



To:

Trustees Claudine Crossley, Maria Eze, Ginette Hogan, Alan Benton, Dave Brown, Richard Palmer, Erik Mesel, Tracy Penfold, Mark Balaam, Nigel Armsby (Principal)

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

Copies to: Angy Osman, Nick Hyde (Deputy Principals)

Jacob Adeshina, (CFO)

Caroline Russell. (Clerk to the Trustees) TEAMS

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

Hugh Swainson - Buzzacott

ANNUAL GENERAL MEETING OF HIGHAMS PARK ACADEMY TRUST

This meeting will be held in the School Hall on Thursday 7th December 2023 at 5.00pm 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 ABSENCE

- 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 – as stated on the school website

3. BUZZACOTT PRESENTATION TO TRUSTEES

Members are invited to attend the presentation

- 3.1 Hugh Swainson to present the audited accounts 22/23 and respond to any questions raised by Members and Trustees.
- 3.2 Hugh Swainson to present the external auditor management letter for 22/23 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 22/23

Trustees to recommend to Members' approval of the audited accounts 22/23 for submission to the ESFA and Companies House.

PART TWO

6. MINUTES OF THE PREVIOUS AGM MEETING – 8th December 2022

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 4.14 and 4.15)

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 22/23

8.1 Trustees to note the 22/23 Summary Report for submission to the ESFA by 31st December 23

9 SCHOOL REBUILDING PROJECT

9.1 Richard Palmer to present report on current position of the SRP.

10. AOB notified before the meeting

11. CONFIDENTIAL ITEM

1 Item.

12. DATE AND TIME OF NEXT MEETING

Date and Location to be confirmed – will be either 5th or 12th December 2024 5pm