



Hanley and Upton Educational Trust

Church End, Hanley Castle

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Chief Executive Officer: Mr Mark Stow

9 January 2024

Dear Parent/Carer/Member of Staff/Member of ASC/HUET Member and Trustee/Foundation Trustee

The Hanley and Upton Educational Trust would like to invite you to its Annual General Meeting on **Thursday 25 January 2024 from 5.30pm-6.30pm** in the conference room at Hanley Castle High School.

The Agenda is as follows: -

1. Welcome & Introduction
2. Declaration of Interests
3. Apologies for absence
4. Minutes of the AGM meeting held on 26 January 2023 (available on the HUET website)
<https://www.hanleycastle.worcs.sch.uk/huet/>
5. Chair of Academy Trust's Review, including Annual Report and Financial Statements for the year ended 31 August 2023 (papers available on HUET website)
6. HUET Developments 2023/24
7. Appointment/Retirement of Members/Trustees
8. Appointment of Auditors
9. Any other business (items to be discussed should be tabled in writing no fewer than seven days in advance of the meeting via the Company Secretary)
10. Date of next AGM.

Should you have any issues obtaining the relevant reports from the website, please let me know and I will assist you.

In addition, to enable the HUET to make the necessary arrangements can you please indicate your attendance by emailing snapem@hanleycastlehs.org.uk by Friday 19 January 2024.

Yours faithfully

Michelle Snape

Michelle Snape
Company Secretary of Hanley and Upton Educational Trust