

# Minutes of a meeting of The Rowley Trust Annual General Meeting on Wednesday 2nd July 2025 at 2.45pm held via Microsoft Teams

## Present

Craig Westby Head Teacher, Old Hill Primary School  
Paul Newby – Head Teacher, Brickhouse Primary School (Vice Chair)  
Alison Bhardwaj Head Teacher, Springfield Primary School Springfield Primary School (Chair)  
Karen Shaw, Foundation Governor, Springfield Primary School  
Rachel Rogers, Foundation Governor, Springfield Primary School  
Anita Van Straaten Deputy Head Teacher, Temple Meadow Primary School

## Apologies

## In Attendance

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

### **RLTAGM01/24 - Welcome and apologies**

The Chair opened the meeting.

### **RLTAGM02/24 – 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 1<sup>st</sup> July 2024**

There were no questions or matters arising.

**Resolved** that the Annual General Meeting minutes of 1<sup>st</sup> July 2024 be approved.

### **RLTAGM04/25 – Financial Statement for year ended 31<sup>st</sup> March 2025**

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 during 2024/25 the Trust spent £1,804. This included £600 one off legal costs associated with the assignment of the Rowley Hall Primary School. The expenditure was fully funded from reserves which reduced reserves from £4,247 to £2,443. Although the level of reserves reduced significantly they still exceed the annual turnover, it is considered best practice to limit reserves to no more than the annual expenditure.

The Annual General Meeting was advised of the recommendation of the Board that the paragraph referring to past Partners of the Trust could be misleading and should be deleted. This was agreed.

**Resolved** that the Report of the Directors' and Unaudited Financial Statements be approved incorporating the amendment recommended by the Board.

### **RLTAGM05/25 – Retirement and Appointment of Trustees**

There were no changes to Board Membership.

### **Item noted**

**RLTAGM06/25 – Rotation of Chair/Vice Chair**

The Annual General Meeting was informed of the Trust meeting decisions earlier in the day that Paul Newby, Head Teacher of Brickhouse Primary School will become Chair and Craig Westby, Head Teacher of Old Hill Primary School will be Vice Chair.

***Item noted***

**RLTAGM07/25 – Motions for discussion from Attendees**

There were no motions for discussion on this occasion.

**RLTAGM08/25 – Closing Statement**

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

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