

**Uttoxeter Learning Trust  
Trustees' Board**

Minutes of a special meeting of the Trustees' Board held remotely (via Microsoft Teams) on Friday, 10 December 2021 at 6.00pm.

**Present:**

Mr S Slater (chair), Mr S Harper, Rev M Sherwin, Mr T Sutcliffe, Mr L Trigg.

**Also Present:**

Chief Executive Officer (CEO) – Dr S Clark

**Apologies:**

Apologies for absence were received from Mrs V Bennett, Mrs P Livesey, Mr R Oldham. An apology for absence was also received from Mr A Storer, chief finance officer.

**427. Declaration of Interests:**

There were no declarations of interest from trustees relevant to the agenda item.

**428. External Audit 2020/21:**

The chair thanked trustees for attending this special meeting of the Trust Board to further consider and subsequently approve the draft Annual Report and Financial Statements for the year ending 31 August 2021 following the recent external audit. He reminded them that the documents had been considered at the Trust Board meeting held earlier in the week but that late receipt of them had made it not possible for them to be fully discussed. It had also been noted that some of the changes, as recommended by the Finance and Audit committee, had not been made.

The CFO had sent an email to trustees earlier that afternoon to inform them that Mazars had made all identified changes and that they had also confirmed that the items on page 7 of the audit completion report had been received and there were no outstanding matters.

Discussion followed and the chair reported that the statement indicating that the Trust did not ask schools to retain a level of reserves should remain in the report as the ULT's revised Reserves and Charging policy had only recently been approved in the Autumn term 2021 and therefore not applicable for the previous financial year in which the auditors were reporting.

Mr Trigg further reported that was concerned with the wording used for the letter of representation - "We confirm as directors that we have taken all the necessary steps to make us aware, as directors, of any relevant audit information and to establish that you, as auditors, are aware of this information." A similar paragraph was also used for the regularity letter to be signed by the CEO. He proposed that the word "necessary" should be replaced with "reasonable" in both letters.

It was resolved –

- i) That the Annual Report and Financial Statements for the year ending be received and approved, subject to the identified changes to the letter of representation signed by the chair of the Trust Board and the regularity letter signed by the CEO.

- ii) That, although the meeting was quorate, the chair would also contact those trustees not present at the meeting to inform them of the resolution and to seek their approval.

(PP P. Davies – Clerk)

**Signed.....Mr. Slater.....**

**Date.....10.02.22.....**