



# Hanley and Upton Educational Trust

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Chief Executive Officer: Mr Mark Stow

19 December 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 23 January 2025 from 5.30pm-6.30pm.**

The Agenda is as follows: -

1. Welcome & Introduction
2. Declaration of Interests
3. Apologies for absence
4. Minutes of the AGM meeting held on 25 January 2024 (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 2024 (papers available on HUET website)
6. HUET Developments 2024/25
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](mailto:snapem@hanleycastlehs.org.uk) by **Friday 17 January 2025.**

Yours faithfully

*Michelle Snape*

Michelle Snape  
Company Secretary of Hanley and Upton Educational Trust