

Brent Knoll and Watergate Co-operative Trust ANNUAL GENERAL MEETING

Minutes of the Annual General Meeting of the Brent Knoll and Watergate Trust held by video conferencing on

Wednesday 7 OCTOBER 2020 at 4:00 pm

TRUST BOARD MEMBERS		
Name	Organization	Attendance
David Westworth	Phoenix Housing Trust	Apologies
Mrs. Henrii Webb	Ravensbourne Project	Apologies
Ms Laura Deitz	Chair of Brent Knoll School GB	Apologies
Ms Ruth Elliott (Chair)	Watergate School GB	Present
Mr. Andy Taylor (Chief Executive)	Head Brent Knoll School	Present
Ms Fiona Veitch	Interim Head of Watergate School	Present
Cllr Jacqui Paschoud	Lewisham Local Authority	Present
Also		
Ms Elaine Bowtell	Company Secretary	Present
Ms Anna Somerset	Trust Fundraising Consultant	Present
Mr. Mike Garrick	Clerk	Present

1.0	<u>Welcome and Apologies for absence</u>
1.1	The Chair, Ruth Elliot welcomed everyone to the meeting which was being held by video conferencing due to the COVID19 pandemic. Apologies for absence were received from David Westworth, Henrii Webb and Laura Deitz.
1.2	It was noted that the agenda and the Annual Report and Financial Statement for the period April 2019 to March 2020 had been published on the Trust website. The Trust Members had been notified of the meeting and invited to submit any questions, comments or contributions. None had been received.
2.0	<u>Minutes</u>
	The minutes of the Annual General Meeting 2019, held on 9 October 2019, had been circulated prior to the meeting. After consideration, the minutes were AGREED as a true and accurate record of the meeting and was approved for signature by the Chair of the Board.
3.0	<u>Trustees' Report and Financial Statement</u>
3.1	The Board noted that the statement circulated was for the financial year 2019- 2020. The Chair spoke about the work done by the Trust in the last 6 months to raise funds to support vulnerable and disadvantaged families at the two schools. The support included the provision and distribution of food parcels and vouchers to families ; also running the summer holiday schemes at each of the schools.
3.2	The Chief Executive reported that the amount of collaborative work between the Trust schools had reduced in recent months due to COVID19 and the consequent mitigation restrictions. However, the schools were continuing to work together as much as possible; reference was made to a recent visit by pupils from Watergate to Brent Knoll and their participation in the Brent Knoll School Makaton Choir.
3.3	It was noted that the Trust had received funding in the past year from - The Willmott Dixon

	Foundation , Sir William Boreman's Foundation, Phoenix Community Chest, David Solomon's Charitable Trust, The Hobson Charity Limited , The William Allen Young Charitable Trust, The Mother's Union and The National Lottery Awards for All and L& Q Housing.
3.4	The Board acknowledged and recorded its thanks for the funding grants and awards received. Reference was made to funds received from London Funders that was used for food vouchers. Also, the work undertaken by staff and volunteers from both school in the Summer to support pupils, students and their families.
3.5	It was noted that the financial contribution to the Trust raised from the two schools had reduced over the last year but the income from grants and awards from external sources had significantly increased. Reference was made to the funds currently available to provide counselling/pastoral support at the schools and the money carried forward to be used to fund the half term holiday scheme.
3.6	The Company Secretary highlighted the introduction of a Reserves Policy (that had been agreed by the Board) which, in summary, was to retain an amount within the budget sufficient to meet administrative expenses of the Trust for a 3-month period.
3.7	After consideration, the Trustees' Report and Financial Statement were AGREED. It was noted that the document, after signature by the Chair would now be submitted to Company House.
4.0	<u>Appointment of Auditors and Company Secretary</u>
4.1	Appointment of Auditors: It was noted that because of the size of the turnover in the last year, there was no need for the accounts to be audited . However, the Trust had arranged for them to be independently examined. This was done by 'Beresford's' who had been recommended and used by the Co-operative Schools Network and was providing its services at a reduced rate. After discussion, it was AGREED that Beresford's Chartered Certified Accountants be appointed as Auditors/Financial examiners. .
4.2	Appointment of Company Secretary: The continuance of Elaine Bowtell as the Company Secretary for the Trust was AGREED.
5.0	<u>Appointment/Re-appointments to Board / Board Composition</u>
5.1	The meeting noted that Ruth Elliott (RE) stands down at the end of this AGM as a member and Chair of the Trust Board. She would not be continuing as a governor of Watergate school and could not therefore continue as the nominated representative of that governing body.
5.2	RE also advised that the new Chair at Watergate, Henrii Webb was already a Board member representing the Ravensbourne Project. Watergate governing body would therefore be asked to nominate another governor to sit on the Board – this was likely to be the Vice Chair of the governing body.
5.3	It was noted that the appointment of the Chair and Chief Executive of the Trust, for the next period, would be undertaken at a Meeting of the Board to follow this AGM.
6.0	<u>Future Development of the Trust</u>
6.1	Andy Taylor (AT), Chief Executive (CEO) felt that the existing arrangement requiring the Head of each of the schools (on rotation) to serve as CEO was unsustainable. He referred to the existing pressures of headship and the additional work arising due to the pandemic. The Trust would be considering its governance going forward and the possibility of recruiting a CEO. It was noted that a substantive Head at Watergate had not yet been appointed. AT agreed to continue as CEO for another year.
6.2	Clarification was provided that the service of chair of governors on the Board and their

	rotation as Chair of the Trust was custom and practice. The Articles of Government requires a nominated governor from each of the school's governing bodies. In this regard, AT advised that the governors at Brent Knoll were seeking to nominate a governor, other than the Chair to sit on the Trust Board.
6.3	The Board discussed the implications of the COVID19 pandemic on the work of the Trust. It was felt the Trust should focus on consolidating existing provision and pause further development.
6.4	Clarification was provided that the half term holiday scheme would continue as planned – funding was in place. There were challenges relating to staffing and operational difficulties of working across the bubbles and zones in place at the schools.
6.5	The Chief Executive reminded that some of the staff have had little break since March due to the pandemic – Brent Knoll had, for example, remained open except for the Bank Holidays and two weeks at the end of the summer holidays whilst maintenance and other work was being done. The Trust plan was to have a holiday scheme in the Autumn half term, none at Christmas but resume for the half terms and main holidays in 2021.
6.6	Discussion took place about having a robust plan in place to kick start developments in 2021/22. RE advised that she had written to John O Conner with questions and concerns around governance this included the need for a representative from the Cooperative Schools Network on the Board. Confirmation was provided that the Brent knoll and Watergate Trust was set up as a Foundation Trust and the status could not be changed to a Charity. The Board were reminded that it was possible to make applications via the PTAs (Family Forum at Brent Knoll) or set up an umbrella charity, to widen options for applying for funding.
6.7	The meeting was advised that in summary, the Board will consider at its next ordinary meeting, pausing development and focus on delivery of pupil/student and family services over the next year; plan for the development of governance in particular recruiting skilled and professional people to the Board to strengthen and increase the capacity of the management of the Trust.
6.8	There being no further matters to consider, the meeting ended at 4:40 pm.

SIGNED: _____ **DATE:** _____
Chair of the Trust Board