**NOTICE OF MEETING**

The Annual General Meeting of members of the Medbury School Foundation will be held in the Foundation Building at Medbury School on:

**WEDNESDAY 19 JUNE 2024 at 5:30pm**

**AGENDA**

1. Approval of the minutes of the Annual General Meeting held on 19 June 2023.
2. Receive and consider the Annual Report of the Board of Management, the Statement of Financial Position and Statement of Financial Performance for the year ended 31 December 2023 and the report of the Auditors.
3. Elect members of the Board of Management as provided by Clause 12 of the Constitution and Rules.
4. Appoint and fix the remuneration of the Auditors for the ensuing year.
5. General Business.

**NOTES**

**Election of Officers**

The Board of Management shall comprise:

1. The Founding Trustees;
2. The Chairman of the School Trust Board;
3. The Headmaster of the School;
4. The Bursar of the School who will act as Secretary;
5. Up to nine (9) persons elected by members of the Foundation at the Annual General Meeting who shall hold office for a period of 12 months and be eligible for re-election at each Annual General Meeting

The election of the Board of Management shall take place in the following manner:

* 1. Any two members shall be at liberty to nominate any other person to serve as a Member of the Board of Management.
	2. The nomination which shall be in writing and signed by the Member and his nominators shall be lodged with the Secretary of the Foundation at least 24 hours before the Annual General Meeting of the Foundation at which the election is to take place.
	3. If the number of candidates standing for election exceeds the number of vacancies an election will be held at the Annual General Meeting.
	4. In case there shall not be a sufficient number of candidates nominated, the Board of Management may fill the remaining vacancy or vacancies from the members.

**Proxy**

If any member wishes he/she may appoint a proxy to attend this or any other General Meeting as his/her representative.

The instrument appointing a proxy or representative shall be in writing under the hand of the appointor or of his/her attorney duly authorised in writing or if the appointor is a corporation either under the seal or under the hand of an officer or attorney duly authorised.

**A proxy or representative need not be a member of the Foundation**

The appointor may revoke the appointment of a proxy or representative at any time. A form of proxy is enclosed and, if desired, must be in the hands of the Foundation Secretary by 5.30pm on Friday 14 June 2024

John Mander Secretary

4 June 2024