

**Education Achievement Service
Annual General Meeting (AGM)**

**Minutes of the meeting held Wednesday 15th November 2017
at 11.30am in Newport Civic Centre**

Present	Apologies
<p><u>JEG</u> Councillor Clive Meredith – Blaenau Gwent Councillor Philippa Marsden – Caerphilly Councillor Richard John – Monmouthshire Councillor Gail Giles - Newport Councillor David Yeowell- Torfaen</p> <p><u>Company Board</u> Councillor Lisa Phipps - Caerphilly Councillor Roger Jeavons – Newport Councillor David Daniels – Torfaen</p> <p><u>SEWC</u> Dermot McChrystal (Lead Director (Torfaen)) Sarah Morgan, Newport Will McClean, Monmouthshire Lynette Jones, Blaenau Gwent Paul Matthews (Lead Chief Executive (Monmouthshire))</p> <p><u>Audit and Risk Assurance Committee</u> Councillor Glyn Caron, Torfaen Councillor Lyn Elias, Blaenau Gwent Councillor Martin Cook, Blaenau Gwent</p> <p><u>EAS</u> Debbie Hartevelde, Managing Director Kevin Palmer, Assistant Director Kirsty Bevan, Assistant Director Geraint Willington, Company Secretary Joanne Hughes, Clerk to the AGM</p> <p><u>Auditor</u> John Griffiths, UHY Hacker-Young Sharon Lear, Torfaen CBC,</p>	<p>Councillor Bob Greenland – Monmouthshire Councillor Garth Collier - Blaenau Gwent Roger Guy, Gilwern Primary, Owain Ap Dafydd, YG Cwm Rhydney, Executive Member</p> <p>Keri Cole – Caerphilly</p> <p>Councillor Martyn Groucutt, Monmouthshire Councillor Laura Jones, Monmouthshire Councillor David Mayer, Newport Councillor Laura Lacey, Newport Councillor Joanne Gauden, Torfaen</p> <p><u>Welsh Government</u> Claire Rowlands</p> <p><u>Torfaen CBC</u> Peter Williams Carolyn Moses-Jones</p>
Notes/Conclusions/Actions	
<p>1. Meeting called to order</p> <p>1.1. The Chair, Councillor Roger Jeavons welcomed those present.</p> <p>1.2. Sarah Morgan was congratulated on her substantive appointment as Head of Education for Newport City Council.</p> <p>1.3. Councillor Jeavons gave a short resume on his first year as Chair to the EAS Company Board. It had been a busy year with changes to the membership of the Company Board following the elections and the return visit from Estyn. The Chair was pleased with the</p>	

outcome of the inspection and envisaged the Company Board going from strength to strength aided by training commissioned for the Board.

2. Establish Quorum

2.1. Quorum was established with all JEG cabinet members in attendance.

3. To consider the minutes of the AGM held on 12th October 2016

3.1. Minutes were checked and accepted as a true and accurate record of the meeting held on the 12th October 2016.

3.2. No further matters arose from the minutes and were accepted as a true and accurate record.

4. Managing Directors Report

4.1. Debbie Hartevelde (DH) introduced her report which gave a backward glance at EAS activity for the previous year. DH did not reiterate the report in detail as all information had been previously shared fully through regular updates at Governance groups. DH acknowledged it was a lengthy report, necessary to cover the many areas of work the EAS had with schools. A few key factors were highlighted.

- Page 10 – A continued upward trend in outcomes in many areas but still a significant way to go both as a regional service and within each LAs where variance is evident. The importance of partnership working was reiterated.
 - Page 12 – Highlighted improvements in Leadership professional learning offer to school and areas still requiring improvement. The EAS was working closely with its partners in the Local Authorities to secure improvement for all its' learners.
 - Page 13 – Priorities for the Business Plan had been reached in consultation with all Governance groups and wider stakeholders.
 - Pages 18-19 DH reminded members that the EAS had been left with 3 recommendations and were being judged from a baseline of 'Good'. Outcome of the Inspection was pleasing and positive news for the region. Estyn had agreed with EAS judgements and agreed the commentary given by the EAS in its progress report.
 - Pages 22-23 Categorisation improving especially in Primary Schools. Many challenges still for Secondary Schools although improvements had been made in KS4 against Wales data and through the support and challenge offered through bespoke work in schools.
 - Page 24-25 As affirmed by Estyn in their report, the policy and processes to identify risks and to take ownership of the risks across the service were now much improved.
 - Page 25 – Company resources management strong and regularly reported to Governance groups.
 - DH pointed out that additional supporting documents were available on the EAS website and these had been previously shared in governance meetings.

4.2. The chair invited the group to comment on the report.

- Members welcomed the strategic actions in the support for school improvement but sought clarity on the statement ‘to develop more consistent use of statutory powers’ in light of the reported ‘good improvement across the region’.

DH explained that a number of success criteria were used to monitor the effectiveness of the EAS and good improvement had been evidenced. The five Directors in SEWC and the EAS were working together to establish more consistent use of statutory powers across the region and ensure consistency for all schools. This was just one piece of the jigsaw and it required all LAs to action.

Members welcomed the consistent approach.

- Members expressed caution not to be complacent following the outcome of the EAS revisit by Estyn. Whilst it reported improvement, it would be remiss not to acknowledge the lack of improvement in KS4, notably in Torfaen.

DH firmly believed the EAS was not complacent and that improved outcomes for all its learners was paramount. Following the new GCSE’s introduction, this year’s results would be used as a baseline from which to measure improvement.

4.3. Councillor Giles, the Chair of JEG thanked DH for her report and acknowledged that the EAS would not be complacent. The Estyn inspection had been an excellent independent analysis of the work of the EAS and overall it had been a successful year. Councillor Giles thanked Debbie Hartevelde for all she had done.

5. Financial Statement – Auditors Report 2016/17

5.1. John Griffiths, UHY, drew members attention to the Annual Report and Financial Accounts for the year ended 31st March 2017. In the Auditors’ opinion the financial statements:

- Had been properly prepared in accordance with International Financial Reporting Standards (IFRSs) as adopted by the European Union.
- Had been prepared in accordance with the requirements of the Companies Act 2006 applicable to companies reporting under IFRS.
- Gave a true and fair view of the state of the Company’s affairs as at 31st March 2017.
- Information in the strategic report was consistent and any errors dealt with appropriately.
- No matters had arisen which were required to report by exception. It was a clean unmodified audit report.
- The Profit and Loss statement gave the financial activity for the year ended 31st March 2017 and showed a deficit of £254k. This was caused by movements in the pension deficit.
- The statement of comprehensive income detailed adjustments to reflect the obligation being met by the EAS and adjustments resulted in a £105k profit. This reflected the true position of the EAS resulting in retained earnings of £ 304k compared to £198k previous year.

5.2. The accounts had already been through the EAS Audit and Risk Assurance Committee (ARAC) and the Chair asked if the Chair of ARAC, had anything further to add.

Councillor Caron confirmed he had nothing further to add, the ARAC had agreed the accounts.

5.3. Members reflected that the EAS had had a HMRC audit visit recently and asked if there were any issues raised which might reflect on the accounts retrospectively.

Geraint Willington, confirmed the visit had taken place. Four areas of enquiry had been raised but none were expected to impact on the accounts, although it would be wise to wait for the report before making any further comment on financial impact. When HMRC's report was published it would be circulated to members.

The Board resolved to accept the accounts.

6. Appointment of the Auditor 17/18

6.1. John Griffiths left the meeting for consideration of this item.

6.2. Geraint Willington (GW) explained that one year remained of the previously tendered contract for audit services. The service had worked well and GW recommended the retainment of UHY Hacker Young as the Auditor for 2017/18.

6.3. Councillor Lisa Phipps proposed the appointment of UHY Hacker Young and this was seconded by Councillor David Daniels.

6.4. John Griffiths returned to the meeting.

It was confirmed that UHY Hacker Young, Chartered Accountants and Statutory Auditors, had been appointed as the Company's Auditor for 2017/2018.

7. Election of new Directors

7.1. It was noted that Councillors Garth Collier for Blaenau Gwent, Councillor Lisa Phipps for Caerphilly and Councillor David Daniels for Torfaen had been appointed to the Board since the last AGM.

	As at AGM Oct 16	As at AGM Oct 17
Blaenau Gwent	Cllr Jim McIlwee	Cllr Garth Collier
Caerphilly	Cllr David Hardacre	Cllr Lisa Phipps
Monmouthshire	Cllr Robert Greenland	Cllr Robert Greenland
Newport	Cllr Roger Jeavons	Cllr Roger Jeavons
Torfaen	Cllr Richard Clark	Cllr David Daniels

8. Any special resolutions requiring approval by the membership:

None were raised

9. Meeting adjournment

The meeting was adjourned at 12.10 pm.