

**THE GRYPHON TRUST PLANNING CALENDAR 2020-21**

Body	Standing Items	Autumn		Spring		Summer		Other	AGM
		1	2	1	2	1	2		
<b>Directors</b>	Apologies Declarations Items under AOB Previous Minutes Matters Arising LGB Reports Other Cmmttee Reports Financial Report CEO Report Letter from ESFA		Approve accounts Auditors Report Review articles Prepare for AGM	Policies for Review listed			Auditors Interim Report		
<b>LGBs</b>	Apologies Declarations Items under AOB Previous Minutes Matters Arising Headteacher report			Reports to next board meeting listed Policies for Review listed					
<b>FACC</b>									
<b>P&amp;PC</b>									
<b>Members</b>	Welcome by Chair of D Establish Quorum Elect Chairman for Mtg Apologies/Proxy Votes Declarations Items under AOB Previous Minutes Matters Arising Resolution- 1. Receive annual report and audited accounts 2. Appoint/Re-appoint auditors 3. Receive Trust Report							Resolutions proposed by the Members Resolutions proposed by the Directors	