



To:

Trustees Claudine Crossley, Christina Proffitt, Maria Eze, Ginette Hogan, Andy Sikora, Alan Benton, Dave Brown, Richard Palmer, Erik Mesel, Tracy Penfold, Phil Grundy (Principal), Nigel Armsby (Observer)

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

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

Jacob Adeshina, (CFO)

To be appointed by the LA. (Clerk to the Trustees)

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

Catriona Shirlaw – Buzzacott

Hugh Swainson - Buzzacott

#### **ANNUAL GENERAL MEETING OF HIGHAMS PARK ACADEMY TRUST**

This meeting will be held in the School Hall on Thursday 8<sup>th</sup> December 2022 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](mailto: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 Claudine Crossley, Governor at Churchfields Infants School

#### **3. BUZZACOTT PRESENTATION TO TRUSTEES**

##### **Members are invited to attend the presentation**

- 3.1 Catriona Shirlaw to present the audited accounts 21/22 and respond to any questions raised by Members and Trustees.
- 3.2 Catriona Shirlaw to present the external auditor management letter for 21/22 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 21/22**

Trustees to recommend to Members' approval of the audited accounts 21/22 for submission to the ESFA and Companies House.

**PART TWO**

**6. MINUTES OF THE PREVIOUS AGM MEETING – 12<sup>th</sup> 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. INTERNAL AUDITORS SUMMARY REPORT 21/22**

8.1 Trustees to note the 21/22 Summary Report for submission to the ESFA by 31<sup>st</sup> December 22

**9. APPOINTMENT OF ACCOUNTING OFFICER**

9.1 Trustees to note appointment of Mr Nigel Armsby as the Trust Accounting Officer from 1<sup>st</sup> January 2023

**10. SCHOOL REBUILDING PROJECT**

10.1 Phil Grundy and Richard Palmer to present report on current position of the SRP.

**11. AOB notified before the meeting**

**12. CONFIDENTIAL ITEM**

1 Item.

**13. DATE AND TIME OF NEXT MEETING**

7<sup>th</sup> December 2023 at 4.30pm in the School Hall.



**Highams Park**  
*Academy Trust*