



**HESTON COMMUNITY ACADEMY TRUST  
ANNUAL GENERAL MEETING**

Notice is hereby given that the 2nd Annual General Meeting of the Heston Community Academy Trust for the Academic Year ended 31<sup>st</sup> August 2015 will be held at the Academy on Thursday, 3<sup>rd</sup> December 2015 at 18:00.

The Members warmly invite you to attend this meeting to hear reports on the progress of the Academy Trust from 1<sup>st</sup> September 2014 to 31<sup>st</sup> August 2015

<b>Date</b>	Thursday, 3 <sup>rd</sup> December 2015 at 18.00	
<b>Venue</b>	Please report to Reception, Heston Community School	
<b>Time</b>	<b>Item</b>	<b>Outcome</b>
18.00	<b>1. Welcome and Introduction</b>	
18.02	<b>2. Declaration of Interests</b>	
18.04	<b>3. Apologies</b>	
18.05	<b>4. Minutes of 18<sup>th</sup> December 2014 &amp; Matters Arising</b>	
18.15	<b>5. Report and Accounts for the period ending 31 August 2015</b>	
18.30	<b>6. Report of the Responsible Officer</b>	
18.40	<b>7. Any Proposed Changes to the Articles of Association</b>	
18.45	<b>8. Appointment and Retirement of Trustees</b>	
18.47	<b>9. Appointment of Auditors for 2015-16</b>	
18.50	<b>10. Any Motions which the Trustees wish to debate</b>	
18.52	<b>11. Any business which the Governors have asked the Members to consider</b>	
18.54	<b>12. Any Other Business</b>	
18.57	<b>13. Date of Next Meeting</b> December 2016 (tbc)	

To enable the Academy to make adequate arrangements, if you will be attending, would you please be kind enough to advise the Headteacher's EA by 09:00 on Tuesday, 1<sup>st</sup> December 2015 by emailing [info@hestoncs.org](mailto:info@hestoncs.org).