

Report to the Meeting of the Members' Council

10 May 2011

Governor involvement in AGM planning

For: Decision

Executive Summary

The 2011 Annual General Meeting (**AGM**) of the Trust will take place on 08 September 2011. The Governors are asked whether any of them would like to volunteer to participate in the planning for the AGM and to form a Governors' AGM planning group. This is likely to involve attendance at one or two meetings in June through to August 2011 and availability to comment on documentation over email. The Governors' AGM planning group will be co-ordinated and administered by Hannah Smith, Assistant Trust Secretary, and Nathan James, Membership Officer.

Previous AGMs were held earlier in the year, usually around July. However, following last year's AGM it was felt that more time should be provided for the Governors to be able to receive and consider the Annual Report and Accounts of the Trust (which are usually released in July) before the AGM.

The Chair, Martin Howell, has requested that the 2011 AGM follow the format of last year's AGM. The Members' Council meeting on 08 September 2011 from 18:00-20:00 will, therefore, be used as the AGM and the meeting will focus on the legal requirements for the AGM (presentation of the Annual Report and Accounts and any auditors' report on the Accounts) and will also provide time for the public, staff and Governors to ask questions and hold the Board to account.

Two separate Annual Review events for Oxfordshire and Buckinghamshire will take place in the two weeks following the AGM. These Annual Review events will provide an opportunity for broader presentations about the Trust to be made by Services etc. and at which attendees can participate as convenient, without

having to commit significant amounts of time. The Annual Review events will allow the AGM to remain focused upon the legal requirements for the AGM.

Recommendation

Volunteers from amongst the Governors are invited to participate in a Governors' AGM planning group.

Author and Title: Hannah Smith, Assistant Trust Secretary
Lead Executive Director: Julie Waldron, Chief Executive