

**DULWICH HAMLET EDUCATIONAL TRUST (DHET)
ANNUAL GENERAL MEETING OF THE MEMBERS**

Date: Thursday, 6 December 2018

Time: 21:00

Location: Dulwich Hamlet Junior School, Dulwich Village, London SE21 7AL

MINUTES

Present:	Crispin Tuckley	Member	Chair / CT
	Simon Burton	Member	SB
	Rebecca Tee	Member	RT

Clerk:	Kathleen Formosa	Clerk
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1. Welcome & Apologies

- 1.1 The Chair opened the business of the meeting at 21:20.
- 1.2 It was **noted** that all Members were present.
- 1.3 It was **agreed** that CT would serve as Chair for the meeting.

2. Notice & Proxies

- 2.1 The notice of the meeting (**Paper 1**) as circulated was **noted**.
- 2.2 There were no proxies received for the meeting.

3. Minutes of the Previous AGM

- 3.1 The minutes of previous AGM (**Paper 2**) were **confirmed**.
- 3.1.1 It was **noted** that all matters arising from the previous AGM had been actioned.

4. Summary of the Year

- 4.1 The Chair delivered a verbal summary report for the year.
 - 4.1.1 The Chair reported that the 2017/18 financial year began in the midst of merger discussions. The merger was ultimately abandoned and this was followed by a period of consolidation. The Trust may now be entering a period of development and change and brave leadership will be required.
 - 4.1.2 The Chair reported that both DHET schools have achieved excellent results.
 - 4.1.3 Ambitions to secure a long lease on the Belham Primary School building were **acknowledged**. It was **noted** that if this is achieved, the value of the building will need to be added to the accounts, and valuations of the building undertaken every five years thereafter.
 - 4.1.4 The Chair reported that the Trustees have recommended that the Trust Membership should increase to five members over the course of the 2018/19 year, with a majority of the Members being independent. It was **noted** that the recommendation is in line with best practice, and this was **accepted** by the Members.
- 4.2 The Trustees' Report and Financial Statements were **reviewed**.
 - 4.2.1 It was **noted** that the Trust's financial position is healthier than expected.
 - 4.2.2 The Trustees' Report and Financial Statements were **accepted** without reservation.
 - 4.2.3 SB stated his appreciation that the Trustees have been planning prudently for leaner times ahead, and that this demonstrates good and effective stewardship of the Trust.

- 4.2.4 A question was raised about the Trustees' planning for increased employer contributions to teacher pensions.
- 4.2.5 The Chair reported that payment of increased contributions had been added to the risk register. The assumption is that the increased contributions would be funded, but perhaps only partially or only for the first one to three years.
- 4.2.6 The prudent management of the Trust's reserves and increased rigor of accounting procedures were **acknowledged** by the Members who stated their view that this demonstrated effective management of the Trust and interface of governance and management via the Audit Committee.
- 4.3 The ongoing relationship with Baxter & Co as the Trust's auditors was **discussed**.
- 4.3.1 The Chair confirmed the view of the Trustees that the relationship was positive.

5. Ordinary Resolutions

- 5.1 **IT WAS RESOLVED** that the trustees report and financial statements for the year ending 31 August 2018 shall be approved and signed on behalf of the Trust.
- 5.2 **IT WAS RESOLVED** that the auditors, Baxter & Co shall be appointed as the auditors for the Trust for the financial year 2018/19, on terms and remuneration to be agreed by the Audit Committee of the Trust.
- ACTION: Chair to write to the Chair of the DHET Audit Committee, Executive Headteacher, and Baxter's to confirm the auditors' reappointment.**

6. Trustee Recruitment

- 6.1 The Chair reported the recommendations arising from the 6 December 2018 meeting of the DHET Trustees, as follows:
- Two new Trustees shall be appointed in the near term to replace Patricia Leahy and Rafael Marks, who are stepping down from their roles;
 - Trustees coming up to the point of expiry of their term shall be reappointed, subject to their willingness to continue;
 - The DHET Board of Trustees will be expanded to nine trustees over the course of the year, if the right individuals can be found; and
 - The Executive Headteacher will continue as an ex-officio Trustee, subject to her agreement to accept the associated duties.
- 6.1.1 The Members **agreed** the recommendations as presented. It was also **agreed** that the appointment of new Trustees to the DHET Board according to the recommendations shall be delegated to the Chair, acting on behalf of the Members.
- 6.2 Approaches to finding new Members of the Trust were **discussed**.
- 6.2.1 The skills and competencies needed among the Members were **discussed** along with a profile for new independent Members. It was **noted** that prospective candidates had been identified, and these candidates were briefly **discussed**.
- ACTION: Chair to make approaches to the prospective candidates as opportunities arise.**
- 6.2.2 It was suggested that as new Members are introduced, regular communication between the Members and the Trustees would need to be considered to ensure that Members are kept updated on developments in the Trust.
- ACTION: Clerk to add all Members to the circulation list for key DHET Trustee papers and minutes.**
- 6.2.3 It was **discussed** and **agreed** that there should be half-yearly briefings for the Members from the Chair of the DHET Board of Trustees, the Executive Headteacher and the Chair of the Audit Committee, and that these would be arranged in due course.

7. Closing Business

- 7.1 The date of the next Annual General Meeting of the Members was **discussed** and **agreed** to take place on **Thursday, 5 December 2019 at 9:00 p.m.**

The business of the meeting concluded at 21:36.

KF/kf: 20/12/2018