



ASSOCIATION OF GOVERNING BODIES OF INDEPENDENT SCHOOLS

(the **Charity**)

NOTICE OF ANNUAL GENERAL MEETING

Dated 1 March 2024

NOTICE IS HEREBY GIVEN that the annual general meeting of the Charity (the **AGM**) will be held at 10am on Monday 18th March 2024. The papers for the AGM are online, please [click here to access](#). AGBIS Member Schools only are able to attend the AGM.

The AGM will be held at: Queen Elizabeth II Centre, Broad Sanctuary, LONDON SW1P 3EE.

The business of the AGM will be to consider and vote on the resolutions set out below and to deal with the other matters listed in the attached agenda. Resolutions 1 to 2 will be proposed as ordinary resolutions.

ORDINARY BUSINESS

1. to receive and consider the audited accounts for the year to 31 December 2023.
2. to reappoint the auditors, haysmacintyre, and to authorise the AGBIS Directors to agree their remuneration

BY ORDER OF THE BOARD

Richard Harman
Company Secretary

The Grange
3 Codicote Road
Welwyn, Herts
AL6 9LY
Company No. 05217162
Charity No. 1108756



NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING

Proxy appointment rights

1. If you are a Member who is entitled to attend and vote at the AGM, you are entitled to appoint one or more proxies to exercise all or any of your rights to attend, speak and vote at the meeting and you should have received a proxy form with this notice of AGM. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.
2. Proxies may be appointed using the enclosed proxy form. This must be completed, signed and returned to the Charity's Chief Executive and Secretary, Richard Harman by email: returning a scanned, signed copy by email to enquiries@agbis.org.uk, when your proxy form has been received you will receive a confirmation email, if you do not receive a confirmation email please contact the AGBIS office by phone on 01438840730 to confirm receipt.
3. A proxy does not need to be a Member of the Charity but must attend the AGM to represent you. If you wish to appoint a proxy other than the chair of the meeting, please insert their full name in the relevant space on the form. If you leave this space blank, the chair of the meeting will be appointed as your proxy.
4. The proxy form should be received no later than 48 hours before the time of the meeting. If you want your proxy to vote in a certain way the proxy form should indicate this.
5. The appointment of a proxy will not prevent you from subsequently attending and voting at the AGM in person. If you have appointed a proxy and attend the AGM in person, your proxy appointment will automatically be terminated.
6. If you wish to terminate a proxy instruction otherwise than in accordance with Note 5 above, you must inform the Charity by delivering a written notice clearly stating your intention to terminate your proxy appointment to the Charity for the attention of the Secretary. Any power of attorney or any other authority under which the revocation notice is signed (or a duly certified copy of such power or authority) must be included with the revocation notice. The revocation notice must be received by the Secretary before the start of the AGM.



PROXY FORM

The Association of Governing Bodies of Independent Schools

The Member School called [insert name of Member school]
.....

of address [insert address of Member school]
.....

being a Member of The Association of Governing Bodies of Independent Schools, hereby
appoints:.....

as its proxy to vote in its name and on my behalf at the AGM of the Charity to be held on 18
March 2024, and at any adjournment thereof.

(If you wish to instruct your proxy how to vote, please indicate with an “X” in the spaces
below how you wish your vote to be cast. Otherwise, your proxy may exercise their
discretion as to how to vote, or whether to abstain.)

ORDINARY RESOLUTIONS	FOR	AGAINST	ABSTAIN
1. to receive and consider the audited accounts for the year to 31 December 2023			
2. to reappoint the auditors, haysmacintyre, and to authorise the Directors to agree their remuneration			

.....
Signed

.....
Dated

This form must be returned to Richard Harman at enquiries@agbis.org.uk no later than 48 hours prior to the commencement of the AGM.