



To: Sophie Boyack, Claudine Crossley, Christina Edward, Phil Grundy (Principal), Ginette Hogan, Richard Palmer, Tracy Penfold, Andy Sikora.

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

Copies to: Summaya Aziz, Tom Capewell, Nick Hyde

Sue Gill (Clerk to the Trustees)

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

AGM (Part One) and Trustee Board Meeting (Part Two)

Monday 9 December at 7.00 pm in the 6 Form Block (N16)

A meeting of the Board of Trustees and Members will be held on the above date when you are 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.

Part 1 Annual General Meeting Agenda

There will be a pre-meeting for members in N16 with light refreshments available.

- 1. Welcome from the Chair of Trustees**
- 2. Apologies for Absence**
- 3. Declaration of Members and Trustees' Pecuniary Interests/Gifts and Hospitalities**
- 4. UH Young presentation to Trustees on the audited accounts 2018-19 and Trustee questions on the report**
Members are invited to the presentation of the report and to ask questions (also including discussion of the Trustee Report with Members and Trustees)
Trustee approval of Audited Accounts and recommendation to Members for approval.
Members approval of Audited Accounts.
- 5. Minutes of the AGM Meeting held on 19 December 2018**
- **Approval of AGM minutes**
The draft minutes of the meeting are attached
- 6. Matters arising from the minutes not on the Agenda**
- 7. Date of next AGM – to be arranged**
- 8. AOB relating to the AGM (Previously notified)**



Part 2- Full Board Meeting Agenda

Members are invited to stay for Part Two.

9. Declaration of Trustees' Pecuniary Interests/Gifts and Hospitalities

10. Minutes of the Full Board meeting 23 September 2019

11. Matters arising from the minutes not on the Agenda

12. Election of new Chair for the Resources Committee

13. Reports from Committees

13.1 Resources

The Chair will present a short summary of the business and decisions taken at the last Resources Committee meeting

13.2 Academy Effectiveness Committee

The Chair of the Committee will present a short summary of the business and decisions taken at the last Academy Effectiveness Committee meeting

14. Report on student progress) (Nick Hyde) - Information and discussion

14.1 Key Stage 4 FFT Trustee Pages

14.2 Key Stage 5 FFT Trustee Pages

15. Update on School Priorities (Phil Grundy) Information and discussion

16. Update on budget – October budget report (Summaya Aziz) - Information and discussion

17. Company Secretary Report (Tim Morris) - Information and discussion

18. Approval of CIF Projects (Richard Palmer)

19. Trustee Training (Tracy Penfold) - Information and discussion

Trustee update on Training attended

Outline of Trustee Training Day Saturday 12 January 2019
(including Keeping Children Safe in Education)

20. Link Trustees (Tracy Penfold) - Information

21. Update on DBS checks (Tracy Penfold) - Information

22. Proposed Term Dates for 2020-21 (Tim Morris) - Information

23. Chairs Action

24. Date of next Meeting – April 27 2020

25. Any Other Business

26. Confidential Items