

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE
BRITISH & FOREIGN SCHOOL SOCIETY HELD AT THE NUT
HEADQUARTERS, HAMILTON HOUSE, MABLEDON PLACE,
LONDON WC1H 9BD AT 1.45PM ON FRIDAY 24 MAY 2013**

Present:

Rt Hon David Lammy MP (President)
Professor Richard Aldrich (Vice- President)
Mr R B Howarth (Chair)
Rev D F Tennant (Vice-Chair)
Mr D A Swain (Treasurer)

Prince K Akuamoah-Boateng	Mr P Miller
Mr H Barclay	Ms I Okoli
Mr J Bell	Rev Prof S C Orchard
Mr J Benson	Prof J Palmer-Cooper
Mr R Beven	Ms M Patel
Mrs P Bowers	Mr J Paul
Mr V Craggs	Dr B Ramm
Mr C M Daynes	Mr T Ransome
Ms C A Emmet	Ms S S Rao
Ms M Francois	Ms A Rodney-Mondesir
Mrs A Hillyard	Mr M Roger
Prof S R Hodgkinson	Mr S A Ross
Mrs D Hoy	Dr J Saggu
Dr D K Jones	Mr J Southon
Mr J Kidd	Mr A Stevens
Mr S J King	Ms S Stevens
Mr G T Kingsley	Prof L Thomas
Ms S Lawman	Dr E J Tomlinson
Ms J Little	Dr I Turner
Mr H Mehta	Ms E J Weale
Ms J Miller	Ms H Wilkinson
	Mr S J Wordsworth

In Attendance: Mrs I Wilde (Secretary) BFSS
Mr R J Goatcher (Finance Manager) BFSS
Mrs B R Lawrance, BFSS
Ms H Wilkinson, Chantrey Vellacott DFK

Convening Notice: The Secretary read the Convening Notice at the request of the President.

Welcome: The President welcomed all those present including the staff of the BFSS and Helena Wilkinson from the auditors, Chantrey Vellacott DFK.

Prayer: The Reverend David Tennant, Vice-Chair, led the meeting in prayer.

AGM13/01

Apologies for Absence were received from Dr Hazel Bagworth-Mann, Ms Lynne Broadbent, Mr Mike Carrick, Dr Geoffrey Chorley, Miss Joyce Cook, Mr Charles Crawford, Mr Robert Dimsdale, Mrs Fiona Dodwell, Mrs Elizabeth Haylock, Miss Elizabeth Hunter, Miss Elise St-Hill, Mr David Stephens, Ms Rachel Stephens, Mrs Joyce Taylor, Miss Gillian Wood, Mr Brian York and Mr David Zahn.

AGM13/02**Minutes of the AGM held on 25th May 2012**

The Minutes were approved and the record signed.

AGM13/03**Matters Arising**

There were no matters arising.

AGM13/04**Annual Report 2012**

The Director gave a presentation focusing on achievements and developments during 2012.

She said that 2012 had been a very full and successful year:

- Following a Strategy Day held in autumn 2011, the Council had agreed a set of clear strategic priorities.
- 2012 had seen an excellent investment performance.
- BFSS's grant giving in 2012 had reached its second highest level ever at approaching £500K.
- The grants procedures had been streamlined further, notably through the introduction of a new integrated online application and management system.
- Principles for Partnerships had been agreed.
- Progress had been made in reaching an agreement to gift the BFSS Archive to Brunel University.
- New Trustees had been recruited through an external recruitment process, which had extended the Council's skills base both financial and legal.
- The Society had rebranded and had a new logo.
- The process of updating the Charter and Statutes had been instigated.

She outlined the agreed strategic priorities as follows:

- Building capacity in terms of increasing BFSS's own knowledge and expertise.
- Helping to build the capacity of other charities – grant applicants and recipients – by sharing good practice with them and putting them in touch with other charities working in the same field and with relevant sources of advice.
- Helping to build sustainability within communities eg by requiring that any new schools and libraries were open to the community out of hours.

- Developing partnerships: BFSS were well on course to finalising a Partnership Agreement with The British Asian Trust and were also in discussions with Computer Aid International.
- Optimising BFSS's impact, in particular through much greater emphasis on monitoring and evaluation so as to ensure that the Society's grants made as much difference as possible.
- Raising BFSS's profile in order to generate more applications of high calibre.

She then turned to BFSS's core business, namely grant giving. Grant giving procedures had been streamlined further:

- A new bespoke online grants management system had been developed which made it much easier for charities to apply for grants and for the office to manage applications and keep track of the projects funded.
- Trustees had taken a decision in 2012 to discontinue grants to individuals except in the case of the restricted funds eg for students and organisations in Saffron Walden and the District of the Wear Valley. Eligibility had already been restricted to students in the final stage of an initial teacher training course who had run into financial difficulties. With improvements in teacher supply and access to teacher training, the case for such support was felt to be much diminished and the administrative burden of investigating individuals' financial circumstances was regarded as disproportionate.
- Trustees had also decided to discontinue in its present form the International Link Scholarship Scheme in the light of the decline in the number of young people being put forward, particularly from disadvantaged backgrounds, and the administrative cost to the Society.

As in 2011, the vast majority of BFSS funding had gone to East Africa (nearly 50%). Although, for historical reasons, this was not surprising, it was hoped to achieve a better geographical spread in future years, in particular an increase in grant giving to South America and – through the partnership with The British Asian Trust - to South Central Asia.

She said that BFSS had encouraged grant recipients and beneficiaries to acknowledge its funding publicly and she showed some slides illustrating the different forms of acknowledgement, including pencil cases with BFSS's name inscribed on the side. She also showed some photographs of plaques provided by BFSS which were affixed to the walls of schools for which the Society had provided grants for construction projects.

Moving on to the Archive, she said that over the last year BFSS had been exploring the idea of gifting the Archive to Brunel University. This would have the advantage of securing its long term future and achieving savings for the Society. BFSS would ensure that

appropriate safeguards were built into the agreement. Discussions with Brunel University on this proposal were well advanced.

Turning to governance, she said that governance reform was proceeding. The Register of Members was being updated, bearing in mind that there were currently some 100 inactive Members. A Constitutional Working Party had been established to update the Charter and Statutes. As noted, the Trustee skills base was being extended through external recruitment.

A rebranding exercise had been undertaken and had resulted in a new, more modern logo which nonetheless respected BFSS's heritage. The profile of the website was being raised and more people encouraged to access it, including through the use of Twitter.

Finally, she thanked all those present, especially the President and Vice-President for their support, all the Trustees for the time and effort they devoted to BFSS business, her loyal and hardworking colleagues in the BFSS office and, above all, Roger Howarth for the leadership he had given as Chair and David Swain for his long service as Treasurer.

Following the Director's report, Mrs Angela Hillyard took the opportunity to report the death on 6th May of the founder of the British Schools Museum, Hitchin, Mr Brian Limbrick MBE. He had been a Member of the BFSS and had been instrumental in saving the rare British School Buildings at Hitchin from demolition, in particular the unique Lancasterian Schoolroom.

The Vice-President thanked the Director for all her work and commended the very efficient way in which the Society was run.

There being no questions, the President thanked the Director for her report.

AGM13/05

2012 Audited Accounts

The Treasurer gave a brief report on the Accounts. He said that this year, for the first time, the Accounts had been prepared by the Finance Manager, Mr Richard Goatcher. He was pleased to say that the audit report had been an unqualified one.

He reported that total income had increased from £598,000 to just over £600,000. Grants had been awarded of £464,000 in total, representing 77% of income. Investment managers' fees appeared high but this was because the figure included five, rather than four, quarters' fees as a result of a need to correct a previous error. Support and governance costs were well controlled at around 13%. Overall there was a small deficit of £44,000 on the year, which had been deducted from the Society's reserves.

Turning to the Society's investments, he said that, after a difficult period for investments in 2011, the value of the Society's investments portfolio had risen by £1.4m in 2012 and stood at £18.5m at the year end. He was pleased to report that as of 17th May the value was £20.7m.

In conclusion, therefore, he said that the Society continued to be in a healthy financial position. He thanked Helena Wilkinson and her team at Chantrey Vellacott DFK, the team at Caterham, all three Directors with whom he had worked and Belinda Lawrance who had been a member of staff during his whole tenure as Treasurer. He also thanked the two Chairs of Council with whom he had worked, Professor Stephen Orchard and Roger Howarth.

In discussion a question was raised as to whether the increase in the value of the portfolio and in the Society's income would be reflected in an increase in grant giving. In reply the Treasurer said that, insofar as the Society's budget was based on the average of the capital value as at 31 December of each of the previous three years, with Trustees normally drawing 4%, the rise should indeed lead to an increase in grant giving, assuming that there was an adequate number of good grant applications. In response to another question about whether the figure of 4% was too conservative, he said that he thought that, until the Society received more grant applications than could be funded, it was about right.

There being no further questions, the President told the meeting that the Accounts had been approved by the Council and were recommended for adoption. The meeting approved their adoption unanimously.

AGM 13/06

Tributes

The Vice-Chair, Rev David Tennant, then made a presentation to Mr Roger Howarth and Mr David Swain, who were stepping down as Chair and Treasurer respectively. He thanked them very warmly for their long and dedicated service to BFSS. Both had been on the Council for 16 years. Mr Howarth had been Vice-Chair for six years and Chair for another six. Mr Swain had been Treasurer for 16 years. Both had devoted a great deal of time and effort to BFSS. He presented gifts from the Trustees to both of them.

Mr Roger Howarth gave a short speech reflecting on his six years as Chair. He said that it had been a privilege to be in such a formative position. He had taken the opportunity of visits to Kenya to see a number of projects funded by BFSS and Computer Aid International. These visits had brought home to him the difference which a grant of, say, £10,000 could make to the lives of children and young people in Africa. He said that it had been an honour to represent the Society at events and to share with others the breadth of BFSS's commitment to widening access to education in some of the most disadvantaged parts of the world.

Reflecting on the operation of the BFSS, he said that the last four years had seen a change process which would culminate in the updating of the Charter and the Statutes. There was now a much improved grant making process which combined human and technological input very effectively. As he looked back, he was impressed by the commitment and the vast amount of experience which the Trustees brought to the work of the Society. He was very grateful too for the wisdom offered by the President and the Vice-President and the commitment and support of the staff. In conclusion, he was pleased that there was so much to celebrate as his time as Chair came to an end.

AGM13/07

Appointments

President

Rt Hon David Lammy MP, having indicated his willingness to continue as President, was re-elected with acclamation.

Vice-President

Professor Richard Aldrich, having indicated his willingness to continue as Vice-President, was re-elected with acclamation.

Chair

Professor Steve Hodkinson, having been proposed by Mr Graham Kingsley and seconded by Rev David Tennant, was elected Chair.

Treasurer

Mr Steve King, having been proposed by Mr David Swain and seconded by Mr Stephen Ross, was elected Treasurer.

Auditors

Mr David Swain proposed and Mr Roger Howarth seconded the re-appointment of Chantrey Vellacott DFK as the Society's Auditors. This was agreed unanimously.

Members of Council

The recommendation that the minimum and maximum number of Councillors should continue to be set at 12 and 20 respectively, to be reviewed annually, was approved.

The Director read the names of the retiring Members of Council who had confirmed that they were willing to stand for re-election and who had been nominated by the Council for re-election:

- Mr Chris Daynes
- Professor Steve Hodkinson
- Mr Steve King
- Mr Stephen Ross
- Rev David Tennant

However, she explained that Professor Steve Hodkinson and Mr Steve King were no longer candidates following their election as Chair and Treasurer respectively, since the Chair and Treasurer were ex officio Members of Council.

In addition, the following had been recommended by the Council for election:

- Mr Roger Howarth (previously an ex officio Member)
- Dr David Swain (previously an ex officio Member)
- Ms Caroline Emmet
- Mr Peter Miller
- Mr Stephen Wordsworth

All were elected unanimously.

AGM13/08

Presentations

Kidasha

The President introduced Ms Janice Miller, Chief Executive of Kidasha (formerly Child Welfare Scheme), who gave a presentation on Kidasha's work in Western Nepal and the project which BFSS was supporting there.

Ms Miller began by explaining that Nepal was the second poorest country in Asia, second only to Afghanistan. There was extreme inequality and soaring inflation. 35% of the population were below 15 years old. 53% of 10-14 year olds were in child labour. 6% of children never enrolled in school while, of those who did, over 22% did not complete primary education. There were high levels of trafficking and abuse. Kidasha's objective was to improve the equality of opportunity for children in Western Nepal. It did a lot of work around safer motherhood and improving parental capacity and skills at the pre-skill stage so as to improve the health, well being and development of children.

For the last seven years Kidasha had worked through a partnership of four local organisations to provide integrated and specialised services to support street and working children through its "New Start" programme. She introduced Mr Jeremy Southon who was leading this programme in Nepal. In 2011/12 "New Start" had directly reached 2,393 children and young people in highly vulnerable situations. It had supported 460 children back into formal schooling and had provided 1,114 street and working children with access to non-formal education.

The Education and Social Support Programme was aimed at identifying street, working and out-of-school children and (re)integrating them into the formal education system. As part of this Programme, BFSS's grant supported 200 children to attend school and ensure that they completed their primary education. A whole package of services was provided through the consortium of partners, who were working with the children and families to ensure that the children were not only (re)integrated into but remained in formal education. She was pleased to report that great progress was being made in identifying and supporting out-of-school children and that parents were taking a much closer interest in their children's education. BFSS funding had enabled Kidasha to increase its level of support for this programme.

In discussion a question was raised about whether more girls than boys were out of school. In response Ms Miller confirmed that this was the case within Kidasha's target groups ie street, working and at risk children and in particular child domestic workers.

In conclusion the President thanked Ms Miller for a very interesting presentation and stimulating discussion.

International Childcare Trust

The President then introduced Mr James Paul, Programmes Officer, International Childcare Trust, who gave a presentation on the project which BFSS was supporting in Tanzania.

He explained that International Childcare Trust was a small charity that believed that all children have the right to enjoy their childhood and reach their potential. One of its partners was Shalom Centre for Street Children, a local NGO in Arusha, northern Tanzania. He said that Tanzania was one of the poorest countries in Africa, with over 33% of the population living below the poverty line and over 50% aged 18 or younger. Arusha was the fourth largest city and one of the most popular tourist destinations in Tanzania. It attracted thousands of poor families to the city in search of prosperity but most ended up living in extremely densely populated, squalid slums. Alcohol abuse, domestic violence, neglect, or the need to support the family income could push children to the streets. There were over 500 children living on the streets in the central district of Arusha and approximately 1,500 street working children. In the surrounding districts it was estimated that there were over 10,000 children living in extreme poverty who were at risk of moving to the streets. Many were unable to access or complete primary education, let alone secondary education. On the streets, children were extremely vulnerable to harassment and violence; girls were particularly vulnerable to sexual exploitation and were at high risk of contracting STIs and HIV & AIDS.

In late 2011, having worked with community leaders to identify the needs of the community and the most vulnerable children and youths,

Shalom initiated a new three-year project in Ngaramtoni, one of the worst slum areas in the city. He explained that, with funding from the BFSS, the project supported disadvantaged children to access primary education and it also supported women and girls engaged in commercial sex to turn their lives around.

In its first year, the project provided 124 children with school uniforms, school materials, and school bags to enable them to attend, or to continue attending, school. Shalom's outreach workers had also worked with the children's parents to ensure that they understood the importance of education and supported their children to attend school on daily basis. Shalom organised gatherings every weekend, providing sports activities, health checks and life skills education, which have proved a very effective way of engaging with the children on a regular basis.

The grant from BFSS had also provided access to livelihood support for 25 teenage girls and young women each year. These women and girls were involved in commercial sex – their ages ranging from 15 to 25. Having dropped out of school at an early age or run away from home, this was the only option for them to earn money. Shalom had helped them to access courses, such as tailoring or hairdressing, to equip them with marketable skills and had also helped them to find work through linkage to local employers or by establishing their own businesses through provision of start-up capital and equipment.

He reported that 16 of the girls from the first year were now in apprenticeships, two had found work in local hairdressing salons, three had set up their own businesses and two were still studying. Shalom had now identified and enrolled a further 25 girls on training courses. Shalom was also helping them to establish small income generating projects alongside their training to ensure they could meet their living costs until they became qualified.

In conclusion the President thanked Mr Paul very much for a very interesting presentation.

Friends of Tafo

The President then introduced Mr Humphrey Barclay, Founder Chair of Friends of Tafo, who gave a presentation on the project which BFSS had supported in Kwahu Tafo.

Mr Barclay began by explaining that in 2001 he had been adopted into the Royal family of Asona in Ghana and made a Chief in the town of Kwahu-Tafo, a small town near Lake Volta, around 170km from Accra. He introduced Prince Kwasi Akuamoah-Boateng, son of the Chief of Tafo, who was in the UK as Kwahu Tafo Progress Council's ambassador and who had been sent by the Chief to deliver a special message of thanks to BFSS for its support.

Mr Barclay said that BFSS had given grants of £10,000 pa in 2006, 2007 and 2008 for the preparation of rooms in four Junior High Schools which had enabled those rooms to be computer equipped and a start to be made on equipping the six primary schools. In 2011 BFSS had given a grant of £56,000 to Computer Aid International to complete the re-fitting and conversion of a classroom in each of the six primary schools to create computer labs. Even though ICT was on the Ghana syllabus, it had previously had to be taught from books.

He reported that the work had taken nine months and that the six primary schools now had computer labs with 25 PCs in every room. Almost all of the 750 students were now enjoying twice-weekly Computer Studies classes and Kwahu Tafo had established something of a reputation in the region for its IT resources. As yet the schools did not have Internet connectivity but it was hoped that gradually, with routers, they would. Prince Kwasi Akuamoah-Boateng thanked BFSS and Computer Aid International for their support and said that people in his town could now face the future with confidence.

In response to a question about whether the schools had to pay for electricity, Mr Barclay confirmed that that was the case and that the funding came out of a computer levy the schools had been imposing on pupils for some time – even with no PCs on the premises. Following the Progress Council's decision to give the computers to the schools rather than retain Council ownership, the schools had entered into a responsible agreement to raise the levy by one third to £1 per pupil per term in order to commit to a maintenance contract with the Council's expert team. This commitment had given great reassurance to the Council on behalf of its generous donors.

In conclusion the President thanked Mr Barclay very much for a very interesting presentation and thanked Prince Kwasi Akuamoah-Boateng for his contribution.

AGM13/09

Concluding Remarks and Date of Next Meeting

In conclusion the President thanked all the speakers and said that he was very pleased to be associated with the BFSS which, as was evident from the presentations, was making a real difference to disadvantaged children and young people at a time when it was all too easy for access to education to get left off the agenda.

The President announced that the next Annual General meeting would be held on 23rd May 2013 (to be confirmed). He then declared the meeting closed at 3.30 pm.

Minuted by:

Secretary

Authenticated by:

Chairman