

# Minutes of a meeting of The Rowley Trust Annual General Meeting on Monday 3<sup>rd</sup> July 2023 at 2.45pm held via Microsoft Teams

## Present

Craig Westby, Head Teacher, Old Hill Primary School  
Matthew Whiteley Head Teacher, Rowley Hall Primary School  
Alison Bhardwaj Head Teacher, Springfield Primary School  
Karen Shaw Governor, Springfield Primary School  
Rachel Rogers, Parent, Springfield Primary School  
Catherine Walsh Head Teacher, Temple Meadow Primary School (Vice Chair)

## Apologies

Paul Newby – Head Teacher, Brickhouse Primary School

## In Attendance

Paul Field - Resources Consultancy Ltd – Financial Adviser  
Kylie Raybould, School Business Manager, Old Hill Primary School

## RLTAGM01/23 - Welcome and apologies

The Vice Chair opened the meeting.

Apologies had been received from Paul Newby and were accepted.

## RLTAGM02/23 – Propose of Meeting

Paul Field explained that the AGM was to consider the Annual Report and Financial Statements proposed for approval by the Trust Meeting and deal with retirements and appointments

## RLTAGM03/22 – Minutes of AGM 5<sup>th</sup> July 2022

There were no questions or matters arising.

**Resolved** that the Annual General Meeting minutes of 5<sup>th</sup> July 2022 be approved.

## RLTAGM04/23 – Financial Statement for year ended 31<sup>st</sup> March 2021

Paul Field presented the Report of the Directors and Unaudited Financial Statements. He explained the legal and administrative information and outlined the Directors' Report. Moving on to the Financial Statement Paul Field explained that the Trust had income of £1,700 (£340 per school) and expenditure of £1,627 and therefore made a surplus of £73 in 2022/23. This has increased the funds held by the Trust from £3,840 to £3,913. The £3,913 funds were held in cash at bank/petty cash (£3,347), owed by HMRC re VAT (£258) and a payment in advance for Directors Insurance (£308).

**Resolved** that the Report of the Directors' and Unaudited Financial Statements be approved.

## RLTAGM05/23 – Retirement and Appointment of Trustees

The following Board Members are retiring as from the AGM:-  
Mrs Pauline Riley, Governor, Old Hill Primary School

## Item noted

**RLTAGM06/23 – Rotation of Chair/Vice Chair**

The Annual General Meeting was informed of the Trust meeting decisions earlier in the day that Cathy Walsh, Head Teacher of Temple Meadow Primary School will be Chair and Alison Bhardwaj Head Teacher, Springfield Primary School will be Vice Chair.

***Item noted***

**RLTAGM07/23 – Motions for discussion from Attendees**

There were no motions for discussion on this occasion.

**RLTAGM08/23 – Closing Statement**

The Vice Chair thanked everyone for attending and concluded the Annual General Meeting.

The meeting closed at 3.00pm.

*Chairs Signature..... Date.....*