



To:

Trustees Sophie Boyack, Claudine Crossley, Christina Proffitt, Ginette Hogan, Andy Sikora, Alan Benton, Dave Brown, Richard Palmer, Tracy Penfold, Phil Grundy (Principal),

Members Alan Benton, Mike Bunyan, Steve Carter, Richard Hutchinson, Paul Philip, Steve Riches.

Copies to: Tom Capewell, Nick Hyde (Deputy Principals)

Summaya Aziz, (CFO)

Sue Gill (Clerk to the Trustees)

Also in Attendance: Tim Morris Company Secretary/Secretary to the Board

ANNUAL GENERAL MEETING OF HIGHAMS PARK ACADEMY TRUST

This meeting will be held in the School Hall on Thursday 9th December 2021 at 4.30pm when you will be invited to attend for the business set out below.

Documents to be considered are also available on the Trustees' online resource library.

If you are unable to attend the meeting or wish to include any other matter of business, please notify me at tmorris@highamsparkschool.co.uk Tim Morris Company Secretary/Secretary to the Board.

AGM – AGENDA PART ONE

1. WELCOME AND APOLOGIES FOR ABSENSE

- 1.1 Apologies for absence accepted
- 1.2 Apologies for absence not accepted
- 1.3 Quorum

2. DECLARATION OF INTEREST

- 2.1 Members and Trustees to declare any interests they have in any of the following agenda items
- 2.2 Standing declarations – Tracy Penfold, Chair of Governors Edinburgh Primary School, Governor Opossum Federation. Claudine Crossley, Governor at Churchfields Primary School

3. UHY PRESENTATION TO TRUSTEES

Members are invited to attend the presentation

- 3.1 Subarna Banerjee to present the audited accounts 20/21 and respond to any questions raised by Members and Trustees.
- 3.2 Subarna Banerjee to present the external auditor management letter for 20/21 and respond to any questions raised by Members and Trustees.

4. TRUSTEES TO PRESENT THE ANNUAL GOVERNANCE STATEMENT AND TRUSTEE REPORT

Tracy Penfold to present the report and statement and respond to any questions raised by Members and Trustees.



5. APPROVAL OF AUDITED ACCOUNTS 20/21

Trustees to recommend to Members' approval of the audited accounts 20/21 for submission to the ESFA and Companies House.

PART TWO

6. MINUTES OF THE PREVIOUS AGM MEETING – 12th JANUARY 2021

6.1 Trustees are asked to approve the previous minutes for content and accuracy.

6.2 Matters Arising.

7. ANNUAL REPORT FROM THE AUDIT AND RISK COMMITTEE (ATH clause 4.16 and 4.17)

7.1 To Present the annual report on the committee's conclusions to advise the board of trustees and members, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration.

8. AOB notified before the meeting

9. DATE AND TIME OF NEXT MEETING

8th December 2022 at 4.30pm in the School Hall.