

**Company No. 7699775**

**THE FEDERATION OF ABBEY SCHOOLS ACADEMY TRUST**

Minutes of a meeting of the board of directors of the Company held at The Federation of Abbey Schools (Junior Building), Abbey Road, Darlington, County Durham DL3 8NN on Thursday 9<sup>th</sup> November 2017 at 5.30 p.m.

Chairman: Deborah Leigh

Present: David Bailey Nigel Little  
Jonathan Briggs Clare Marley  
Laurence Bryant Helen Parkinson  
Michael Fryer Jodie Scott  
Rita Hall Catherine Stow Smith  
Rachel Kershaw Peter Willson

In attendance: Laura Hawksby (Clerk)  
Kevin Shotton (Clive Owen LLP)  
Dianne Nielson (Business Team)

Apologies: Peter Bibby  
Vicky Folkes  
Emma de la Motte

**1. Preliminary**

1.1. The chairman noted that:

- (a) in accordance with article 111 of the Company's articles of association (**Articles**), the meeting had been convened on not less than fourteen clear days' notice (in writing and accompanied by an agenda); and
- (b) in accordance with article 117 of the Articles, a quorum was present,  
and therefore declared the meeting open.

1.2. The chairman reminded those present that the meeting had been duly convened to consider and, if thought fit, approve certain proposals in relation to the approval of the accounts and the convening of the annual general meeting (**AGM**) for 2017.

**2. Approval of accounts**

2.1. Draft directors' report and accounts for the Company's financial year ended 31<sup>st</sup> August 2017 (**Accounts**) were produced to the meeting.

2.2. After careful consideration, it was resolved that the Accounts be approved subject to minor typographical changes and removal of reference to the mini bus and that the signing of the directors' report and the balance sheet, by any of the directors, be authorised.

### **3. AGM**

3.1. It was proposed that an AGM be convened on 4<sup>th</sup> December 2017 to:

- (a) receive the Accounts, together with the auditors' report on the Accounts;
- (b) re-appoint Clive Owen & Co LLP as auditors to the Company for the financial year commencing 1<sup>st</sup> September 2017, to hold office until the conclusion of the next AGM at which accounts are laid before the Company and to authorise the directors to determine their remuneration; and

3.2. Accordingly, a draft AGM notice containing the above resolutions was produced to the meeting.

3.3. After careful consideration, it was resolved that:

- (a) the AGM for 2017 be held on 4<sup>th</sup> December 2017, for the purpose of passing the resolutions set out in the draft AGM notice;
- (b) the draft AGM notice be approved in terms of the draft produced to the meeting or incorporating any changes approved by any director of the Company and that the signing of such notice, by any director, be authorised;
- (c) the AGM notice, once finalised and signed, be dispatched, together with copies of the signed Accounts, to all members entitled to receive the same, all directors and the auditors; and
- (d) subject to their receipt at the AGM, a copy of the signed Accounts be filed with the Registrar of Companies.

### **4. Close of meeting**

4.1. There being no further business, the chairman declared the meeting closed at 6.30 pm

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Chairman