

Notice of Annual General Meeting 2021 and Resolutions to be proposed

18 October 2021

The Imperial Society of Teachers of Dancing

Notice is hereby given that the 76th Annual General Meeting (**AGM**) of the Society will be held online **on Wednesday 17 November 2021 at 16:00 (GMT)** to transact the business set out overleaf.

You will be asked to consider and vote on the resolutions on page 2. All resolutions are proposed as ordinary resolutions.

Please submit any questions to governance@istd.org, to arrive by 16:00 (GMT) on Monday 15 November 2021.

Minutes of the previous AGM (18 November 2020) are at: <https://www.istd.org/my-istd/online-meetings-and-webinars/annual-general-meetings/>

The Society's Annual Accounts are at: <https://www.istd.org/documents/annual-report-2020-2021/>

By order of the Council.

Notes:

- *A member must have been registered as a Full Member, Life Member or Honorary Member by 16:00 (GMT) on 15 October 2021 in order to receive notice of the AGM.*
- *A member is entitled to appoint a proxy to exercise all of their rights to attend, speak and vote at the AGM.*
- *A proxy appointment form in respect of the AGM has been provided to members with this notice. To be valid, a proxy appointment form must be completed and delivered in accordance with the notes that accompany it.*

on Wednesday 17 November 2021 16:00 (GMT) by Zoom

**The Imperial Society of Teachers of Dancing
Company number 00392978**

Agenda

1. Co-Chairs' welcome and address
2. Minutes of the last meeting held on 18 November 2020
 - 2.1. Members receive and have opportunity to comment on the Minutes
 - 2.2. Co-Chairs approve the Minutes.
3. To vote on the following Ordinary Resolutions: Appointment of charity trustees
Please see the attached biographies for further information about each candidate.
 - 3.1. To re-appoint Sho Shibata for a third term of office
 - 3.2. To appoint Michael Elliott
 - 3.3. To appoint Leanne Kirkham
 - 3.4. To appoint Kathryn Williams
4. Questions, these should be submitted in advance to governance@istd.org, to arrive by 16:00 (GMT) on Monday 15 November 2021
5. Chief Executive address
6. 2020/21 Accounts presentation – Director of Finance & Operations
 - 6.1. To receive and comment on the accounts for the year ended 31 March 2021 and the reports of the charity trustees and auditors.
7. Announce voting results
8. Any Other Business
9. Close

By order of the Council of charity trustees



Erin Sanchez and Frederick Way
Acting Co-Chairs, 18 October 2021

Proxy Form

Before completing this form, please read the explanatory notes on page 6.

I, being a member of the Company appoint

as my proxy to attend, speak and vote on my behalf at the annual general meeting (AGM) of the Company to be held on **Wednesday 17 November 2021 16:00 (GMT)** by Zoom, and at any adjournment of the AGM.

I direct my proxy to vote on the following resolutions as I have indicated by marking the appropriate box with an 'X'. If no indication is given, my proxy will vote or abstain from voting at his or her discretion and I authorise my proxy to vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the AGM.

Resolutions	For	Against
To re-elect Sho Shibata as a Trustee		
To elect Michael Elliott as a Trustee		
To elect Leanne Kirkham as a Trustee		
To elect Kathryn Williams as a Trustee		

Your Full Name

Signature

Date

.....

.....

.....

Address

.....

Notes for Proxy Voting

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 AGM of the company. You can only appoint a proxy using the procedures set out in these notes.*
2. *Appointment of a proxy does not preclude you from attending the AGM and voting in person. If you have appointed a proxy and attend the AGM in person, your proxy appointment will automatically be terminated.*
3. *A proxy does not need to be a member of the Company but must attend the AGM to represent you. To appoint your proxy, insert their full name in the box (either on the attached proxy form, or via the online portal). If you sign and return this proxy form with no name inserted in the box, the Chairman of the AGM will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chairman of the AGM, you are responsible for ensuring that they attend the AGM and are aware of your voting intentions. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the Chairman of the AGM and give them relevant instructions directly.*
4. *To direct your proxy how to vote on the resolutions, mark the appropriate box with an 'X'. If no voting indication is given, your proxy will vote or abstain from voting their discretion. Your proxy will vote (or abstain from voting) as they think fit in relation to any other matter which is put before the AGM.*
5. *To appoint a proxy using this form, the form must be:*
 - a. *Completed;*
 - b. *Received no later than 16:00 (GMT) on Monday, 15 November 2021.*

Please complete the form in the online portal, or return the attached completed form to: governance@istd.org

6. *Any power of attorney or any other authority under which this proxy is signed (or a duly certified copy of such power of attorney) must be included in the proxy form.*
7. *If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of the proxies will take precedence.*