



Company No.: 08036395

MINUTES

Non-Confidential minutes of the Eden Academy Board of Trustees, held via Teams on Monday 15th December 2025, starting at 6:45pm

Attendance:

Angela St. John	ASJ	Trustee
Anne Marie Neatham	AMN	Trustee
David Edwards	DE	Trustee
Jane Inglese	JI	Trustee
John Moffat	JM	Trustee (Deputy-Chair)
Leena Dattani	LD	Trustee
Mari Ladu	ML	Trustee
Mary Canavan	MC	Trustee
Vicky Collis	VC	Trustee
Also present		
Gabi Taylor	GT	Governance Officer; Clerk
Sudhi Pathak	SP	COO & Chief Finance Officer
Susan Douglas	SD	CEO & Accounting Officer

Apologies:

Barry Nolan	BN	Trustee (Chair)
Emily Ellington	EE	Trustee (Maternity leave)
Mike Holt	MH	Trustee

The meeting was declared quorate.

Ref.	Discussions and decisions	Action
25/2025-26	Welcome, introductions and apologies and the Board's acceptance or rejection for any absences Apologies were received and accepted from BN and MH. In BN's absence, JM chaired the meeting as Deputy-Chair. EE is currently on maternity leave and apologies were therefore accepted and recorded.	
26/2025-26	Declaration of interests and offer/receipt of gifts or hospitality There were no new declarations.	
27/2025-26	Scrutiny of the 2024-25 Annual Report & Accounts, Post-Audit Report and Letter of Representation SP and AMN highlighted some of the key points from the accounts and post-audit report which had been scrutinised by the Finance Committee earlier. SP says that both reports have been reviewed by the audit and risk committee and they are satisfied with the reports. The Finance Committee are recommending to the Board that the accounts are approved. SP went through the post audit report and recommendations but the committee agreed there was no need to go through the accounts again as everybody had read through them. The post audit report is produced by the external auditors. The key opinions are: 1. Financial statements opinion – clean and unmodified 2. Regularity assurance conclusion – clean and unmodified There are a number of outstanding items, one is the Letter of Representations, which the directors will sign. There is also the Going Concern assessment, which is signed by BN and SD. Immediately prior to the financial statements being signed, confirmation is needed that nothing significant has changed since the auditors carried out their work. There are a number of risks outlined in the auditors' report. A lot of these are risks that had already been identified and these are currently being mitigated or actioned. . Many risks are not unique to Eden but can be observed across the sector. SP explained that unadjusted items were below materiality and that both SP and the external auditors agreed that these do not materially affect the accounts.	

Ref.	Discussions and decisions	Action
	Audit observations and recommendations are: 1. Decentralisation of processes – different approaches to bank and income reconciliations between the North and the South. These need to be aligned. 2. Format of management accounts – this will be revised. In order to do this, SP will liaise with other Trusts and also refer to the Academies Financial Handbook to ensure we cover what we need to. 3. Review of balance sheet accounts and consolidated income reconciliation – it is noted that balance sheet accounts are not reconciled regularly. The finance team are working with software providers to fix this and this needs to be a regular feature of the finance team's work 4. Format of fixed asset register – there isn't currently a standardised format, and they differ between the schools. SP is looking at a software programme for asset management to be implemented by March 2026. 5. Change of supplier details – Where supplier details are changed these are checked directly with the supplier to confirm the changes are needed and that the changes are accurate. Separation of duties exist and these will now be formalised and evidenced. 6. SEN funding tracking – This recommendation specifically relates to Hexham Priory. During 2025 individual student income reconciliations were replaced by aggregate student reconciliations. Individual student reconciliations will be reintroduced. 7. Salary documentation – on an annual basis, SP writes to each teacher and non-teacher confirming their annual salary for the coming year.. This did not happen in in 2024 as the pay deal for non-teaching staff had not been agreed by October 2024. Going forward letters will be sent in October. 8. Errors in income transaction posting – this was due to human error. Finance officers will now be doing spot checks on this. 9. Treasury management – it was noted that the Trust holds a high cash balance at the year end. The Finance Team have opened two high interest accounts, one for the North and one for the South. Surplus funds will be transferred into these accounts.	

Ref.	Discussions and decisions	Action
	SP reported that following discussions with the Audit and Risk Committee some changes were made to the wording in the conclusion to Governance Statement in the annual report. Whilst there are no known issues which are significant, the adequacy and effectiveness of risk management and control will be subjected to a more robust and consistent approach to internal controls assurance in the 2025/26 academic year. Having received the recommendation from the Finance Committee, Trustees approved the 2024-25 Annual Report and Accounts, accepted the findings contained within the Post-Audit Management Report and agreed to sign the Letter of Representation. The committee commented that this is a very good outcome, there have been no red observations this year, and the amber recommendations are being resolved quickly. Trustees congratulated and thanked Sudhi and the finance team for the tremendous amount of work and to AMN, MH and the respective committees for their scrutiny on the accounts and audit on behalf of the Board. Action: Write to the finance team on behalf of Trustees, thanking them for their work.	BN

There are no confidential minutes for this meeting.

Meeting closed at 7.10pm

These minutes were agreed by the Board at its subsequent meeting on 27th January 2026

The Eden Academy Trust is a charitable company, limited
by guarantee, registered in England and Wales
Register number: 08036395
Registered office: Moorcroft School, Bramble Close,
Uxbridge UB8 3BF

ACTION SUMMARY

Agenda item x/2025-26		Action	Who
27	Scrutiny of the 2024-25 Annual Report & Accounts, Post-Audit Report and Letter of Representation	Write to the finance team on behalf of Trustees, thanking them for their work	BN

DECISION SUMMARY

Agenda item x/2025-26		Decision
27	Scrutiny of the 2024-25 Annual Report & Accounts, Post-Audit Report and Letter of Representation	Trustees approved the 2024-25 Annual Report and Accounts, accepted the findings contained within the Post-Audit Management Report and agreed to sign the Letter of Representation.