



ACADEMIES

Company Secretarial Function

Academy obligation

As a company limited by guarantee, an Academy is subject to statutory obligations imposed by company law. The duty falls on the Governors or Company Secretary (if one is appointed) to ensure that these statutory obligations are met and that the highest standard of good practice is maintained by the Academy in all matters relating to its governance, statutory and regulatory compliance, meetings, filings and maintenance of up to date records.

How we can help

As a company secretarial team, we are here to ensure a stress free experience. We would support you in making sure that the administrative obligations imposed by company law are discharged, Board procedures are followed and applicable rules and regulations are complied with in order that penalties and or fines are avoided.

Company Secretarial Offering for Academies

Company Secretarial Services

- Holding the Statutory Books of the Academy
- Preparing all documentation to effect the appointment of Governors and Members
- Recording changes to Governors' details with Companies House and updating the statutory registers as appropriate
- Preparing all documentation to effect the resignation or removal of Governors and Members
- Mazars LLP being recorded as the single alternative inspection location at Companies House, so that we deal with any inspection requests on your behalf and provide electronic copies of the Academy Trust's registers upon request
- Ad hoc company secretarial services

Assistance with Meetings, including: AGMs and General Meetings

- Issuing the proper notices of meetings and AGM, preparation and timely circulation of meeting packs, ensuring a quorum is present, attending the meeting*, preparing the minutes, obtaining the chairman's agreement to the minutes, circulating the minutes to the attendees of the meeting and preparing the resolutions for filing at Companies House
- Following up on actions and decisions made at meetings and facilitating their implementation
- Reviewing minutes received from the Academy for the purposes of compliance
- Preparing minutes or any ancillary work relating to the board and board committee

Governance

- Arranging the induction of newly appointed directors
- Advising the Board to follow the principles of good governance*

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- Advising directors of their statutory duties as defined under Companies Act 2006 and assisting them to discharge their duties and responsibilities under the Act*

Statutory and Regulatory Compliance

- Maintaining the company's statutory registers including: the register of directors and secretaries; register of directors' home addresses; register of members; register of mortgages; book of minutes of directors' meetings; and book of minutes of general meetings
- Companies House filings including: submitting the company's audited accounts to the Registrar of Companies, preparing and submitting Annual Confirmation Statement
- Recording any changes in the statutory registers and filing at Companies House as required
- Other regulatory filings
- Establishing internal procedures to ensure compliance

* We cannot provide this service to existing audit clients of Mazars LLP as it constitutes a management role.

Contact us

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