

AGM - General Meeting Agenda

South Downs Education Trust

Monday 09 December 2019
16.00-16.30 Conference Room

Board :	Mr Martin Garratt (Chair)	Dr Paul Jones
	Ms Beki Tonks (Vice Chair)	Dr John Bull
	Mr Paul Riley	
Company Secretary & Clerk to Trustees:	Karen Hayler	
Guests	Pan Panayiotou	CEO/Headteacher Worthing High School
	Karen Hayler	Business Manager

In accordance with the Articles of Association of SDET, Article 21, a General Meeting is called for with the required 14 days-notice.

1.	Welcome - Chairman		
2.	Apologies for Absence	Chairman	5
3.	Notice and Quorum		
4.	Pecuniary Interests		
5.	Minutes of previous meeting (already approved): AGM 12 th December 2018		5
6.	Presentation and acceptance of Management Letter from Moore South Auditors following the external audit carried out Oct 19 - already accepted by Trustees on 03 December 2019	Business Manager	5
7.	Presentation and acceptance of Annual Report and Financial Statements for year ended 31.08.19 - already accepted by Trustees on 03 December 2019	Business Manager	5
8.	Questions from those in attendance - <i>to be tabled in advance to the Clerk to the Governors by emailing clerktogovernors@worthinghigh.net</i>	Chairman	10
9.	Any other business - notified to Chairman in advance of the meeting	Chairman	
10.	Date of 2020 AGM - to be confirmed	Chairman	