

South Bank Engineering UTC Trust

**Minutes of the meeting of the South Bank Engineering UTC Trust
held at 12.40 pm on Friday, 16 December 2016
South Bank Engineering UTC, 56 Brixton Hill SW2 1QS**

Present

Richard Flatman (Chair)
Rao Bhamidimarri
James Stevenson

In attendance

Dan Smith
Michael Broadway
Dan Smith
Pervena Singh (Clerk)

1. Welcome and apologies

The Chair welcomed members to the meeting.

2. Declarations of Interest

No member of the meeting declared an interest in any item on the agenda.

3. Minutes of previous meeting

The Board approved the minutes of the meeting of 4 February 2016.

4. Matters arising

The Board noted the matters arising from the previous meeting which had all been completed.

5. Audit Findings

The Board noted Kingston Smith's audit findings for both the South Bank Engineering UTC Trust and South Bank Academies report which had been discussed in detail by the South Bank Academies Audit Committee. There were no issues arising from the audit that needed to be brought to the attention of the Board.

6. Letter of Representation

The Board noted the letter of representation to the external auditors. It was noted that there were no representations specific to South Bank Engineering UTC Trust or as a result of any matters arising during the course of the audit. The CEO confirmed that all material matters had been disclosed to the auditors and that the representations were accurate and reasonable.

The Board approved the letter and authorised any director to sign the letter on behalf of the Board.

7. Final Annual Report & Accounts

The Board discussed the proposed annual report and financial statements for year ended 31 August 2016. The Board noted that the transfer of undertaking to South Bank Academies, which had been agreed at the Board meeting of 4 February 2016, had been legally complete on 1 July 2016.

The accounts had not been prepared on a going concern basis, due to the intended voluntary winding up of the Company. Subsequently there was a zero balance within the accounts.

After careful consideration the Board approved the annual report and financial statements for the year ended 31 August 2016, and authorised any two directors including the CEO to sign on behalf of the Board, subject to typographical amendments.

The Business Manager confirmed that the accounts would be filed with the Education Funding Agency before the New Year.

{Secretary's note: Final accounts with minor amendments were approved by the Board on 21 December 2016 and signed by James Stevenson and Rao Bhamidimarri on behalf of the Board on the same date.}

8. Striking Off and Dissolution report

The Board approved the winding up of the Company, subject to clarification of the bank account transactions up to 10 October 2016.

The Board discussed the proposed winding up of the Company and noted that the criteria for winding up had been met. The Board requested clarification from the Business Manager on the nature of the transaction since 1 September 2016. The Board approved the winding up subject to this assurance.

{Secretary's note: After receiving assurance from the Business Manager that no transactions had occurred within the Company in the last 3 months the Board resolved by email dated 3 February 2017, to wind up the Company. The Company Secretary would inform the relevant stakeholders and file the DS01 form with Companies House.}

Confirmed as a true record

..... (Chair)