



6th November 2023

**Notice of Annual General Meeting
to be held in the Auditorium, Secondary School
Tuesday 28th November 2023 at 7:30pm**

This is to inform you that the British School Al Khubairat will hold its Annual General Meeting on **Tuesday 28th November 2023 at 7:30pm** in the Secondary School Auditorium.

If you wish to attend the AGM, which will include the launch of BSAK's Purpose, please assist us with our planning by completing this [short form](#) by **midday on Tuesday the 28th of November**.

All documentation relating to the AGM can be found online [here](#) and also on the Parent Portal.

Enclosed is a draft agenda for the meeting and a list of current Governors. There is **1** vacancy for Parent Elected Governor this year.

The Board is made up of Parent Elected Governors and Governors nominated by the British Ambassador, one of whom is nominated as his Representative. If you wish to stand for election as one of the Parent Elected Governors of the School, please complete and return the included Nomination Form, to be returned to Primary or Secondary Security in a sealed envelope and addressed to the Clerk to the Board. Alternatively, please scan the completed nomination form and email it to the Clerk to the Board, Lesley McPherson, on Clerktotheboard@britishschool.sch.ae. Nomination Forms need to be submitted to the Clerk by **Sunday the 19th of November 2023**.

Please note, persons employed by the School, or whose spouse is employed by the School, will not be eligible to serve as a member of the Board of Governors.

Parent Elected Governors are a vital part of our team and the Board hopes that there are parents or others who are willing to give their time and commitment to this important role. If you would like further information, please contact the Clerk who will put you in touch with an experienced Governor to explain the process for nomination and what being a Governor entails.

Any Motions should also be received by the Clerk by **Sunday the 19th of November 2023**. It is requested that you discuss any motions with a Governor before the AGM, in order to ensure that these are constitutional or necessary e.g. requesting initiatives that have already been introduced by the Board or School.

For any queries, the Governors can be contacted via the Clerk by email - Clerktotheboard@britishschool.sch.ae.

The Governors look forward to seeing you at the AGM.

Sean Magee
Chair, Board of Governors



The British School Al Khubairat

2023 Annual General Meeting

Tuesday 28th of November 2023 - 7.30pm, Secondary Auditorium

DRAFT AGENDA

1. Adopt Minutes of the Annual General Meeting of 2022
2. Chair's Introduction
3. Honorary Treasurer's Report and proposals
 - a. "That the audited Financial Statements for the year ended 31st August 2023 be approved and published".
 - b. "That KPMG be appointed as the School auditors for the academic year ending 31st August 2024".
4. Ballot for Parent Elected Governors
5. Head's Report
6. Results of Ballot
7. Any Other Business



BSAK Board of Governors

Sean Magee	Chair & Ambassador's Nominee
Reema Traynor	Vice Chair & Ambassador's Nominee
Maheen Pfeffer	Hon. Secretary & Ambassador's Nominee
Faisal Raja	Hon. Treasurer
H.E. Younis Al Khoori	Ambassador's Nominee
Muhammad Amin	
Vincent Gordon	
Nicolas Heard	
Jon Knight	Ambassador's Representative
Sara Shurrab	
Philippa Wraithmell	

Board of Governor Vacancies: 1



NOMINATION FOR ELECTION AS GOVERNOR

I am a resident of Abu Dhabi and wish to be nominated for election by parents, to serve on the Board of Governors of BSAK.

NAME TEL NO (Mob).....
PO BOX TEL NO
EMAIL.....

PROPOSER

NAME..... SIGNATURE.....
PO BOX TEL NO.

SECONDER

NAME..... SIGNATURE.....
PO BOX TEL NO.

To be completed by the nominee:-

1. Number of children attending the School
(It is not a requirement that governors elected by parents are themselves parents)
2. How many years have you lived in Abu Dhabi?
3. Length of expected stay in Abu Dhabi
4. What aspects of the School's affairs particularly interest you?
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5. What contributions do you feel you would be able to make as a Governor?
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Please note -persons employed by the School, or whose spouse is employed by the School, will not be eligible to serve as a member of the Board of Governors.

Please return completed nomination form to the Clerk to the Board (clerktotheboard@britishschool.sch.ae), to arrive no later than Sunday the 19th of November 2023.