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FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:

THE HEADMASTERS' AND HEADMISTRESSES'
CONFERENCE

Year ended:

31 MARCH 2018

List no:

414T

Head or Main Office:

12 THE POINT
ROCKINGHAM ROAD
MARKET HARBOROUGH
LEICESTERSHIRE
LE16 7QY

Website address (if available)

www.hmc.org.uk

Has the address changed during
the
year to which the return relates?

Yes

No

X

(Click the appropriate box)

General Secretary:

DR WILLIAM RICHARDSON

Telephone Number:

01858 469 059

Contact name for queries
regarding

DR WILLIAM RICHARDSON

Telephone Number:

01858 469 059

E-mail:

gensec@hmc.org.uk

PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 020 7210 3734

The address to which returns and other documents should be sent are:

For Unions based in England and Wales:

Certification Office for Trade Unions and Employers' Associations

Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX

For Unions based in Scotland:

Certification Office for Trade Unions and Employers' Associations

Melrose House, 69a George Street, Edinburgh EH2 2JG



(Revised July 2018)

THE HEADMASTERS' AND HEADMISTRESSES' CONFERENCE
(A Company limited by Guarantee)
REPORT OF THE COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2018

1. COMMITTEE

The following were members of The Committee and are the directors under company law.

C.King	Chairman
M.Buchanan	Vice-Chairman
S Fenton	Chairman-Elect
S. Holiday	Treasurer

Served until 31 August 2017

Nicholas Weaver
David Burnett
Ian Davies
Andrew Chicken
Joanthan Cox
Ian Wilmhurst
Kathy Crewe Read
Adam Pettitt
Peter Hamilton

Served throughout the year

Shaun Fenton
David Elstone
Chris Ramsey
Chris King
Mike Buchanan
Stephen Holliday
John Watson
Mary Breen

Elected 1st September 2017

Chris Staley
Elizabeth Huddleson
Heather Hanbury
David Craig
Michael Kennedy
Simon Mills
Jesse Elzinga
Jeremy Walker
Nicola Huggett
Nick Gregory
Mark Steed
Nick Hammond
Sally-Anne Huang
Martin Collier
Brendan Wignall

The directors are advised, through the Treasurer, by the HMC Finance Steering Group (FSG).

2. REVIEW OF ACTIVITIES

HMC exists to serve and support its members, to represent their views and to exemplify excellence in education. Throughout the period, the Conference has continued to act as a professional association of Headmasters and Headmistresses for the purpose of the advancement of independent education and the interest of members and their schools. As well as being a company limited by guarantee, HMC is a trades union. During the last financial period, HMC held its annual conference in Belfast with regional meetings taking place on a termly basis in the ten 'Divisions' of the UK and Ireland.

Following an expansion of services prior to 2016, and members indicating during 2016/17 and 2017/18 that they wished to see consolidation, a budget was passed for 2018/19 that recognised the need to increase staffing so that HMC's current commitments to its members can be met in full. The work of previous years in monitoring examining in England and its regulation continued as did that of reviewing patterns of supply and demand in university admissions. To this has been added work on staff and pupil well-being along with investment in communications and public affairs activity.

2017/18 continued the growth trend in membership of recent years as more heads of outstanding schools previously unconnected with the Conference were welcomed into membership. The Conference benefitted once again this year from an active and successful programme of Professional Development as well as from the use of facilities at the Independent Schools Council offices in London.

In May 2018 the Conference appointed an Executive Director to succeed the current General Secretary with effect from 31 October 2018. It is expected that the incoming Executive Director will create a fresh strategic plan to replace that of the past five years which has now concluded. During the year the Directors formally considered a risk register of all the spheres of work in which the Conference is active.

HMC owns its office premises in Market Harborough which it purchased in November 2005.

RETURN OF MEMBERS

(see notes 10 and 11)

NUMBER OF MEMBERS AT THE END OF THE YEAR					
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	216	5	3	47	271
FEMALE	62	3	-	8	73
TOTAL	278	8	3	55	A 344

Number of members at end of year contributing to the General Fund

344

Number of members included in totals box 'A' above for whom no home or authorised address is held:

-

OFFICERS IN POST

(see note 12)

Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each persons office.

RETURN OF CHANGE OF OFFICERS

Please complete the following to record any changes of officers during the twelve months covered by this return.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date
Chair	Mike Buchanan	Chris King	1 st September 2017
Vice Chair	Chris King	Mike Buchanan	1 st September 2017
Chair Elect	Mike Buchanan	Shaun Fenton	1 st September 2017

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

GENERAL FUND

(see notes 13 to 18)

	£	£
INCOME		
From Members: Contributions and Subscriptions		
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		
Investment income (as at page 12)		
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		
		TOTAL INCOME
EXPENDITURE		
Benefits to members (as at page 5)		
Administrative expenses (as at page 10)		
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
		TOTAL EXPENDITURE
Surplus (deficit) for year		
Amount of general fund at beginning of year		
Amount of general fund at end of year		

ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
Federation and other bodies		
TOTAL FEDERATION AND OTHER BODIES		
Other income		
TOTAL OTHER INCOME		
TOTAL OF ALL OTHER INCOME		

ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		brought forward	
		Education and Training services	
Representation – Non Employment Related Issues			
		Negotiated Discount Services	
Communications			
		Salary Costs	
Advisory Services			
		Other Benefits and Grants (specify)	
Dispute Benefits			
Other Cash Payments			
carried forward		Total (should agree with figure in General Fund)	

(See notes 24 and 25)

FUND 2		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
Amount of fund at the end of year (as Balance Sheet)			
Number of members contributing at end of year			

FUND 3		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
Amount of fund at the end of year (as Balance Sheet)			
Number of members contributing at end of year			

(See notes 24 and 25)

FUND 4		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
Amount of fund at the end of year (as Balance Sheet)			
Number of members contributing at end of year			

FUND 5		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
Amount of fund at the end of year (as Balance Sheet)			
Number of members contributing at end of year			

(See notes 24 and 25)

FUND 6		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)			
Other income (specify)			
	Total other income as specified		
	Total Income		
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

FUND 7		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)			
Other income (specify)			
	Total other income as specified		
	Total Income		
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

POLITICAL FUND ACCOUNT

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 1		To be completed by trade unions which maintain their own political fund	
		£	£
	Income		
	Members contributions and levies	NIL	
	Investment income (as at page 12)	NIL	
	Other income (specify)	NIL	
	Total other income as specified		
	Total income		NIL
Expenditure on purpose set out in section (72) (1) of Trade Union and Labour Relations (Consolidation) Act 1992 Consolidation of expenditures from the political funds exceeds £2,000 during the period			
Expenditure A	(as at page ii)	NIL	
Expenditure B	(as at page iii)	NIL	
Expenditure C	(as at page iv)	NIL	
Expenditure D	(as at page v)	NIL	
Expenditure E	(as at page vi)		
Expenditure F	(as at page vii)		
Non-political expenditure	(as at page viii)		
	Total expenditure		NIL
	Surplus (deficit) for year		NIL
	Amount of political fund at beginning of year		NIL
	Amount of political fund at the end of year (as Balance Sheet)		NIL
	Number of members at end of year contributing to the political fund		NIL
	Number of members at end of the year not contributing to the political fund		NIL
	Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		NIL

POLITICAL FUND ACCOUNT (Continued)

(see notes 26 to 31)

POLITICAL FUND ACCOUNT 2		
To be completed by trade unions which act as components of a central trade union		
	£	£
Income		
Contributions and levies collected from members on behalf of central political fund		
Funds received back from central political fund		
Other income (specify)		
Total other income as specified		
Total income		
Expenditure		
Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		
Administration expenses in connection with political objects (specify)		
Non-political expenditure		
Total expenditure		
Surplus (deficit) for year		
Amount held on behalf of trade union political fund at		
Amount remitted to central political fund		
Amount held on behalf of central political fund at end of		
Number of members at end of year contributing to the political fund		
Number of members at end of the year not contributing to the political fund		
Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund		

POLITICAL FUND ACCOUNT EXPENDITURE

Expenditure under section 72 (1) (b) of the Trade Union and Labour Relations (Consolidation) Act

To be completed where total expenditure from the political fund exceeds £2,000
during the period to which return relates

Expenditure of money on the provision of any services or property for use
by or on behalf of any political party

Name of political party to which payment was made	Total amount paid during the period £
TOTAL	

POLITICAL FUND ACCOUNT EXPENDITURE

Expenditure under section 72 (1) (c) of the Trade Union and Labour Relations (Consolidation) Act

To be completed where total expenditure from the political fund exceeds £2,000
during the period to which return relates

Expenditure in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office

Title and Date of election	Name of political party/organisation	Name of candidate, organisation or political party (see note X)	£
TOTAL			

POLITICAL FUND ACCOUNT EXPENDITURE

Expenditure under section 72 (1) (d) of the Trade Union and Labour Relations (consolidation) Act

To be completed where total expenditure from the political fund exceeds £2,000
during the period to which return relates

Expenditure on the maintenance of any holder of political office

Name of office holder	£
TOTAL	

**EXPENDITURE FROM THE POLITICAL FUND NOT FALLING WITHIN
SECTION 72(1) OF THE TRADE UNION & LABOUR RELATIONS
(CONSOLIDATION) ACT 1992**

For expenditure not falling within section 72(1) the required information is-

(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one	£	£		
			Total	
			Total expenditure	
(b) the name of each organisation to which money was paid (otherwise than for a particular cause or campaign), and the total amount paid to each one	£	£		
			Total	
			Total expenditure	
(c) the total amount of all other money expended	£	£		
			Total	
			Total expenditure	

ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 36 and 37)

	£
Administrative Expenses	
Remuneration and expenses of staff	
Salaries and Wages included in above	£
Auditors' fees	
Legal and Professional fees	
Occupancy costs	
Stationery, printing, postage, telephone, etc.	
Expenses of Executive Committee (Head Office)	
Expenses of conferences	
Other administrative expenses (specify)	
Other Outgoings	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	
Taxation	
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
Total	
Charged to:	
General Fund (Page 3)	
Fund (Account)	
Total	

ANALYSIS OF INVESTMENT INCOME

(see notes 49 and 50)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			124,657
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
Change in fair value of investments			(22,877)
		Total investment income	101,780
		Credited to:	
		General Fund (Page 3)	101,780
		Fund (Account)	
		Political Fund	
		Total Investment Income	101,780

BALANCE SHEET as at

31st March 2018

(see notes 51 to 54)

Previous Year		£	£
458,829	Fixed Assets (at page 14)	452,190	
3,841,891	Investments (as per analysis on page 15)	3,771,831	
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
	Sundry debtors		
1,504,880	Cash at bank and in hand	1,276,325	
	Income tax to be recovered		
	Stocks of goods		
228,852	Others (specify)	193,071	
	Total of other assets		
6,034,452	TOTAL ASSETS		5,693,417
4,848,940	Fund (Account)		4,845,254
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	LIABILITIES		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
108,000	Bank overdraft		0
	Tax payable		
	Sundry creditors		
56,797	Accrued expenses		27,668
123,000	Provisions		106,200
897,715	Other liabilities		714,295
6,034,452	TOTAL LIABILITIES		5,693,417

FIXED ASSETS ACCOUNT

(see notes 55 to 59)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
Cost or Valuation						
At start of year	531,041		126,160			657,201
Additions			15,791			15,791
Disposals			(869)			(869)
Revaluation/Transfer s						
At end of year	531,041		141,082	NIL	NIL	672,123
Accumulated Depreciation						
At start of year	87,519		110,852			198,371
Charges for year	8,221		14,210			22,431
Disposals			(869)			(869)
Revaluation/Transfer s						
At end of year	95,740		124,193	NIL	NIL	219,933
Net book value at end of year	435,301		16,889	NIL	NIL	452,190
Net book value at end of previous year	443,522		15,308	NIL	NIL	458,829

ANALYSIS OF INVESTMENTS

(see notes 60 and 61)

		All Funds Except Political Funds £	Political Fund £
QUOTED			
	Equities (e.g. Shares)	3,771,827	
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	TOTAL QUOTED (as Balance Sheet)	3,771,827	
	Market Value of Quoted Investment		
UNQUOTED	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified)		
	TOTAL UNQUOTED (as Balance Sheet)	NIL	
	Market Value of Unquoted Investments	NIL	

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 62 and 63)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

SUMMARY SHEET

(see notes 64 to 75)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	1,907,110	NIL	1,907,110
From Investments	124,657	NIL	124,657
Other Income (including increases by revaluation of assets)	782,181	NIL	782,181
Total Income	2,813,948	NIL	2,813,948
EXPENDITURE (including decreases by revaluation of			
Total Expenditure	2,817,634	NIL	2,817,634
Funds at beginning of year (including reserves)	4,848,940	NIL	4,848,940
Funds at end of year (including reserves)	4,845,254	NIL	4,845,254
ASSETS			
Fixed Assets			452,190
Investment Assets			3,771,831
Other Assets			1,469,396
		Total Assets	5,693,417
LIABILITIES		Total Liabilities	848,163
NET ASSETS (Total Assets less Total Liabilities)			4,845,254

INFORMATION ON INDUSTRIAL ACTION BALLOTS

(see notes 76 to 82)

Did the union hold any ballots in respect of industrial action during the return period?

NO

If Yes How many ballots were held:

For each ballot held please complete the information below:

Ballot 1

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of Individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot **Y/N**

Where section 226(2B) of the 1992 Act applies (see note X), were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot **Y/N**

Ballot 2

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of Individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot **Y/N**

Where section 226(2B) of the 1992 Act applies (see note X), were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot **Y/N**

For additional ballots please continue on next page

Ballot 3

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of Individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot **Y/N**

Where section 226(2B) of the 1992 Act applies (see note X), were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot **Y/N**

Ballot 4

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of Individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot **Y/N**

Where section 226(2B) of the 1992 Act applies (see note X), were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot **Y/N**

Ballot 5

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question

Number of Individuals answering "No" to the question

Number of invalid or otherwise spoiled voting papers returned

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot **Y/N**

Where section 226(2B) of the 1992 Act applies (see note X), were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot **Y/N**

Use a continuation sheet if necessary

INFORMATION ON INDUSTRIAL ACTION

(see note 83)

Did Union members take industrial action during the return period in response to any inducement on the part of the Union? NO

If **YES**, for each industrial action taken please complete the information below:

Industrial Action 1

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 2

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 3

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

*Categories of Nature of Trade Dispute :

A: terms and conditions of employment, or the physical conditions in which any workers are required to work;

B: engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers;

C: allocation of work or the duties of employment between workers or groups of workers;

D: matters of discipline;

E: a worker's membership or non-membership of a trade union;

F: facilities for officials of trade unions;

G: machinery for negotiation or consultation, and other procedures, relating to any of the above matters, including the recognition by employers or employers' associations of the right of a trade union to represent workers in such negotiation or consultation or in the carrying out of such procedures

Industrial Action 4

1. please tick the nature of the trade dispute for which industrial action was taken using the categories*:

A B C D E F G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 5

1. please tick the nature of the trade dispute for which industrial action was taken using the categories*:

A B C D E F G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 6

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 7

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* :

A B C D E F G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 8

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* :

A B C D E F G

2. Dates of the industrial action taken:

3. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Use a continuation page if necessary

NOTES TO THE ACCOUNTS

(see notes 84 and 85)

All notes to the accounts must be entered on or attached to this part of the return.

See the attached annual accounts for the year end 31 March 2018.

ACCOUNTING POLICIES

(see notes 86 and 87)

See the attached annual accounts for the year end 31 March 2018.

SIGNATURES TO THE ANNUAL RETURN

(see notes 88 and 89)

including the accounts and balance sheet contained in the return.

Membership Secretary

Secretary's
Signature: *A. Kendrick*
Name: AMY KENDRICK

Chairman's
Signature: *I. Power*
(or other official whose position should be stated)
Name: IAN POWER

Date: 29/11/2018

Date: 29.11.2018

CHECK LIST

(see notes 90 and 91)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input checked="" type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 93 to 98)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?
(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
 - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
 - (c) whether the accounts to which the report relates agree with the accounting records?
(See section 36(3) of the 1992 Act, set out in note 83)

YES

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
 - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.
(See section 36(4) of the 1992 Act set out in rule 83)

YES

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.
(See note 85)

See attached annual accounts for 31 March 2018.

AUDITOR'S REPORT (continued)

Signature(s) of auditor or auditors:	<i>Crowe U.K. LLP</i>	
Name(s):	Tina Allison of Crowe U.K. LLP	
Profession(s) or Calling(s):	Statutory Auditors	
Address(es):	St Brides House 10 Salisbury Square London EC4Y 8EH	
Date:	6 December 2018	
Contact name and telephone number:	Tina Allison 020 7842 7100	

N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany this return.

MEMBERSHIP AUDIT CERTIFICATE
made in accordance with section 24ZD of the
Trade Union and Labour Relations (Consolidation) Act 1992
(See notes 100 to 106)

At the end of the reporting period preceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

NO

If "YES" please complete SECTION ONE below or provide the equivalent information on a separate document to be submitted with the completed AR21.

If "NO" please complete SECTION TWO below or provide the equivalent information on a separate document to be submitted with the completed AR21.

MEMBERSHIP AUDIT CERTIFICATE
SECTION ONE

For a trade union with more than 10,000 members, required by section 24ZB of the 1992 Act to appoint an independent assurer

1. In the opinion of the assurer appointed by the trade union was the union's system for compiling and maintaining its register of the names and addresses of its members satisfactory to secure, so far as is reasonably practicable, that the entries in its register were accurate and up-to-date throughout the reporting period?

YES/NO

2. In the opinion of the assurer has he/she obtained the information and explanations necessary for the performance of his/her functions?

YES/NO

If the answer to **either** questions 1 or 2 above is "NO" the assurer must:

- (a) set out below the assurer's reasons for stating that
- (b) provide a description of the information or explanation requested or required which has not been obtained
- (c) state whether the assurer required that information or those explanations from the union's officers, or officers of any of its branches or sections under section 24ZE of the 1992 Act
- (d) **send a copy of this certificate to the Certification Officer as soon as is reasonably practicable after it is provided to the union.**

MEMBERSHIP AUDIT CERTIFICATE

SECTION TWO

For a trade union with no more than 10,000 members at the end of the reporting period preceding the one to which this audit relates.

To the best of your knowledge and belief has the trade union during this reporting period complied with its duty to compile and maintain a register of the names and addresses of its members and secured, so far as is reasonably practicable, that the entries in the register are accurate and up-to-date?

YES

If "NO" Please explain below:

Signature	
Name	<i>Tina Allison</i>
Office held	Statutory Auditor
Date	19 th December 2018

Independent Auditor's Report to the Members of The Headmasters' & Headmistresses' Conference

Opinion

We have audited the financial statements of The Headmasters' & Headmistresses' Conference for the year ended 31 March 2018 which comprise the Revenue Account, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Trade Union and Labour Relations Act 1992.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of our audit

- the information given in the report of the committee, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the report of the committee has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the report of the committee.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the report of the committee.

Responsibilities of directors

As explained more fully in the directors' responsibilities statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Tina Allison
Senior Statutory Auditor
For and on behalf of
Crowe U.K. LLP
Statutory Auditor
London

20 August 2018

THE HEADMASTERS' AND HEADMISTRESSES' CONFERENCE
(A Company limited by Guarantee)
REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2018

	Notes	31 March 2018 Actual £	Budget £	31 March 2017 Actual £
TURNOVER				
Annual subscriptions		890,847	877,880	833,655
-Independent School Council subscriptions		491,520	473,065	456,176
Courses (HMCPD) and Teacher Training (HMCTT)		627,854	723,155	695,732
Annual conference (including fees)		524,743	450,000	468,777
Other income		4,554	15,500	8,218
Rental Income		6,337	10,750	6,308
		2,545,855	2,550,350	2,468,866
EXPENDITURE				
Administration (including salaries)		592,412	622,555	579,087
Independent Schools Council subscription		491,520	473,065	456,176
Subscriptions and staff development		9,187	7,800	4,964
Annual conference (hotel and speakers)		460,974	425,500	269,266
Courses (HMCPD) & Teachers training (HMCTT)		673,465	653,831	653,869
Committee and other meetings		90,180	95,250	54,601
Membership inspection expenses		12,980	7,500	6,989
Officers' expenses		55,046	52,000	44,231
Honoraria, gifts and donations		(4,669)	1,500	6,567
Hospitality		-	1,500	33
Running costs- HQ		44,864	50,000	54,961
Office fixture and fittings (inc ICT)		7,722	9,000	-
Postage and telephone		13,048	8,500	12,331
Printing, stationary and publications		15,536	6,500	14,429
Website		52,817	77,000	23,938
International Links		-	2,000	-
Research and development		29,996	25,000	15,538
Auditors' remuneration		11,040	17,000	18,810
Professional fees and other charges		178,437	75,000	102,668
Insight magazine		37,161	35,000	34,924
Sundries		610	2,000	3,769
		2,772,326	2,647,501	2,357,151
(Deficit)/Surplus before (debiting)/crediting the following items		(226,471)	(97,151)	111,715
Dividends and interest receivable		124,657	100,000	100,000
ISEB		-	25,000	-
Scholarship booklet		18,636	18,000	18,943
Depreciation and amortisation	6	(22,431)	-	(18,410)
Net (losses)/gains on investments	7	(22,877)	-	414,855
(Deficit)/Surplus before taxation		(128,486)		627,103
Tax credit/ (charge)	5	124,800		(231,000)
(DEFICIT)/SURPLUS AFTER TAX		(3,686)		396,103
Accumulated Fund brought forward		4,848,940		4,452,837
Accumulated Fund carried forward		4,845,254		4,848,940

The accompanying notes are an integral part of this income and expenditure account. All activities are continuing.

**THE HEADMASTERS' AND HEADMISTRESSES' CONFERENCE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2018**

	Notes	31 March 2018		31 March 2017	
		£	£	£	£
FIXED ASSETS					
Tangible Fixed Assets	6		452,190		458,829
Investments	7		3,771,831		3,841,891
			<u>4,224,021</u>		<u>4,300,720</u>
CURRENT ASSETS					
Debtors and prepayments	8	193,071		228,852	
Cash at bank and in hand		1,276,325		1,504,880	
			<u>1,469,396</u>		<u>1,733,732</u>
CREDITORS- due within one year					
Subscriptions received in advance		714,295		897,715	
Creditors and accrued expenses		27,668		56,797	
Corporation tax	5	-		108,000	
			<u>741,963</u>		<u>1,062,512</u>
NET CURRENT ASSETS			<u>727,433</u>		<u>671,220</u>
PROVISIONS					
Deferred tax	9		106,200		123,000
TOTAL NET ASSETS			<u>4,845,254</u>		<u>4,848,940</u>
Representing					
ACCUMULATED FUND			<u>4,845,254</u>		<u>4,848,940</u>

These financial statements have been prepared in accordance with the special provisions relating to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with FRS102 1A.

The financial statements were approved and authorised for issue by the Board on
and were signed below on its behalf by:

2018



Chairman: C. King



Vice-Chairman M. Buchanan

The notes on pages 10 to 14 form part of the financial statements.

**THE HEADMASTERS' AND HEADMISTRESSES' CONFERENCE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2018**

1. INFORMATION

The Headmasters' and Headmistresses' Conference is incorporated under the Companies Act, it is a company limited by guarantee, registered in the UK under the number 00101760, the registered office is 12 The Point Rockingham Road, Market Harborough, Leicestershire, LE16 7QU.

2. ACCOUNTING POLICIES

a) Basis of preparation

These financial statements have been prepared under the historical cost convention in accordance with applicable United Kingdom accounting standards, including Financial Reporting Standard 102 ('FRS 102') Section 1A Small Entities, and with the Companies Act 2006.

b) Turnover - subscriptions

Subscriptions shown in the income and expenditure account are the amounts received in respect of the year. The proportion of subscriptions relating to the following year is carried forward and shown in the balance sheet as subscriptions received in advance. All other income is accrued when the company becomes entitled to receive the income.

c) Expenditure

All expenditure is accounted for on an accruals basis.

d) Interest

Interest received represents amounts receivable in the year.

e) Depreciation

Depreciation is provided at rates calculated to write off the cost of the assets over their estimated economic lives, as follows:

Freehold building	2% per annum on cost
Furniture and fittings	25% per annum on cost
Office equipment	33.3% per annum on cost

Freehold land is not depreciated.

f) Taxation

Tax is charged at 20% on taxable profits.

Deferred taxation is provided in full in respect of taxation deferred by timing differences between the treatment of certain items for taxation and accounting purposes. The deferred tax balance has not been discounted.

g) Investments

Listed investments are shown at market value and are all quoted on a recognised UK Stock Exchange. Investments in associates are accounted for in accordance with the cost model.

h) Fixed Asset Investments

Listed investments are stated at market value. Gains and losses on investments are calculated as the difference between market value at the start and end of the financial year and are recognised in the profit and loss account.

i) Financial Instruments

HMC has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at amortised cost using the effective interest method. Financial assets held at amortised cost comprise trade and other debtors. Financial liabilities held at amortised cost comprise, trade and other creditors.

Investments in associate undertaking is held at cost less impairment.

**THE HEADMASTERS' AND HEADMISTRESSES' CONFERENCE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2018**

j) Going Concern

The financial statements have been prepared in accordance with applicable United Kingdom law and accounting standards. The financial statements have been prepared on a going-concern basis as discussed in report of the Directors.

3. WAGES AND SALARIES

	31 March 2018	31 March 2017
	£	£
Wages and Salaries	568,022.04	535,838
Social Security Costs	106,467.52	95,474
Other Pension costs	74,965.81	68,782
	749,455.37	700,094

The average number of employees during the year was 13 (2017: 12) No director received any remuneration in the year (2017: £0). The General Secretary and the Membership Secretary were paid a salary (including car allowance) respectively totalling £ 137,882.73 and £137,882.65 (2017: £134,998 and £135,057) and received no other benefits.

4. PENSION

HMC has continued to operate a group pension scheme which is open to all employees through the Pensions Trust's Growth Plan, a multi-employer pension plan which is a money purchase scheme with guaranteed benefits. HMC would have a liability if it ceased to participate in the scheme, and received advice in September 2015 it would be £23,507. As there are no plans to leave the scheme, this potential liability has not been provided for in the accounts.

Deficit contributions are due from April 2016 to 31 March 2025, with the amount increasing in April each year by 3%. Deficit contribution paid for the year to March 2018 was £246. HMC makes a significant contribution to the scheme at 14.1% of salary.

During the 2016 financial year HMC took independent advice regarding its obligations for auto-enrolment for all employees. Following a detailed review of available providers it was recommended that HMC commit to the Pensions Trust scheme and from January 2016, all employees have been registered for auto-enrolment. This is a money purchase scheme with a low-risk default fund and competitive annual charges. There are no guaranteed benefits.

HMC has formerly undertaken to review the performance of the Pensions trust scheme quarterly and to commit to an annual review by the Finance Steering Group and the HMC officers.

5. TAXATION

	31 March 2018	31 March 2017
	£	£
The Taxation charge for the year represents:		
Corporation tax payable at 20% on taxable profit	-	108,000
Overprovision in prior year	(108,000)	-
Deferred tax charge for the year (Note 9)	(17,000)	123,000
Total tax charge/ (refund) for the year	(125,000)	231,000

**THE HEADMASTERS' AND HEADMISTRESSES' CONFERENCE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2018**

j) Going Concern

The financial statements have been prepared in accordance with applicable United Kingdom law and accounting standards. The financial statements have been prepared on a going-concern basis as discussed in report of the Directors.

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	31 March 2018	31 March 2017
	£	£
The Taxation charge for the year represents:		
Corporation tax payable at 20% on taxable profit	-	108,000
Overprovision in prior year	(108,000)	-
Deferred tax charge for the year (Note 9)	(17,000)	123,000
	(125,000)	231,000

**THE HEADMASTERS' AND HEADMISTRESSES' CONFERENCE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2018**

6. TANGIBLE FIXED ASSETS

	Freehold land and buildings	Furniture, fittings and office equipment	Total
	£	£	£
Cost			
At 1 April 2017	531,041	126,160	657,201
Additions	-	15,791	15,791
Disposals		(869)	(869)
At 31 March 2018	531,041	141,082	672,123
Depreciation			
At 1 April 2017	87,519	110,852	198,371
Charge for year	8,221	14,210	22,431
Disposals		(869)	(869)
At 31 March 2018	95,740	124,193	219,933
Net Book Value			
At 31 March 2018	435,301	16,889	452,190
At 31 March 2017	443,522	15,308	458,829

7. FIXED ASSET INVESTMENTS

	UK quoted investments	ISEB Ltd	31 March 2018	31 March 2017
	£	£	£	£
Opening Market Value	3,841,887	4	3,841,891	3,571,589
Disposal proceeds/ distribution	(1,084,782)	-	(1,084,782)	(3,098,122)
Additions	1,037,599	-	1,037,599	2,953,569
Net (losses)/gains on investments	(22,877)	-	(22,877)	414,855
Total market value	3,771,827	4	3,771,831	3,841,891
Brokers dealing account	160,442	-	160,442	145,119
Closing value	3,932,269	4	3,932,273	3,987,010
Cost of investments	3,212,881	4	3,212,885	3,206,655

**THE HEADMASTERS' AND HEADMISTERESSES' CONFERENCE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2018**

7. FIXED ASSET INVESTMENTS (continued)

	UK quoted investments	ISEB Ltd	31 March 2017	31 March 2016
	£	£	£	£
Opening Market Value	3,571,585	4	3,571,589	3,591,176
Disposal proceeds/ distribution	(3,098,122)		(3,098,122)	(860,782)
Additions	2,953,569		2,953,569	972,580
Net (losses)/gains on investments	414,855		414,855	(131,389)
	3,841,887	4	3,841,891	3,571,585
Brokers dealing account	145,119	0	145,119	4,672

8. DEBTORS

	31 March 2018	31 March 2017
	£	£
Due from ISEB Ltd (See note 11)	83,626	128,629
Prepayments and other debtors	109,445	100,223
	193,071	228,852

9. DEFERRED TAXATION PROVISION

	31 March 2018	31 March 2017
	£	£
Balance as at 1 April 2017	123,000	-
(Credit)/ Charge for the year	(16,800)	123,000
Balance as at 31 March 2018	106,200	123,000

10. COMMITMENTS

The annual lease commitments are analysed in the year in which the lease expires:

	31 March 2018	31 March 2017
	£	£
Operating Lease Commitments		
Between one to two years	17,524	11,671
Between two and five years	35,002	25,515
	52,526	37,186

Lease payments during the year totalled £11,671.

11. RELATED PARTY TRANSACTIONS

The Common Entrance examinations are managed through the Independent Schools Examination Board (ISEB), which until 31 August 2014 was a joint venture with the Headmasters' and Headmistresses' Conference (HMC), The Girls' Schools Association and IAPS.

The 2015 accounts of HMC include 37.5% of the surplus of the joint venture for the five month year to 31 August 2014. On 1 September 2014 the trade and assets of ISEB were hived up into ISEB Ltd, an incorporated company limited by shares. HMC is a shareholder owning 375 shares at a nominal of £0.01 of the total issued share capital of £10. The undistributed reserves of ISEB are now held by ISEB Ltd and HMC's 37.5% share of these (£333,375) were included as a debtor in HMC's accounts in 2015. At the 2018 year end, the balance of this debtor was £83,626.

**THE HEADMASTERS' AND HEADMISTERESSES' CONFERENCE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2018**

12. STATUS

The company is limited by guarantee and has no share capital. The liability of members in the event of a winding up is limited to £10. The members of the company are the subscribers to the Memorandum and Articles of Association.