ironville, Members and Trustees must remember that the school has smaller cohorts and children joining the school with lower starting points – both of which impact upon overall outcomes. The school purchases an external scheme of work, which they would like to continue. The Chief Executive is clear that if this is to be successfully – there should be a positive impact upon outcomes in this area this year.

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10.	<p>CFO Summary of 2023/24</p> <p>The Chief Finance Officer added that the audit process had been positive, which had included schools sharing information in a timely manner to aid the efficiency of the overall process. The Trust demonstrated a £1.4million surplus at year-end, with £2.6million in the bank accounts at the end of August 2024. All attendees of the meeting reiterated the positivity of the audit process, with only a few small items arising.</p> <p>Question: Is there a limit as to the amount of reserves that the trust can hold?</p> <p>Response: There is currently no maximum amount defined by the ESFA. The amounts held within SHINE align with the Trust's Reserves Policy position. Whilst not a formal measure – ESFA has typically suggested that reserves should not be lower than 5%, nor higher than 20% of overall revenue income.</p> <p>Question: How does the Trust's surplus financial position help schools?</p> <p>Response: The Trust ensures that schools have sufficient funding for staffing and other expenditure. In some circumstances, surplus funding may need to be accessed whilst waiting for other delayed funding, such as that for more specialised purposes.</p> <p>Question: Is there any way the surplus finances could be invested to support the higher levels of need that are being reported to be experienced within schools?</p> <p>Response: It is recognised that currently, existing staff are having to be redirected to respond to these additional needs – which has been picked up in some of the Behaviour Audits recently undertaken. However, it is difficult to commit surplus funding to staffing commitments, given that this is a recurring and often increasing cost (linked to pay and pension rises). Schools are able to access additional resources, and this is an aspect which will continue to be considered as part of ongoing engagement with schools.</p>
11.	<p>Meeting Closed</p> <p>There was no other business raised, Chair thanked the SHINE Team and Trustees for their hard work throughout the year and the Annual General Meeting closed.</p>