

Annual General Meeting Terms of Reference

Members	The agreed Governance structure consists of five members. Members and Trustees are invited to the Annual General Meeting.
Clerk:	The clerk to the Members will take minutes of the meetings and submit a draft to the Chair for correction prior to circulation.
Chair:	<p>The Chair of the Annual General Meeting is appointed by the Members before the Annual General Meeting.</p> <p>In the absence of the Chair, the remaining Members present shall elect one of the members to chair the meeting.</p> <p>The role of the Chair is to:</p> <ul style="list-style-type: none">• Manage the agenda• Keep the meeting to time• Ensure that all views are heard and manage the debates• Allocate the actions arising from the meeting
Review Frequency:	Terms of Reference to be reviewed annually
Expected Duration:	Scheduled meetings will normally last for a maximum of 2 hours
Frequency of Meetings:	The Members will meet at least once per academic year. Members may choose to meet at other times in line with the Articles of Association.
Meeting Dates and Venue:	Campion Academy or another venue to be agreed by the chairperson. The AGM should take place in December in line with the Governance calendar.
Purpose:	<p>The purpose of the Annual General Meeting is :</p> <ul style="list-style-type: none">• To ensure that the Trust's charitable object is carried out• To oversee the achievement of the Trust• To oversee the performance of the Trustees.
Agenda Topics:	<p>The meeting agenda will cover the following topics:</p> <ul style="list-style-type: none">• Declarations of Interest• Apologies for absence• Approval of the Minutes of Previous Meeting• Matters Arising• Annual Report• Appointment of Auditors• Appointing or removing Members• Removal, resignation or appointment of Trustees• Removal, resignation or appointment of Members
Notice of Meetings:	Notice of each meeting, confirming the venue, time and date together with an agenda of items and all papers to be discussed, shall be forwarded to each Member not less than five working days prior to the meeting.
Minutes of Meetings:	<p>The Clerk to the Resources Committee shall minute the proceedings and resolutions of the Annual General Meeting, including recording the names of those in attendance.</p> <p>Minutes of the meeting will be initially reviewed by the chair.</p> <p>Minutes of the meeting shall be approved at the following meeting as a true and correct record and signed by the Chair</p>
Quorum:	The AGM will be quorate when no less than three Members are present.