

**MARY WARD SETTLEMENT
ANNUAL GENERAL MEETING
Monday 3rd June 2019 4pm
ROOM 13, 42 QUEEN SQUARE, LONDON WC1N 3AQ**

PRESENT:	
Frances Bates (Chair)	Kirsty Barlow (MWC)
Suzanna Jackson (Warden, MWS)	Anthony Palmer (MWC)
Susan Craggs (MWC)	Jay Dixon Smith (MWS)
Allister Duncan (MWS)	Paula Suen (MWS)
Juliet Woodford (MWS)	Tom Craggs-Wood (MWS)
Kate Watters (Trustee)	Mari Krause (MWC)
Clive Allum (MWC)	Erica Parrott (MWC)
Marc Breen (MWC)	Chancel Njoki
Debbie Yorke (MWC)	Gerry Daniels (MWC)
Lynn Sowerby (MWC)	Norma Farley (MWC)
Charlotte Hailey-Watts (MWC)	Pauline Dodgson-Katiyo (MWC)
Vita Doherty (MWS)	Sahara Williams
Penny Snow (Student Trustee)	Lee Kemitia
Margaret White (MWC)	Eva Henry (BFS)
Stephane Vitry (MWS)	Benjamin Whitehead (BFS)
Dave Green (MWS)	Naila Admadov
Victor Chibundu (MWS)	Beverley Campbell (Clerk)

The meeting was declared quorate

1. Apologies were received from:

Nadine Cartner	Paula Twigg (MWLC)
John Edwards	Kim Duong
Beatriz Montoya	Gerard Darby
Raja Nadarajan	Graham Collins
Alex Horsup	Heather Heathfield
Austin Hill (MWC)	Liz Ranger (BFS)
Margaret Wheeler	Emma Wyatt

2. The minutes of the Annual General Meeting held on 26th April 2018 were approved.

3. There were no matters arising.

4. **Chair's report:**
 - 4.1 The Chair welcomed everyone to the meeting and began her report by expressing her thanks on behalf of the Board to the Senior Management Team, who continue to run an exceptional organisation and all the staff, volunteers and pro bono advisors both at the Legal Centre and the Education Centre. The Chair highlighted some of the many successful outcomes achieved for students, clients and the wider community.

4.2 The Chair also thanked the very committed board of trustees and external advisors who bring specialist expertise which is greatly valued.

4.3 Members were urged to read the Annual Report for the details of the outreach work, including the inspiring case studies.

5. Treasurer's report:

5.1 The Head of Finance & Resources (HofFR) presented the accounts, which relate to financial year 2017/18. The accounts reflect some of the big events that have happened in the year. £4m surplus from the sale of 10 GT. Some of these proceeds were used in the purchase of new premises in Stratford. Another key event was the merger with Blackfriars which has expanded the work in Southwark.

5.2 MWC – The Education Service reported growth of income, but costs also up. This is primarily due to the value of the pro bono work in relation to sale and purchase of buildings. Overall the underlying costs for the education service in line with previous year.

5.3 MWLC – The Legal Centre reported a rise in income and a rise in costs. This saw the small deficit of £15k on the year. The demand for legal services is very high, which is a positive indicator for the new legal aid contracts awarded.

5.4 BFS – It is the first time that Blackfriars have been included in the Settlement accounts. The merger was finalised last month. A deficit was anticipated however, the year-end figure was better than expected with the deficit at £41k

5.5 The HoffR concluded by stating that the results for the Settlement will improve over time. There will continue to be challenges, but efforts will be maintained to control costs where possible.

The meeting received the accounts.

6. Appointment of Auditors

Buzzacott LLP is the current auditors and the meeting was asked to approve their appointment for next year.

Unanimously approved

7. Membership of Board 2018/19

The Chair presented details of changes to the Board:

7.1 Retirement & Appointment of Directors

- Jessica Northend has resigned as an appointed Director (thanks for her contribution)
- Frances Bates confirmed as appointed Directors for a second 4 year term

Members are asked to approve the appointment

7.2 Kim Duong to continue co-option as Director/Treasurer
Members are asked to approve the appointment

7.3 Membership of Board 2018/19

This is to confirm the result of the elections held of the post of Student Trustees, following resignation of Liz Wright. Two nominations were received. Following voting over a 2 week period in March – Penny Snow was elected.

Members are asked to approve the appointment

Members approved the appointments

9. Warden's Report

9.1 The Warden gave a presentation on the vision for the move to Stratford. The following points were noted:

- Initial target for end of 2022 is for MWS to have 2 centres – Blackfriars (Southwark) and Mary Ward East (Stratford). All three services will be provided from the two sites.
- The short term will be a period of growth and change, with legal services expanding provision, when it will take time to generate income from the work done. It is also a time of opportunities in Southwark and Newham.
- The rationale for moving to Stratford triggered by the ending of the lease at 42 QS. In looking for alternative premises Stratford prices made it easier to consider purchasing a property rather than a long term lease. There is a strong opportunity to grow the education provision, as there is only a small adult education provision in Newham.
- Transport links are excellent and the new building is on the high street within walking distance of the main station. The location will help raise the profile of MWS.
- Consultation is currently carried out with staff and students to get feedback on how the new building should look and feel as a place to work and study: modern and safe; light and airy; sustainable and accessible; warm and friendly; improved specialist classrooms. The biggest benefit of the move will be to improve accessibility – level floors, 2 passenger lifts; as well as more integrated assisted technology ie hearing loops
- Initial feedback from students suggests 57% of students happy to transfer to Stratford; 32% are undecided; 11% would prefer to stay.
- This is start of the process of communicating what will be happening over the next 4 years and further information on progress will be shared at future meetings.

9.5 The Warden concluded by thanking the staff and stated that she was very proud of what had been achieved for people.

9.6 The Chair thanked The Warden for her presentation.

10. AOB None

The meeting closed at 17:01

*Beverley Campbell, Clerk
September 2019*