NOTICE OF ANNUAL GENERAL MEETING (AGM)

TUESDAY 2ND DECEMBER 2024 AT 2:00PM

AT MALORY TOWERS ACADEMY, FAKE STREET FK55 5FK

MALORY TOWERS ACADEMY TRUST

 COMPANY REGISTRATION NUMBER 55555555

Notice is hereby given that the Annual General Meeting (AGM) of Malory Towers Academy Trust will be held at Malory Towers Academy, Fake Street on Tuesday 2nd December 2024 at 2:00pm to transact the following business.

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| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Lead** | **Documents** | **Purpose** |
| **1.** | **Welcome and Apologies**i. Receiveand **agree** to accept  | Clerk |  | Agree |
| **2.** | **Quorum**i. **Confirm** the meeting is quorate | Clerk |  | Confirm |
| **3.** | **Election of Chair of Members**1. **Elect** the Chair of the AGM
 | Clerk |  | Elect |
| **4.** | **Annual Review of the Register of Interests** i. Members to **return a completed Declaration of Interest form** ii. Members to **declare** any business or personal interests in any agenda item  | ClerkChair | Form provided prior to the AGM | Declare |
| **5.** |  **Minutes of Previous AGM** | Chair | Previous AGM minutes | Agree |
| **6.** |  **Presentation of Annual Report** | Auditors | Annual Report & Accounts | Receive |
| **7.** |  **Presentation of Audited Accounts** | Trustees | Annual Report & Accounts | Receive |
| **8.** | **Consider and approve appointing Fake Auditors LLP as independent auditors**  | Chair |  | Approve |
| **9.** |  **Consider changes to Articles of Association** | Trustees | Articles | Consider |
| **10.** | **Appointment or resignation of Members** | Chair |  | Approve/Discuss |
| **11.** | **Appointment or resignation of Trustees** | Chair |  | Approve/Discuss |
| **12.** | **Any Other Business**  | Chair |  |  |
| **13.** | **Dates** Trustee meetings and next AGM | Clerk  |  | Note |

If you would like Members to respond to questions at the AGM please submit these in writing to the Clerk at least 14 days prior to the meeting via email to clerk@email.com

NOTES To The Notice of Annual General Meeting

1. A member entitled to attend and vote at the meeting convened by the notice set out above is entitled to appoint a proxy to attend and vote in their place.

2. A form of proxy is enclosed (for members only). To be effective it must be deposited at [address of your company registered office] so as to be received not later than 48 hours before the time appointed for holding the annual general meeting. Completion of the proxy does not preclude a member from subsequently attending and voting at the meeting in person if they wish.

*[Please check your own articles of association to find the wording that members should use if they wish to appoint a proxy. Check around articles 40 and 41. You could include the wording here.]*