

UTC Swindon

Annual General Meeting Agenda

Tuesday, 21st February 2017. 5.30pm

The Board Room, UTC Swindon

Attendees:

Member:	Represented by:
Chair of Governors	Paul Inman
Appointed by Secretary of State	Paul Inman
Johnson Matthey Fuel Cells	Clair Dallamore
Oxford Brookes University	
Individual Member	Paul Inman
Individual Member	Simon Peet
Members are authorised under Article 21 of the UTC Swindon Articles of Association to appoint a proxy	
Company Secretary and Clerk to the governors:	Sheila Connell

item		Time allotted
1.	Welcome <i>Welcome and introduction from the Chair</i>	5 minutes
2.	Apologies <i>Apologies to be provided by those unable to attend.</i>	
3.	Notice and Quorum <i>Article 21: at least fourteen clear days' notice to be provided</i> <i>Article 23: Two persons entitled to vote upon the business to be transacted, each being a Member or a proxy of a Member or a duly authorised representative of a Member organisation shall constitute a quorum.</i>	
4.	Declaration of interests <i>Members to declare any interests they may have in any items to be discussed at this meeting</i>	
5.	Presentation and acceptance of report from Monahans following the external audit carried out in November 2016	5 minutes
6.	Presentation and acceptance of Annual Report and Financial Statements for year ended 31 August 2016	5 minutes
7.	Questions from those in attendance <i>To be tabled in advance to the Clerk to the Governors by emailing sconnell@utcswindon.co.uk</i>	15 minutes
8.	Any other business <i>Notified to Chairman in advance of the meeting</i>	