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**COMPANY NUMBER: 08204680**

**TAVERHAM HIGH SCHOOL ("Company")**

Minutes of a meeting of the board of directors ("Directors") of the Company held at Beech Avenue, Norwich, Norfolk, United Kingdom, NR8 6HP on 10 December 2015 commencing at 3.50 pm.

**PRESENT:** Margaret Garwood

(In the Chair)

Steve Artis

Joanna Ellis

Jonathan Foot

Tim Horrobin

Andre Korolus

Sally Philpot

Liz Plater

Keith Ratcliffe

John Smith

Dale Timbers

Elizabeth Waller

Apologies: Andy Drummond, Verity Hanson and Paul Seabrook.

**IN ATTENDANCE:** Caroline Ross

[(Secretary)]

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**1. NOTICE AND QUORUM**

A quorum being present, the Chairman declared the meeting open.

**2. PURPOSE OF MEETING**

The Chairman reported that the purpose of the meeting was to propose the holding of the annual general meeting of the Company on the 10 December 2015.

**3. DIRECTORS' INTERESTS**

- 3.1 Each governor present was invited to declare the nature and extent of their interests to the Directors in accordance with the duty imposed by section 182 of the Companies Act 2006 in any transactions or arrangements or section 177 of the Companies Act 2006 in any proposed transactions or arrangements with the Company and which were to be considered at the meeting.

- 3.2 Mr Korolus declared an interest in Lloyds TSB bank.  
Mrs L Plater declared an interest as Headteacher of Taverham High School.

4. **ANNUAL GENERAL MEETING**

**IT WAS RESOLVED** that the third annual general meeting of the Company be held at Beech Avenue, Norwich, Norfolk, United Kingdom, NR8 6HP on 10 December 2015 at 4.00 pm and that the Secretary be authorised to make all necessary arrangements to enable the meeting to be held at that time on that date.

5. **NOTICE OF MEETING**

A form of notice of annual general meeting to be held on 10 December 2015 was considered and approved and the Secretary was authorised and requested to sign the notice and to despatch copies of it forthwith to all members entitled to receive it (with a copy to the auditors), together with a copy of the report and accounts referred to above, and to obtain the consent of the relevant members to the holding of the meeting on short notice.

6. **CLOSE OF MEETING**

There being no further business the meeting closed.

*Margaret Garwood*  
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**CHAIRMAN OF THE MEETING**