SOUTHEND EDUCATION TRUST

AUDIT & RISK COMMITTEE MEETINGS
2011/2012

Wednesday 21 September 2011 – 4.00 pm	**Clouders**
Tuesday 29 November 2011 – 4pm	**Clouders**
Tuesday 10 January 2012 – 4pm	**Clouders**
Tuesday 8 May 2012 – 4pm	**Clouders**
Tuesday 4 September 2012 – 4pm	**Clouders**

Notes:

Minimum of 3 meetings per year

Quorum – at least 3 members including at least one Trustee

Check agenda with Chair (David Osbourn) before sending

(Ideally to be held a week before Board of Trustees Meeting)