

Company number: 00558147

Charity number: 307425

The Companies Act 2006

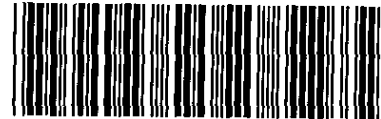
Company limited by guarantee and not having a share capital

Special Resolution of

Twyford School

(the "Company")

THURSDAY



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03/08/2017

#329

COMPANIES HOUSE

Circulation Date: 8 June 2017

Pursuant to Chapter 2 of Part 13 of the Companies Act 2006, the directors of the Company propose that the following resolution is passed as a written special resolution (the "Resolution").

SPECIAL RESOLUTION

THAT the articles of association attached to this Resolution be adopted as articles of association of the Company in substitution for, and to the exclusion of, the existing Articles of Association including the relevant provisions of the Memorandum of Association that would otherwise be treated as provisions of the Articles of Association under section 28 of the Companies Act 2006.

AGREEMENT

Please read the notes at the end of this document before signifying your agreement to the Resolution.

The undersigned, a person entitled to vote on the Resolution on the circulation date stated above, hereby irrevocably agrees to the Resolution.

Signed by Carol Chaplin -Rogers

.....

Date:

8 JUNE 2017

Signed by Fiona Dunger

.....
Fiona Dunger

Date:

8 JUNE 2017

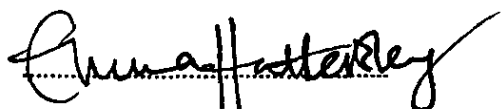
Signed by Richard Hammond

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Richard Hammond

Date:

8 JUNE 2017

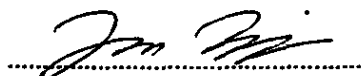
Signed by Emma Hattersley



Date:

8 JUNE 2017

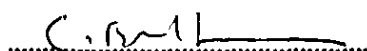
Signed by James Hodgins



Date:

8 JUNE 2017

Signed by Colin Howman



Date:

8 JUNE 2017


Signed by Malcolm Le May

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Date:

8

Signed by Janine Naismith



Date:

8 JUNE 2017

Signed by Julian Thould

.....

Date:

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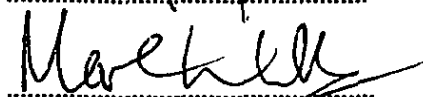
Signed by Sonia Watson



Date

8/6/17

Signed by Mark Wills



Date:

8/6/17

NOTES

1. If you agree with the Resolution, please indicate your agreement by signing and dating this document where indicated above and returning it to the Company. You can return it to the Company by:
 - a. hand (by delivering the signed copy to Charles Gillow, Bursar, Twyford School, High Street, Winchester, SO21 1NW).
 - b. post (by returning the signed copy by post to Charles Gillow, Bursar, Twyford School, High Street, Winchester SO21 1NW).
 - c. email (by attaching a scanned copy of the signed document to an email and sending it to bursar@twyfordschool.com).
2. If you do not agree to the Resolution, you do not need to do anything. You will not be deemed to agree if you fail to reply.
3. Once you have indicated your agreement to the Resolution, you may not revoke your agreement.
4. Unless by the 56th day, beginning with the Circulation Date above, sufficient agreement has been received for the Resolution to pass, it will lapse. If you agree to the Resolution, please ensure that your agreement reaches us before the expiry of this period.

Company number: 00558147

Charity number: 307425

The Companies Act 2006

Company limited by guarantee and not having a share capital

Special Resolution of

Twyford School

(the "Company")

Circulation Date: 9 March 2017

COMPANIES HOUSE

Pursuant to Chapter 2 of Part 13 of the Companies Act 2006, the directors of the Company propose that the following resolution is passed as a written special resolution (the "Resolution").

SPECIAL RESOLUTION

THAT the articles of association attached to this Resolution be adopted as articles of association of the Company in substitution for, and to the exclusion of, the existing Articles of Association including the relevant provisions of the Memorandum of Association that would otherwise be treated as provisions of the Articles of Association under section 28 of the Companies Act 2006.

AGREEMENT

Please read the notes at the end of this document before signifying your agreement to the Resolution.

The undersigned, a person entitled to vote on the Resolution on the circulation date stated above, hereby irrevocably agrees to the Resolution.

Signed by Carol Chaplin -Rogers

Carol Chaplin-Rogers

Date:

8 Jun 2017

Signed by Fiona Dunger

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Date:

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Signed by Richard Hammond

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Date:

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Signed by Emma Hattersley

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Signed by James Hodgins

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Twyford School

Articles of Association

Adopted by a special resolution dated 8 June 2017

Company number 00558147

Charity number 307425

The Companies Act 2006
Company not having a share capital
Articles of Association
Adopted by a special resolution dated 8 June 2017
of
Twyford School

1 Name

- 1.1 The name of the company is Twyford School (the "**Charity**").

2 Registered office

- 2.1 The registered office of the Charity is in England and Wales.

3 Objects

- 3.1 The objects (the "**Objects**") for which the Charity is established is to advance education by the provision in the United Kingdom of a day and/or boarding school or schools for boys and girls and by ancillary or incidental educational activities and other associated activities for the benefit of the community.

4 Powers

- 4.1 The Charity has the power to do anything within the law which may promote or may help to promote the Objects or any of them including (but without limitation) the power:
- 4.1.1 To carry on the School in pursuance of the Objects under the name of 'Twyford School' or such other name as the Board of Governors may decide from time to time.
 - 4.1.2 To make grants, awards, prizes or donations, including but not limited to:
 - (a) bursaries, scholarships, grants, awards, prizes and other benefactions tenable at the School;
 - (b) grants to enable participation in extra-curricular activities undertaken for educational purposes; and
 - (c) leaving exhibitions tenable at any university or other institution of higher or further education (including professional or technical education).
 - 4.1.3 Subject to Article 12, to employ paid or unpaid agents, staff or advisers (and to terminate any such employment).
 - 4.1.4 To make all necessary and reasonable provision for the payment of pensions and/or superannuation to or on behalf of employees and their widows or widowers or other dependants.

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- 4.1.5 To construct, maintain, equip and alter buildings in order to provide a school or schools and other facilities including facilities for study, research, recreational sports and also performance of artistic and cultural activities of every description.
 - 4.1.6 To hold classes, seminars, conferences, lectures, tours and courses.
 - 4.1.7 To co-operate with and to enter into joint ventures, collaborations and partnerships with charitable and non-charitable bodies.
 - 4.1.8 To support, administer or set up charities and to establish and act as trustee of any charitable funds, endowments or trusts.
 - 4.1.9 To affiliate with and where appropriate merge with any charity having similar objects to the Objects.
 - 4.1.10 To establish, support or acquire subsidiary companies.
 - 4.1.11 To raise funds and to solicit and accept grants, donations, endowments, gifts, legacies and bequests of assets on any terms.
 - 4.1.12 To borrow money, including entering into any derivative arrangement relating to that borrowing provided that the derivative arrangement is an integral part of managing the Charity's debt and not a speculative venture.
 - 4.1.13 To give security for loans, grants and other obligations over the assets of the Charity (but only in accordance with the restrictions imposed by the Charities Act 2011).
 - 4.1.14 To acquire, rent or hire property of any kind.
 - 4.1.15 To sell, let, license, mortgage or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act 2011).
 - 4.1.16 To make loans of money and give credit and to give guarantees or security for the performance of any obligations by any person or company.
 - 4.1.17 To set aside funds for special purposes or as reserves against future expenditure, but only in accordance with a written policy on reserves.
 - 4.1.18 To open and operate bank accounts and banking facilities
 - 4.1.19 To deposit or invest funds in any manner (but to invest only after taking such advice as the Board of Governors considers is reasonably necessary from such person as is reasonably believed by the Governors to be qualified to give it by his or her ability in and practical experience of financial and other relevant matters).
 - 4.1.20 To enter into any derivative arrangement in connection with any investment provided that the derivative arrangement is ancillary to the investment (being entered into in order to manage the risk and/or transaction costs associated with the investment) and is not a speculative venture.
 - 4.1.21 To delegate the management of investments to any person provided that:
 - (a) the delegate is authorised to carry on investment business under the provisions of the Financial Services and Markets Act 2000;
 - (b) the investment policy is set out in writing by the Board of Governors;

- (c) the performance of the investments is reviewed regularly with the Board of Governors;
 - (d) the investment policy and the delegation arrangements are reviewed at least once a year;
 - (e) all payments due to the delegate are on a scale or at a level which is agreed in advance and are notified promptly to the Board of Governors on receipt by the delegate; and
 - (f) the delegate must not do anything outside the powers of the Governors.
- 4.1.22 To arrange for the investments or other property of the Charity to be held in the name of a nominee (being a corporate body registered or having an established place of business in England and Wales) under the control of the Governors or of any person to whom the management of investments is delegated and to pay any reasonable fee required;
- 4.1.23 To insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required;
- 4.1.24 To take out indemnity insurance to insure the Governors against the costs of a successful defence to criminal proceedings brought against them as charity trustees or against personal liability incurred in respect of any act or omission which is or is alleged to be in breach of trust or breach of duty, unless the Governor concerned knew that, or was reckless in relation to whether, the act or omission was a breach of trust or breach of duty;
- 4.1.25 To enter into any contract or agreement (including a contract to provide services to or on behalf of other bodies, a finance lease, a licence or a sponsorship agreement);
- 4.1.26 To provide advice, to publish or distribute information in any form, to promote or carry out research and to disseminate such research;
- 4.1.27 To do all such other things permitted by law as are incidental or conducive to the attainment of the Objects; and
- 4.1.28 To carry on any trade in so far as the trade is:
- (a) exercised in the course of the actual carrying out of the Objects of the Charity; or
 - (b) ancillary to the carrying out of the Objects; or
 - (c) not taxable trading.

5 Limited liability

- 5.1 The liability of the Members is limited.
- 5.2 Every Member of the Charity undertakes to contribute such amount as may be required not exceeding one pound (£1) to the assets of the Charity in the event of it being wound up while he or she is a Member, or within one year after he or she ceases to be a Member, for payment of the Charity's debts and liabilities contracted before he or she ceases to be a

Member and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves.

6 Membership

- 6.1 The number of Members shall be not less than 6, and not more than 14.
- 6.2 The Charity must maintain a register of Members.
- 6.3 The Members are the persons who are appointed and hold office as Governors for the time being under these Articles and no person shall be admitted as a Member other than a Governor. A person shall automatically cease to be a Member when he or she ceases to be a Governor and the Secretary shall at any time remove his or her name from the Register of Members. No person may withdraw from membership except on ceasing to be a Governor. Membership is not transferable.

7 General meetings

- 7.1 Members are entitled to attend general meetings either personally or by proxy. General meetings are called on at least 14 clear days' written notice specifying the business to be discussed. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.
- 7.2 A general meeting may be called at any time by the Governors and must be called in accordance with the terms of the Act within 21 days of a written request from the Members made in accordance with the provisions of the Act.
- 7.3 **Quorum**
- 7.3.1 There is a quorum at a general meeting if five Members entitled to attend and vote at that meeting are present in person or by proxy. A Member shall not be counted in the quorum on any matter on which he or she is not entitled to vote.
- 7.3.2 If within 15 minutes from the time appointed for the holding of a general meeting a quorum is not present, the meeting will be adjourned to such other day and at such time as the Board may determine. If at such adjourned meeting a quorum is not present within 15 minutes from the time appointed for holding the meeting the Members present in person or by proxy shall be a quorum.
- 7.4 **Chair**
- 7.4.1 The chair of a general meeting shall be:
- (a) the Chairman of the Board of Governors; or
 - (b) if he or she is not present within 15 minutes after the time appointed for the meeting to start or is unwilling to preside or has an Interest in a matter to be decided, the Deputy Chairman of the Board of Governors; or
 - (c) if he or she too is not present within 15 minutes after the time appointed for it to start or is unwilling to preside or has an Interest in a matter to be decided, a Member chosen by the Members present to chair the meeting.

7.5 Voting

- 7.5.1 A resolution put to the vote of a meeting will be decided on a show of hands unless before or upon the declaration of the result of the show of hands a poll is demanded by the chair, or by at least two Members present in person or by proxy.
- 7.5.2 Unless a poll is duly demanded a declaration by the chair that a resolution has been carried unanimously or by a particular majority or lost or not carried by a particular majority *and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.*
- 7.5.3 The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chair and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
- 7.5.4 A poll shall be taken as the chair directs. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 7.5.5 A poll demanded on the election of a chair or on a question of adjournment will be taken forthwith. A poll demanded on any other question will be taken either forthwith or at such time and place as the chair directs not being more than 30 days after the poll is demanded. The demand for a poll will not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting will continue as if the demand had never been made.
- 7.5.6 No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- 7.5.7 Except for the chair of the meeting, who in the event of an equality of votes has a second or casting vote, on a show of hands or a poll every Member present in person or by proxy shall have one vote.
- 7.5.8 No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid. Any such objection must be referred to the chair of the meeting whose decision is final.

7.6 Proxy notices

- 7.6.1 Proxies may only validly be appointed by a notice in writing (a "**proxy notice**") which:
 - (a) states the name and address of the Member appointing the proxy;
 - (b) identifies the person appointed to be that Member's proxy and the general meeting in relation to which that person is appointed;
 - (c) is signed by or on behalf of the Member appointing the proxy or is authenticated in such manner as the directors may determine; and

- (d) is delivered to the Charity in accordance with these Articles and any instructions contained in the notice of the general meeting to which they relate.
- 7.6.2 The Charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 7.6.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- 7.6.4 Unless a proxy notice indicates otherwise, it must be treated as:
 - (a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
 - (b) by appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates, as well as to the meeting itself.
- 7.6.5 A person who is entitled to speak, attend or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any *adjournment of it, even though a valid proxy notice has been delivered to the Charity by or on behalf of that person.*
- 7.6.6 An appointment under a proxy notice may be revoked by delivering to the Charity a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- 7.6.7 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- 7.6.8 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

7.7 Written resolutions of Members

- 7.7.1 The Charity may pass a resolution in writing provided the requisite number of Members have consented to the resolution and such resolution will be effective as if it was passed at a general meeting duly convened and held where the Members would have been entitled to vote.
- 7.7.2 The requisite number of Members to pass a written resolution is:
 - (a) in the case of an ordinary resolution, a simple majority of the total voting right of Members; and
 - (b) in the case of a special resolution, a majority of not less than 75% of the total voting rights of Members.
- 7.7.3 A proposed written resolution will lapse if it is not passed by the date set out in the statement accompanying the written resolution. If no such date is specified in the statement accompanying the written resolution, the written resolution will lapse if it is not passed before the end of a period of 56 days beginning with the circulation date.

8 The Governors

- 8.1 The Governors are the company directors and charity trustees of the Charity and have control of the Charity and its property and funds.
- 8.2 The Board of Governors shall be composed of no fewer than 6 and not more than 14 competent persons.
- 8.3 On appointment as a Governor, a Governor shall automatically become a Member of the Charity.
- 8.4 From the adoption of these Articles, each of the existing Governors shall continue to hold office and shall each be treated as being in their second term of office and as having commenced such second term of office on the date as set out next to their name in Schedule 1.
- 8.5 *Governors shall be appointed to the Board by resolution of the Board. Subject to Articles 8.7 and 8.8, the Governors may appoint any person as a Governor to replace a retiring Governor or as an additional Governor up to the maximum number of Governors permitted under these Articles.*
- 8.6 Every Governor shall sign a written consent to become a Governor and a Member and shall make disclosures for the purpose of all safeguarding checks and registrations that may be required by law for school governors, from time to time.
- 8.7 No person shall take office as a Governor:
- 8.7.1 unless he or she is a natural person, and not a body corporate;
 - 8.7.2 unless he or she is aged 18 or over but less than 70;
 - 8.7.3 if he or she is employed by the Charity; or
 - 8.7.4 *in circumstances such that, had he or she already been a Governor, he or she would cease to hold office under the provisions of Article 8.10.3*
- but a person may be a Governor notwithstanding that he or she is in receipt of a Benefit granted in accordance with the provisions of these Articles.
- 8.8 A Parent shall not be appointed as a Governor if as a result of such appointment the number of Governors who are Parents would exceed two-fifths (or the number nearest two-fifths) of the total number of Governors for the time being.
- 8.9 A Governor shall retire from office at the end of the first Governors' meeting following his 70th birthday unless the Governors resolve by a unanimous vote at a Governors' meeting that he should continue in office. The same procedure shall apply on each successive birthday of that Governor.
- 8.10 **Term of Office**
- 8.10.1 The normal term of office for a Governor shall be five years provided that the Governors may determine that his or her term of office shall terminate with effect from the end of a meeting of the Board of Governors held within six months of the end of the Governor's term of office.

8.10.2 After a Governor has served three consecutive terms in office, he or she shall be eligible for re-election on an annual basis. This shall not apply if the Governor concerned is appointed as Chairman under Article 10.1.2, in which case he may continue to serve as a Governor for a maximum of a further three terms of three years or until he ceases to be Chairman, whichever occurs first.

8.10.3 A Governor's term of office automatically terminates if he or she:

- (a) is disqualified under the Charities Act 2011 from acting as a charity trustee;
- (b) a registered medical practitioner who is treating that person gives a written opinion to the Governors stating that the person has become physically or mentally incapable of acting as a Governor and may remain so for more than three months;
- (c) is absent from three consecutive meetings of the Governors without the consent of the Governors and the Board of Governors resolves that his or her office be vacated;
- (d) is removed as a Governor by the Members pursuant to the Act;
- (e) resigns by written notice to the Governors (but only if at least six Governors will remain in office);
- (f) becomes bankrupt, has an interim receiving order made against him or her, makes any arrangement or compounds with his or her creditors generally or applies to the court for an interim order in respect of a voluntary arrangement;
- (g) is convicted of an offence and the Governors shall resolve that it is undesirable in the interests of the Charity that he or she remains a Governor of the Charity;
- (h) is at any time considered to be unsuitable to have access to children, young persons or vulnerable adults and the Board of Governors resolves that his or her office be vacated;
- (i) is disqualified in accordance with any rules made by the Board of Governors for the purpose of disqualifying a person from holding office as a Governor in circumstances considered by the Board of Governors to be material; or
- (j) is removed by unanimous resolution of the other Governors.

8.10.4 A technical defect in the appointment of a Governor of which the Board of Governors is unaware at the time does not invalidate decisions taken at a meeting of the Board.

9 Proceedings of the Board

9.1 The Governors must hold at least three meetings of the Board each academic year. The Secretary may call a meeting of the Board by giving notice of the meeting to the Governors. Any two Governors may by giving written notice to the Secretary require a meeting of the Board to be held and the Secretary shall convene such a meeting as soon as reasonably practicable by giving notice of the meeting to the Governors.

- 9.2 At least five clear days notice must be given to each Governor of a Board meeting unless the Chairman (or in his absence the Deputy Chairman) determines that there are matters demanding urgent consideration, in which case a meeting may be held on such shorter notice as the Chairman or the Deputy Chairman (as the case may be) shall direct.
- 9.3 Any such notice referred to in Article 9.1:
- 9.3.1 must indicate the proposed date, time and location of the meeting and, if it is anticipated that Governors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting;
 - 9.3.2 must be given to each Governor, but need not be in writing; and
 - 9.3.3 need not be given to Governors who waive their entitlement to notice of that meeting by giving notice to that effect to the Charity not more than seven days after the date on which the meeting is held (and where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it).
- 9.4 The Board may invite persons who are not Governors (including but not limited to a member of a committee, the head, the bursar, any employee, any Pupil or Parent, any professional adviser, any expert of any kind or any person who may be disqualified from being a Governor under these Articles) to attend the whole or part of any meeting.
- 9.5 The quorum at a meeting of the Board shall be determined by the Board and unless and until otherwise determined shall be five. If the total number of Governors for the time being is less than the minimum number required by Article 8.2 or the quorum required, the Governors must not take any decision other than a decision to:
- 9.5.1 call a meeting to enable the Governors to co-opt further Governors;
 - 9.5.2 convene a general meeting and propose resolutions to be considered at such a meeting; or
 - 9.5.3 preserve the assets of the Charity and the maintenance of the School as a going concern, including entering into any arrangement or compromise between the Charity and any creditors or any class of creditors; or
 - 9.5.4 appoint an administrator, administrative or other receiver or a licensed insolvency practitioner in any other role relating to the Charity recognised by the relevant insolvency, company, property or charity legislation as from time to time in force;
- provided always that in all other respects, the provisions of these Articles in relation to the calling of meetings of the Board shall be complied with.
- 9.6 A meeting of the Board may be held either in person or by suitable electronic means agreed by the Governors in which all Governors may communicate with all the other Governors. If all the Governors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.
- 9.7 The Chairman or (if the Chairman is unable or unwilling to do so) the Deputy Chairman will preside as chair at each meeting. If neither the Chairman nor the Deputy Chairman are able and willing to chair a meeting of the Governors, then some other Governor chosen by the Governors present will preside as chair.

CC03

Statement of compliance where amendment of
articles restricted



Companies House

☒ What this form is for
You may use this form to state that
the restrictions to change articles
have been observed.

☐ What this form is for
You cannot use this
notifying a change (are not restricted).

#322

COMPANIES HOUSE

1 Company details

Company number 0 0 5 5 8 1 4 7

Company name in full Twyford School

→ Filling in this form

Please complete in typescript or in
bold black capitals.

All fields are mandatory unless
specified or indicated by *

2 Statement of compliance ¹

The above company certifies that the amendment has been made in accordance
with the company's articles and, where relevant, any applicable order of a court
or other authority.

① Please note:

This form must accompany the
document making or evidencing the
amendment.

3 Signature

I am signing this form on behalf of the company.

Signature

Signature

X *Kiana Dwyer* X

② Societas Europaea

If the form is being filed on behalf
of a Societas Europaea (SE) please
delete 'director' and insert details
of which organ of the SE the person
signing has membership.

③ Person authorised

Under either section 270 or 274 of
the Companies Act 2006.

This form may be signed by:

Director ^②, Secretary, Person authorised ^③, Liquidator, Administrator,
Administrative receiver, Receiver, Receiver manager, Charity Commission receiver
and manager, CIC manager, Judicial factor.

- 9.8 Every decision of the Governors shall be by a simple majority of the votes cast at a meeting but a written resolution signed (or agreed to in writing) by all of the Governors who would have been entitled to vote on the matter had it been proposed as a resolution at a Governors' meeting and would have formed a quorum at such a meeting is as valid as a resolution passed at a meeting (and for this purpose the resolution or agreement in writing may be contained in more than one document).
- 9.9 Every Governor has one vote on each issue except for the chair of the meeting, who in the event of an equality of votes has a second or casting vote (unless the chair of the meeting is in accordance with these Articles not to be counted as participating in the decision-making process for quorum or voting purposes).
- 9.10 **[Decisions without a meeting]**
- 9.10.1 The Governors may take a unanimous decision without holding a Governors' meeting by indicating to each other by any means, including without limitation by electronic means, that they share a common view on a matter. Such decision may, but need not, take the form of a resolution in writing, copies of which have been signed by each Governor or to which each Governor has otherwise indicated agreement in writing. A decision made in accordance with this Article 9.8.1 shall be as valid and effectual as if it has been passed at a meeting duly convened and held, provided the following conditions are complied with:
- (a) approval from each Governor must be received by the Chair, or if the Chair is unable or unwilling to do so, some other Governor nominated in advance by the Governors for that purpose (**Recipient**);
 - (b) following receipt of the response from all of the Governors, the Recipient shall communicate to all of the Governors by any means whether the resolution has been formally approved by the Governors in accordance with this Article 9.8.1;
 - (c) the date of the decision shall be the date of the communication from the Recipient confirming formal approval; and
 - (d) the Recipient prepares a minute of the decision and circulates it to the Governors and the Secretary.]
- 9.11 A procedural defect of which the Governors are unaware at the time does not invalidate decisions taken at a meeting.

10 Powers of Governors

- 10.1 The Governors have the following powers in the administration of the Charity:
- 10.1.1 at their absolute discretion, to appoint (and remove) any person (who may also be a Governor) or corporate entity to act as Secretary to the Charity in accordance with the Act;
 - 10.1.2 to appoint a Treasurer, Patron and other honorary officers as the Board of Governors see fit;
 - 10.1.3 to make standing orders consistent with these Articles and the Act to govern proceedings at general meetings;

- 10.1.4 to make rules consistent with these Articles and the Act to govern proceedings at their meetings and at meetings of committees;
 - 10.1.5 to make regulations consistent with these Articles and the Act to govern the administration of the Charity; and
 - 10.1.6 to exercise any powers of the Charity which are not reserved to the Members in a general meeting.
- 10.2 The Board of Governors may appoint a Chairman from among their number provided that:
- 10.2.1 any such appointment shall be made by resolution of the Board and shall be made for a term of one year.
 - 10.2.2 a Governor shall cease to hold office as Chairman if:
 - (a) he is removed as Chairman at any time by a resolution of the Board; or
 - (b) he resigns his office by giving notice in writing to the Secretary; or
 - (c) he ceases to be a Governor.
- 10.3 The Board of Governors may appoint a Deputy Chairman from among their number provided that:
- 10.3.1 any such appointment shall be made by resolution of the Board and shall be made for a term of one year.
 - 10.3.2 a Governor shall cease to hold office as Deputy Chairman if:
 - (a) he is removed as Deputy Chairman at any time by a resolution of the Board; or
 - (b) he resigns his office by giving notice in writing to the Secretary; or
 - (c) he ceases to be a Governor; or
 - (d) he is appointed in accordance with these Articles to hold office as Chairman.
- 10.4 The Board of Governors may by a simple majority resolution change the name of the Charity and/or the School.

11 Delegation

- 11.1 Subject to these Articles, the Board of Governors may delegate any of the powers conferred on it by these Articles to such person, by such means, to such an extent, in relation to such matters and on such terms of reference as the Board of Governors thinks fit and, if the Board so specifies, any such delegation may authorise further delegation of the Governors' powers by any person to whom such powers are delegated.
- 11.2 The Board may also delegate to any committee consisting of two or more individuals appointed by the Board any of its functions (including any powers or discretions) for such time and on such terms of reference as it thinks fit (including any requirement that a resolution of the committee shall not be effective unless a majority of those present when it is passed are Governors or it is ratified by the Board) provided that:

11.2.1 all proceedings of every committee must be reported promptly to the Governors;
and

11.2.2 every committee must act in accordance with the terms of reference on which any function is delegated to it (but, subject to that, the proceedings of the committee will be governed by such of these Articles as regulate the proceedings of the Board so far as they are capable of applying except that unless otherwise stated the quorum for a Committee meeting shall be not less than two Governors).

11.3 The Board may at any time revoke any delegation in whole or part or alter its terms.

12 Benefits to Governors

12.1 The income and property of the Charity must only be applied to promote the Objects and no part of that income or property may be paid, transferred or applied by way of Benefit to any Governor (either in his capacity as a Member or as a director and charity trustee of the Charity) except:

12.1.1 reasonable and proper premiums in respect of indemnity insurance provided in accordance with these Articles;

12.1.2 reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) properly incurred in the management and administration of the Charity;

12.1.3 an indemnity in accordance with these Articles;

12.1.4 payment to any company in which a Governor has no more than a 2% shareholding;
and

12.1.5 other payments or benefits permitted by charity law or with the prior consent of the Commission;

provided that the Governors must comply with the provisions of Articles 13, 14 and 15 (declaration of Interests and authorisation of Conflicts of Interest) in relation to any Benefit provided by the Charity to any Governor pursuant to this Article.

12.2 The income and property of the Charity must only be applied to promote the Objects and no part of that income or property may be paid, transferred or applied by way of Benefit to any Governor (either in his capacity as a Member or as a director and charity trustee of the Charity) except:

12.2.1 Interest on money lent to the Charity at a rate per annum not exceeding 2% over the base rate prescribed for the time being by Barclays Bank (or its successor) or 5% whichever is the greater;

12.2.2 a reasonable rent or hiring fee for property let or hired to the Charity;

12.2.3 any Benefit provided to a Governor in his or her capacity as a beneficiary of the Charity, including:

(a) the provision of education to any Pupil who is connected to a Governor on the same terms as any other Pupil who is not so connected; and

(b) any payment or remission under a scholarship, exhibition, bursary, grant, prize or assisted place awarded to any Pupil who is connected to a Governor

provided that the award is based upon a competitive assessment merit and/or financial resources; and

- 12.2.4 in respect of the provision of goods or services in accordance with Article 12.4;
- provided that the Governors must comply with the provisions of Articles 13, 14 and 15 (declaration of Interests and authorisation of Conflicts of Interest) in relation to any Benefit provided by the Charity to any Governor pursuant to this Article.
- 12.3 *For the avoidance of doubt, nothing in this Article 12 shall prevent the Charity, in furtherance of the Objects, from conferring a Benefit on another charity of which a Governor is a charity trustee or member, provided that it does not confer any Benefit on that Governor.*
- 12.4 Any Governor may enter into a written contract with the Charity to supply goods or services to the Charity in return for a Benefit but only if:
- 12.4.1 the goods or services are actually required by the Charity;
 - 12.4.2 the nature and level of the remuneration is no more than is reasonable in relation to the value of the goods or services supplied;
 - 12.4.3 the Governor has declared his or her Interest in accordance with Article 13 and the Governors have complied with the procedure in Article 15.3;
 - 12.4.4 no more than two Governors are subject to or affected by such a contract in any financial year (and this provision will apply to a Governor if this Article 12.12.34 applies to a person who is Connected to that Governor);
 - 12.4.5 the services supplied are not services supplied by the Governor in his or her capacity as a Governor; and
 - 12.4.6 the services supplied are not services supplied by the Governor under a contract of employment;
- provided that the Governors must comply with the provisions of Articles 13, 14 and 15 (declaration of Interests and authorisation of Conflicts of Interest) in relation to any Benefit provided by the Charity to any Governor pursuant to this Article.
- 12.5 A Governor shall not receive a Benefit from any Subsidiary Company except in accordance with Articles 12.1 and 12.2 (which apply as if references to the Charity were references to the Subsidiary Company and references to the Articles were to the articles of association of the Subsidiary Company).
- 12.6 In this Article, references to a Governor include references to any person who is Connected to that Governor.
- 12.7 This Article may not be amended without prior written consent of the Commission.

13 Declaration of Interests

- 13.1 Every Governor has a duty to declare to the Board of Governors the nature and extent of any Interest which he or she (or any Connected Person) has in any proposed or existing transaction or arrangement with the Charity or any situation or matter in relation to the Charity that is, or possibly may be, a Conflict of Interest.

- 13.2 In the case of any proposed transaction or arrangement with the Charity in which a Governor (or any Connected Person) is Interested, he or she must declare the nature and extent of the Interest to the Board of Governors before the Charity enters into the transaction or arrangement.
- 13.3 In the case of any existing transaction or arrangement that has been entered into by the Charity or any situation or matter in relation to the Charity in which a Governor (or any Connected Person) is Interested, he or she must declare the nature and extent of the Interest to the Board of Governors as soon as is reasonably practicable.
- 13.4 Any declaration must be made in accordance with the provisions of the Act:
- 13.4.1 at a meeting of the Board of Governors; or
 - 13.4.2 by notice in writing to the Board of Governors; or
 - 13.4.3 by general notice to the Board of Governors.
- 13.5 A Governor is not required to declare an Interest:
- 13.5.1 where the Governor is not aware of the Interest (but the Governor is treated as being aware of matters of which he or she ought reasonably to be aware); or
 - 13.5.2 where the Governor is not aware of the transaction or arrangement or situation or matter (but the Governor is treated as being aware of matters of which he or she ought reasonably to be aware); or
 - 13.5.3 if, or to the extent that, the other Governors are already aware of the Interest (or ought reasonably to be aware of the Interest).
- 13.6 The Charity will maintain a register of all of the Interests declared by the Governors in accordance with this Article. The Governors will prepare (and from time to time review) a policy in relation to the declaration and management of Conflicts of Interest.

14 Conflicts of Interest

- 14.1 Subject to Articles 14.2 and 15 a Governor has a duty under the Act to avoid a situation or matter (including a transaction or arrangement with the Charity) in which he or she has, or can have, a Conflict of Interest. This duty applies to the exploitation of any property, information or opportunity (and it is immaterial whether the Charity could take advantage of the property, information or opportunity).
- 14.2 Pursuant to section 181(3) of the Companies Act 2006, the duty referred to in Article 14.1 does not apply to a Conflict of Interest arising in relation to any situation or matter or any transaction or arrangement between the Charity and any Governor which is mentioned in Article 12.1 of these Articles.

15 Authorisation of Conflicts of Interest

- 15.1 The Board of Governors may authorise a transaction or arrangement or situation or matter in which a Governor (or any person Connected to that Governor) has, or may have, a Conflict of Interest provided that:

- 15.1.1 the Conflict of Interest will not confer a Benefit on the Governor or any Connected Person at the expense of the Charity to an extent greater than that permitted by Article 12 of these Articles;
- 15.1.2 the Governors act in what they consider to be the best interests of the Charity; and
- 15.1.3 the Governors comply with the procedures set out in this Article 15.
- 15.2 Whenever the Board of Governors must decide whether to give the authorisation in accordance with Article 15.1 the Governor concerned must:
 - 15.2.1 declare the nature and extent of his or her Interest at the beginning of any meeting at which the authorisation is to be discussed (or, at the latest, before such discussion begins);
 - 15.2.2 withdraw from that part of the meeting at which the authorisation is to be discussed unless expressly invited to remain in order to provide information;
 - 15.2.3 not be counted in the quorum for that part of the meeting during which the authorisation is discussed;
 - 15.2.4 *withdraw during the vote and have no vote on the authorisation for that part of the meeting; and*
 - 15.2.5 not sign any written resolution in relation to the authorisation (except where required to do so to confirm a resolution of the other Governors).
- 15.3 The Governors may also exclude the relevant Governor from the receipt of information in relation to the relevant transaction, arrangement, situation or matter.
- 15.4 In giving any authorisation in accordance with Article 15.1 in relation to any transaction or arrangement or situation or matter in which a Governor (or any person Connected to that Governor) has, or may have, a Conflict of Interest and which will or may confer a Benefit on that Governor (or Connected Person), the Board of Governors must provide that the Governor concerned will:
 - 15.4.1 declare the nature and extent of his or her Interest at the beginning of any meeting at which the relevant transaction or arrangement or situation or matter is to be discussed (or, at the latest, before such discussion begins);
 - 15.4.2 withdraw from that part of any meeting at which the relevant transaction or arrangement or situation or matter is to be discussed unless expressly invited to remain in order to provide information;
 - 15.4.3 not be counted in the quorum for that part of any meeting during which the relevant transaction or arrangement or situation or matter is discussed;
 - 15.4.4 *withdraw during the vote and have no vote on the relevant transaction or arrangement or situation or matter at the relevant part of any meeting; and*
 - 15.4.5 not sign any written resolution in relation to the relevant transaction or arrangement or situation or matter (except where required to do so to confirm a resolution of the other Governors).

- 15.5 The Governors may also exclude the Governor concerned from the receipt of information in relation to the relevant transaction, arrangement, situation or matter.
- 15.6 In giving the authorisation under Article 15.1 in relation to a transaction or arrangement or situation or matter in which a Governor (or any person Connected to a Governor) has, or may have, a Conflict of Interest which will not confer a Benefit on that Governor (or Connected Person), the Board of Governors may (subject to such terms as they may impose from time to time and to their right to vary or terminate such authorisation) determine the manner in which they may be dealt with and, in doing so, the Governors must consider:
- 15.6.1 whether the nature and extent of the interest in the relevant transaction or arrangement or situation or matter is reasonably likely to give rise to a Conflict of Interest;
 - 15.6.2 whether or not the Governor should withdraw from that part of any meeting at which the relevant transaction or arrangement or situation or matter is to be discussed unless expressly invited to remain in order to provide information;
 - 15.6.3 whether or not the Governors concerned should be excluded from the receipt of information in relation to the relevant transaction, arrangement, situation or matter;
 - 15.6.4 whether or not the Governor should be counted in the quorum for that part of any meeting during which the relevant transaction or arrangement or situation or matter is discussed; and
 - 15.6.5 whether or not the Governor should withdraw during the vote and have no vote on the relevant transaction or arrangement or situation or matter at the relevant part of any meeting.
- 15.7 Notwithstanding Article 15.3, the Board of Governors may authorise a Conflict of Interest under Article 15.1 and apply the procedure in Article 15.5 to any transaction, arrangement, situation or matter where:
- 15.7.1 the Conflict of Interest arises solely as a consequence of any Pupil being Connected to a Governor; and
 - 15.7.2 the transaction, arrangement, situation, or matter will or may affect the provision of education to Pupils generally.

16 Records and accounts

- 16.1 The Board of Governors must comply with the requirements of the Act and of the Charities Act 2011 as to keeping financial records, the audit of accounts and the preparation and transmission to the Registrar of Companies and the Commission of:
- 16.1.1 annual reports;
 - 16.1.2 annual returns; and
 - 16.1.3 annual statements of account.
- 16.2 The Board of Governors must keep proper records of:
- 16.2.1 all proceedings at general meetings;

- 16.2.2 all proceedings at meetings of the Board of Governors (including a record of all unanimous or majority decisions taken by the Governors for at least 10 years from the date of the decision recorded);
- 16.2.3 all reports of committees; and
- 16.2.4 all professional advice obtained.
- 16.3 Accounting records relating to the Charity must be made available for inspection by any Governor at any reasonable time during normal office hours.
- 16.4 A copy of the Charity's latest available statement of account must be supplied on request to any Governor, or to any other person who makes a written request and pays the Charity's reasonable costs, within two months of such request.
- 17 Notices**
 - 17.1 Notices, documents, resolutions or information under these Articles may be sent or supplied to Governors by hand, or by post or by suitable electronic means.
 - 17.2 The Charity may deliver a notice or other document to a Member by:
 - 17.2.1 delivering it personally to the Member;
 - 17.2.2 post or hand delivery to the Member's address shown in the register of Members;
 - 17.2.3 electronic mail to an address notified by the Member in writing; or
 - 17.2.4 by means of a website in accordance with Articles 17.3 and 17.4.
 - 17.3 Notices, resolutions, documents or information may be sent or supplied to Members by means of a website provided that a Member has consented to receive notices, resolutions, documents or information in that way. A Member will be deemed to have agreed to receive notices, resolutions, documents and information in this way where her or she has been asked individually by the Charity to agree to receive notices, resolutions, documents and information through a website and the Charity has not received a response within the period of 28 days beginning with the date on which the Charity's request was sent. A Member is not taken to have so agreed if the Charity's request did not state clearly what the effect of a failure to respond would be, or was sent less than 12 months after a previous request was made.
 - 17.4 Where any notice, resolution, document or other information is to be sent or supplied by means of a website, a Member shall be notified in accordance with Articles 17.2.1, 17.2.2 or 17.2.3 of:
 - 17.4.1 its presence on the website;
 - 17.4.2 the address of the website;
 - 17.4.3 the place on the website where it may be accessed; and
 - 17.4.4 how to access it.
 - 17.5 Any notice, resolution, document or other information sent or supplied by means of a website shall be deemed to have been received by the Member when the notice, resolution, document or other information is first made available on the website or, if later, when the

Member is deemed to have received the notification given under Article 17.4 in accordance with the relevant provisions of 17.6.

- 17.6 Subject to Article 17.5, any notice, resolution, document or other information sent or supplied to Members in accordance with these Articles is to be treated for all purposes as having been received:

17.6.1 24 hours after being sent by electronic means or delivered by hand to the relevant address;

17.6.2 two clear days after being sent by first class post to that address;

17.6.3 three clear days after being sent by second class or overseas post to that address;

17.6.4 on being handed to the Member (or, in the case of a member organisation, its authorised representative) personally; or, if earlier

17.6.5 as soon as the Member acknowledges actual receipt.

- 17.7 A technical defect in the giving of notice of a meeting of which the Governors are unaware at the time does not invalidate decisions taken at that meeting.

18 Indemnity

- 18.1 The Charity may indemnify any Governor against any liability incurred by him or her in that capacity, to the extent permitted by the Act.

19 Dissolution

- 19.1 If upon the winding-up or dissolution of the Charity there remains, after the satisfaction of *all its debts and liabilities*, any property whatsoever, the same shall not be paid to or distributed among the Members of the Charity, but shall be given or transferred to some other charitable institution or institutions, having objects similar to the objects of the Charity as determined by the Board of Governors.

20 Model Articles

- 20.1 The model articles for private companies limited by guarantee contained in Schedule 2 of the Companies (Model Articles) Regulations 2008 (SI 2008/3229) shall not apply to the Charity.

21 Interpretation

- 21.1 In these Articles:

the Act: means the Companies Act 2006 and any provisions of the Companies Act 1985 for the time being in force

these Articles: means these articles of association

Benefit: means any payment of money or the provision or other application of any other direct or indirect benefit in money or money's worth

Board: means the board of governors of the Charity

Board or Board of Governors: means the Board of Governors of the Charity who are the company directors and charity trustees of the Charity (and **Governor** means any one of them)

Chairman: means the chair of the Board appointed in accordance with Article 10.1.2.

Charity: means the company governed by these Articles.

charity trustee: has the meaning prescribed by section 177 of the Charities Act 2011.

clear day: means 24 hours from midnight following the relevant event.

Commission: means the Charity Commission for England and Wales.

Conflict of Interest: means any Interest of a Governor (or any person Connected to a Governor) that conflicts, or may conflict, with the interests of the Charity and includes a conflict of interest and duty and a conflict of duties.

Connected Person: means any person falling within one of the following categories:

- (a) any spouse or civil partner of a Governor;
- (b) any parent, child, brother, sister, grandparent or grandchild of a Governor who is financially dependent on such Governor or Member or on whom the Governor is financially dependent;
- (c) the spouse or civil partner of any person in (b);
- (d) any other person in a relationship with a Governor which may reasonably be regarded as equivalent to that of a spouse or civil partner; or
- (e) any company, LLP or partnership of which a Governor is a paid director, member, partner or employee or a holder of more than 1% of the share capital or capital; and

any person who is a Connected Person in relation to any Governor is referred to in these Articles as **Connected** to that Governor.

Interest: means any direct or indirect interest (and includes any interest a Governor or any person Connected to a Governor may have as a consequence of any duty he or she may owe to any other person) and where a Governor (or any person Connected to a Governor) has any such interest in any matter or situation or transaction or arrangement the Governor is **Interested** in it.

Member and **Membership** refer to the members of the Charity for the purposes of, and as defined by, the Act and their membership of the Charity.

Memorandum: means the Charity's memorandum of association.

month: means calendar month.

Parent: means the parent or, as the case may be, legal guardian of a Pupil.

Pupil: means a pupil at the School.

School: means Twyford School and any other schools from time to time carried on by the Charity.

Secretary: means the secretary of the Charity or if no secretary has been appointed, the person to carry out the duties of the secretary of the Charity.

Subsidiary Company: means any company in which the Charity holds:

- (a) more than 50% of the shares; or
- (b) more than 50% of the voting rights attached to the shares; or
- (c) *the right to appoint one or more of the directors*

taxable trading: means carrying on a trade or business in such manner or on such a scale that some or all of the profits are subject to corporation tax;

written or in writing: refers to a legible document on paper (including a fax message) or in electronic form (including an e-mail).

year: means calendar year.

21.2 Expressions defined in the Act have the same meaning.

21.3 References to an Act of Parliament are to the relevant Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

Schedule 1 Governors' existing terms

Name	Date of initial appointment	Current term of office	Deemed end of current term of office
Julian Thould	12 February 2004	Third term	11 February 2019
Malcolm Le May	18 May 2004	Third term	17 May 2019
Mark Wills	18 July 2006	Third term	17 July 2021
Carol Chaplin-Rogers	3 December 2009	Second term	2 December 2019
Fiona Dunger	3 December 2009	Second term	2 December 2019
James Hodgins	3 December 2009	Second term	2 December 2019
Colin Howman	14 June 2012	Second term	13 June 2022
Janine Naismith	29 November 2012	First term	28 November 2017
Richard Hammond	27 November 2014	First term	26 November 2019
Sonia Watson	9 March 2017	First term	8 March 2022
Emma Hattersley	9 March 2017	First term	8 March 2022

CC03

Statement of compliance where amendment of articles restricted

**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Charlotte Brunsdon**

Company name **Veale Wasbrough Vizards LLP**

Address **Narrow Quay House**

Narrow Quay

Post town **Bristol**

County/Region **Bristol**

Postcode **B S 1 4 Q A**

Country **United Kingdom**

DX **7831 Bristol**

Telephone **0117 314 5661**

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☒ The company name and number match the information held on the public Register.
- ☒ You are also sending with this form the document making or evidencing the amendment.
- ☒ You have signed the form.

**Important information**

Please note that all information on this form will appear on the public record.

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:
The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:
The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:
The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.

**Further information**

For further information, please see the guidance notes on the website at www.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

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