



Hanley and Upton Educational Trust

Church End, Hanley Castle

Worcestershire WR8 0BL

Tel: 01684 593241

Email: office@huet.org.uk

www.huet.org.uk

Chief Executive Officer: Mrs Lindsey Cooke

15 December 2022

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 26 January, 2023 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 27 January 2022 (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 to 31 August 2022 (papers available on HUET website)
6. HUET Developments 2022/23
7. Appointment/Retirement of Members/Directors
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 20 January 2023.

Yours faithfully

Michelle Snape

Michelle Snape
Company Secretary of Hanley and Upton Educational Trust