**AGM - General Meeting Agenda**

 **South Downs Education Trust**

**Monday 07 December 2020**

**16.00-16.30 Conference Room**

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| **Board :** | Ms Beki Tonks (Chair) | Dr Paul Jones |
|  | Mr Paul Riley | Dr John Bull |
|  | Canon Kathryn Windslow |  |
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| **Company Secretary & Clerk to Trustees:** | Karen Hayler |  |
| **Guests** | Pan Panayiotou  | CEO/Headteacher Worthing High School |
|  | Rosanne Nulty | Chair Trustees SDET |
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***In accordance with the Articles of Association of SDET, Article 21, a General Meeting is called for with the required 14 days-notice.***

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| **1.** | Welcome – Chairman  |  |  |
| **2.** | Apologies for Absence | **Chairman** | **5** |
| **3.** | Notice and Quorum |  |  |
| **4.** | Pecuniary Interests |  |  |
| **5.** | Minutes of previous meeting:Board Meeting 18 September 2020 |  | **5** |
| **6.** | Presentation and acceptance of Management Letter from Moore South Auditors following the external audit carried out Oct 20 Finance, Audit and Compliance Committee on 18th November 2020  | **Business Manager** | **10** |
| **7.** | Presentation and acceptance of Annual Report and Financial Statements for year ended 31.08.20 – already accepted by Finance, Audit and Compliance Committee on 18th November 2020 | **CEO/Chair of Trustees** | **15** |
| **8.** | Questions from those in attendance – *to be tabled in advance to the Clerk to the Governors by emailing* *clerktogovernors@worthinghigh.net* | **Chairman** | **5** |
| **9.** | Any other business – notified to Chairman in advance of the meeting | **Chairman** |  |
| **10.** | Date of 2021 AGM – to be confirmed | **Chairman** |  |