COMPANY NUMBER: 07654237

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting (the "**Meeting**") of St Michael's CE High School Academy Trust (the "**Company**") will be held at St Michael's CE High School, Astley Rd, Chorley, PR7 1RS on Wednesday 9th December 2026 at 3.35pm to transact the following business:

1. To receive the Chairman's report (delegated to the Headteacher)

2. To receive and adopt the company's annual accounts for the financial year ended 31 August 2026 together with the directors' report and auditor's report on those accounts;

By order of the Board

Mrs V Chatterjee
Chair of Governors
St Michael's CE High School

NOTES

Appointment of proxies
1. As a member of the Company, you are entitled to appoint a proxy 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 meeting. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.

2. A proxy does not need to be a member of the Company but must attend the Meeting to represent you.

4. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the Meeting.

Appointment of proxy using hard copy proxy form
5. The notes to the proxy form explain how to direct your proxy how to vote on each resolution or withhold their vote.

To appoint a proxy using the proxy form, the form must be:

- completed and signed;
- sent or delivered to the Company at St Michael's CE High School, Astley Rd, Chorley, PR7 1RS and
- received by the Company no later than Monday 1ST December 2025 at 12 noon.

Changing proxy instructions

8. To change your proxy instructions simply submit a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments (see above) also apply in relation to amended instructions. Any amended proxy appointment received after the relevant cut-off time will be disregarded.

Where you have appointed a proxy using the hard-copy proxy form and would like to change the instructions using another hard-copy proxy form, please contact the Company Secretary, St Michael's CE High School, Astley Rd, Chorley, PR7 1RS.

If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

Termination of proxy appointments

9. In order to revoke a proxy instruction you will need to inform the Company using one of the following methods:

- by sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to St Michael's CE High School, Astley Rd, Chorley, PR7 1RS. In the case of a member which is a company, the revocation notice must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company. 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.

In either case, the revocation notice must be received by the Company no later than Wednesday 9th December 2026 at 9AM.

If you attempt to revoke your proxy appointment but the revocation is received after the time specified then, subject to the paragraph directly below, your proxy appointment will remain valid.

Appointment of a proxy does not preclude you from attending the Meeting and voting in person. If you have appointed a proxy and attend the Meeting in person, your proxy appointment will automatically be terminated.

Communication

10. Except as provided above, members who wish to communicate with the Company in relation to the Meeting should contact the Company Secretary by telephone at the school.

No other methods of communication will be accepted.