



**ANNUAL GENERAL MEETING 2019**  
**Brent Knoll and Watergate Co-operative Trust**

Minutes of the Annual General Meeting of the Brent Knoll and Watergate Trust held on  
**Wednesday 9 October 2019 at 4:00 pm**

at  
Watergate Lushington Road, Bellingham, London SE6 3WG

<b>TRUST BOARD MEMBERS IN ATTENDANCE</b>		
<b>Name</b>	<b>Organization/ Body</b>	<b>Attendance</b>
Mr. David Westworth	Phoenix Housing Trust	Present
Mrs. Henrii Webb	Ravensbourne Project	Present
Ms Cassim Bakharia	Vice Chair of Brent Knoll School GB	Present
Ms Ruth Elliott	Chair of Watergate School GB	Present
Mr. Andy Taylor (Chief Executive)	Headteacher of Brent Knoll School	Present
Ms Fiona Veitch	Interim Headteacher of Watergate School	Present
Cllr Jacqui Paschoud	Lewisham Local Authority	Present
Ms Elaine Bowtell	Company Secretary	Present
Ms Anna Somerset	Trust Fundraising Consultant	Present
Mr. Mike Garrick	Clerk	Present

In addition, there were 52 staff members, governors and parents from Watergate and Brent Knoll Schools in attendance.

**1.0 Welcome and Apologies for absence**

- 1.1 The meeting was Chaired by Ruth Elliott. She opened the meeting by welcoming everyone, the Trust Board members present introduced themselves.
- 1.2 Apologies for absence were received from Eve West, Deirdre McCarron and Geoffrey Dulamore from Brent Knoll School.

**2.0 Minutes**

- 2.1 The minutes of the Annual General Meeting 2018 held on 10 October 2018 had been circulated. After consideration, the minutes were AGREED as a true record and were duly signed by the Chair.

**3.0 Trustees' Report and Financial Statement**

- 3.1 The Trustees written report and financial statement for the period ending 31 March 2019 had been circulated. Andy Taylor (AT), Chief Executive of the Trust, took the meeting through the report highlighting key points.
- 3.2 He spoke of significant development following on from the development work undertaken by Alex Brooks-Johnson (ABJ) in helping to formulate the Trusts short and longer term aims. In the short term, the aims were' in summary, to provide and/or facilitate school collaboration; Parent support services and Out of school services notably holiday schemes. The longer-term projects were housing – supported housing for young people with SEND, to develop

social enterprise - to provide employment, training and other opportunities for young people with SEND to gain independence and provision for Post 16 students.

- 3.3 ABJ 's consultancy ended during the year and the Trust has since recruited a part time fundraising consultant. AT pointed out that the Trust focus during the year was on delivering the short term aims.
- 3.4 Collaboration: A working party made up of staff and governors from the 2 schools had been established and areas of joint activities had taken place including the Makaton Choir performance at the Watergate community. AT spoke about the intention, going forward for the schools to work on joint procurement
- 3.5 Support Services for Parents: A new Trust website was in progress and will consolidate the information and provide access links to support services for parents.
- 3.6 Out of School Provision: AT highlighted the success of the Holiday clubs that took place over the Summer and Easter holidays at both Brent Knoll and Watergate schools. The schemes were funded by grant awards received from the Phoenix community chest for the summer scheme and Easter from grants from National Lottery Awards for All and the local ward assemblies for Bellingham, Perry Vale and Downham.
- 3.7 The Trust had also met with the Director of the Co-operative Schools Network. AT highlighted the support promised by the Network for the Trust to take forward its development plans and review of governance. He spoke about the operational challenges of the current governance model and felt that going forward there was a need for the running of the Trust to be less reliant on the senior leadership of the 2 schools.
- 3.8 Anna Somerset (AS) was introduced by the Chair. AS gave a presentation to the meeting about her work as a part time fundraising consultant for the Trust. She advised of her background and experience in fundraising and highlighted the funds raised from Phoenix, the local ward assemblies, Wilmott Dixon and Sir William Boreman's Foundation. Also, the application to 'Children in Need' and other funders and the strategy to raise the profile of the Trusts including producing a fund raising leaflet; charity events/and challenges – she welcomed any ideas. The meeting was also advised that Sir Steve Bullock (former Mayor of Lewisham) had agreed to be a patron of the Trust. The Trust also planned to invite the Countess of Wessex to formally open Brent Knoll as the school had not so far had a formal opening.
- 3.9 Annual Accounts: The annual accounts the period ending 30 March 2019 had been circulated. It was noted that the Trust was in the process of appointing an accountant and auditors. Elaine Bowtell (EB) highlighted that there had been a significant increase in income compared to the previous year £90k (compared to £20K in the previous year) the majority of the amount spend in 2018-19 was spent on the holiday club provision and employment of the Development consultant. There was a healthy carry forward into the current year and income coming in from grants and awards.

3.10 AT, AS and EB were thanked for their reports.

#### **4.0 Company Secretary & Appointment of Auditors**

4.1 **Appointment of Company Secretary:** The continuance of Elaine Bowtell as the Company Secretary for the Trust was AGREED.

4.2 **Appointment of Auditors:** The Chair advised that the appointment of Auditors was in process. The Trust were in discussions with the providers who audit the Ravensbourne Project.

#### **5.0 Appointment/Re-appointments to the Board Members**

- 5.1 The Chair advised that Áine Ni Ruairc had retired as Head of Watergate school and was therefore no longer a member of the Trust Board. Also, that Liz Bailey had now stood down as Chair of the governing body of Brent Knoll.
- 5.2 In both cases, their respective successors, by virtue of office - Fiona Vetch as Interim Head of Watergate and the new Chair of Brent knoll when elected, will therefore become Trust Board Members.
- 5.2.1 Andy Taylor Headteacher of Brent Knoll would therefore continue for a further year as CEO and Ruth Elliott as Chair of the Trust. This was AGREED.

## **6.0 Future Development of the Trust**

- 6.1 The Plans going forward were noted including, the initial talks relating to housing for SEND young people; the social enterprise being explored at Brent Knoll and strengthening the links with the Local Authority to provide information about support services for parents ; also expand fundraising and provide holiday schemes for SEND children across the Borough; raising the profile of the Trust ; engaging more widely with existing and potential partners .
- 6.2 There being no further matters to consider, the meeting ended at 4:25 pm