

Form AR21
Trade Union and Labour Relations (Consolidation) Act 1992

Trade Union's details

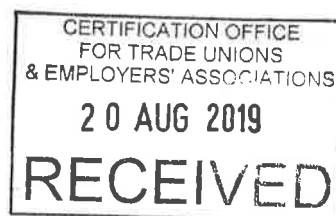
Name of Trade Union:	The Headmasters' & Headmistresses' Conference				
Year ended:	31 March 2019				
List number:	414T				
Head or Main Office address:	12 The Point, Rockingham Road, Market Harborough, Leicestershire, LE16 7QU, UK				
Has the address changed during the year to which the return relates?	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="padding: 2px;">Yes</td><td style="width: 20px; height: 20px;"></td></tr></table> <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="padding: 2px;">No</td><td style="width: 20px; height: 20px; text-align: center;">✓</td></tr></table> (Tick as appropriate)	Yes		No	✓
Yes					
No	✓				
Website address (if available)	www.hmc.org.uk				
General Secretary:	Mike Buchanan, Executive Director				
Telephone Number:	01858 469 059				
Contact name for queries regarding the completion of this return:	Amy Kendrick				
Telephone Number:	01858 469 059				
E-mail:	amy@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: 0330 109 3602.

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.



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	217	5	3	48	273
Female	63	3	0	10	76
Total	280	8	3	58	349

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

349

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

0

Change of officers

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

Position held	Name of Officer ceasing to hold office	Name of Officer Appointed	Date of change
Committee member	Mike Buchanan	Sally-Anne Huang	31/08/2018
Committee member	Chris King	Fiona Boulton	31/08/2018
Committee member	Steffan Griffiths	Bill Penty	31/08/2018
Committee member	Nick Hammond	Suzie Longstaff	31/08/2018
Committee member	Jonathan Standen	Anton Maree	31/08/2018
Committee member	Philip Britton	Simon Hyde	31/08/2018
Committee member	David Goodhew	Johanna Urquhart	31/08/2018
Committee member	Mark Ronan	Adam Williams	31/08/2018
Committee member	John Halliday	Angela Drew	31/08/2018
Committee member	Rachel Dent	Julie Lodrick	31/08/2018
Committee member	David Lamper	Ian Wilmshurst	31/08/2018
Committee member	Jeremy Walker	Andrew Gordon-Brown	31/08/2018
Committee member	Nicola Huggett	Alastair Land	31/08/2018
Committee member	Gus Lock	-	31/08/2018

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated

and names:

HMC COMMITTEE: 2018-2019

**Complete list of all officers in post at end of March 2019 as requested on Page 3 (Note 10). Please note, not all members of Committee are Directors.*

Elected Members		
Shaun Fenton	Chair	Reigate Grammar School
Sally-Anne Huang	Vice-Chair	James Allen's Girls' School
Fiona Boulton	Chair Elect	Guildford High School
Stephen Holliday	Treasurer	Queen Elizabeth's Hospital
Divisional Members		
Chris Staley	Chairman – East	Wisbech Grammar School
Bill Penty	Secretary – East	Trent College
Robert Robinson	Chairman – Irish	Campbell College
Elizabeth Huddleson	Secretary – Irish	Bangor Grammar School
Heather Hanbury	Chair – London	The Lady Eleanor Holles School
Suzie Longstaff	Secretary – London	Putney High School
David Craig	Chairman – North East	Queen Elizabeth Grammar School
Anton Maree	Secretary – North East	Ackworth School
Michael Kennedy	Chairman – North West	St Mary's College
Simon Hyde	Secretary – North West	The King's School Macclesfield
Simon Mills	Chairman – Scottish	Robert Gordon's College
Johanna Urquhart	Secretary – Scottish	Lomond School
Jesse Elzinga	Chairman – South Central	Reading Blue Coat School
Adam Williams	Secretary – South Central	Lord Wandsworth College
Angela Drew	Chair – South East	Bromley High School
Julie Lodrick	Secretary – South East	Kent College Pembury
Ian Wilmhurst	Chairman – South West	King's Bruton
Andrew Gordon-Brown	Secretary – South West	Truro School
Nick Gregory	Chairman – West	Wycliffe College
Alastair Land	Secretary – West	Repton School
Mike Lambert	Chairman - International	Dubai College
Mark Steed	Secretary - International	JESS, Dubai
Co-opted Members		
Martin Collier	Chairman of Academic Policy Sub-Committee	Haileybury
John Watson	Chairman of Professional Development Sub-Committee	Bablake School
Chris Ramsey	Chairman of Universities Sub-Committee	Whitgift School
Emma Hattersley	Chair of Inspection Sub-Committee	Godolphin School
Philip Britton	Chair of Communications Sub-Committee	Bolton School
Brendan Wignall	Chairman of Membership Sub-Committee	Ellesmere College
David Elstone	Chairman of Sports Sub-Committee	Hymers College
Samantha Price	Chair of Wellbeing Working Group	Benenden School
Mary Breen	Co-opted	St Mary's School Ascot
Vacancy	Co-opted	Vacancy
Officers (in attendance)		
Mike Buchanan	Executive Director	HMC
Ian Power	Membership Secretary	HMC
Amy Kendrick	Chief Operating Officer & Company Secretary	HMC

General fund
(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		1,107,642
From Members: Other income from members (specify)		
Annual Conference	494,616	
Courses and Teacher Training	664,940	
Independent School Council Subscriptions	505,250	
Total other income from members		1,664,806
Total of all income from members		
Investment income (as at page 12)		114,511
Other Income		
Income from Federations and other bodies (as at page 4)		-
Income from any other sources (as at page 4)		224,910
Total of other income (as at page 4)		339,421
		Total income
		3,111,869
Expenditure		
Benefits to members (as at page 5)		(2,652,854)
Administrative expenses (as at page 10)		(216,206)
Federation and other bodies (specify)		-
Total expenditure Federation and other bodies		-
Taxation		(31,800)
		Total expenditure
		2,900,860
		Surplus (deficit) for year
		211,008
		Amount of general fund at beginning of year
		4,845,254
		Amount of general fund at end of year
		5,056,262

Analysis of income from federation and other bodies and other income
 (see notes 19 and 20)

Description	£	£
Federation and other bodies		NIL
Total federation and other bodies		NIL
Other income		
Rental income		7,242
Scholarship booklet income		14,853
Membership accreditation and other sundry income		33,538
Change in fair value of investments		169,277
Total other income		224,910
Total of all other income		224,910

Analysis of benefit expenditure shown at general fund
(see notes 21 to 23)

	£		£
Representation – Employment Related Issues	61,391	brought forward	298,164
		Education and Training services	1,163,595
Representation – Non Employment Related Issues			
		Negotiated Discount Services	-
Communications	138,863		
		Salary Costs	685,845
Advisory Services	97,910		
		Other Benefits and Grants (specify)	505,250
		Independent School Council	
Dispute Benefits	-	Subscriptions	
Other Cash Payments	-		
carried forward	298,164	Total (should agree with figure in General Fund)	2,652,854

Accounts other than the revenue account/general fund

(see notes 21 to 23)

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

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

(See notes 21 to 23)

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

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

(See notes 21 to 23)

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

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

Political fund account

(see notes 24 to 33)

Political fund account 1		To be completed by trade unions which maintain their own political fund	
	Income	Members contributions and levies	£
		Investment income (as at page 12)	£
		Other income (specify)	£
		Total other income as specified	
		Total income	NIL
Expenditure under section (82) of the Trade Union and Labour Relations (Consolidation) Act 1992 on purposes set out in section (72) (1) where consolidation of expenditures from the political funds exceeds £2,000 during the period			
	Expenditure A (as at page i)		£
	Expenditure B (as at page ii)		£
	Expenditure C (as at page iii)		£
	Expenditure D (as at page iv)		£
	Expenditure E (as at page v)		£
	Expenditure F (as at page vi)		£
	Non-political expenditure (as at page vii)		£
		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 2		To be completed by trade unions which act as components of a central trade	
	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	NIL
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	NIL
		Surplus (deficit) for year	NIL
		Amount held on behalf of trade union political fund at beginning of	NIL
		Amount remitted to central political fund	NIL
		Amount held on behalf of central political fund at end of year	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

The following pages 9i to 9vii relate to the Political Fund Account Expenditure

Political fund account expenditure (a)

Expenditure under section 72 (1) (a) 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.

Contribution to the funds of, or on the payment of expenses incurred directly or indirectly by a political party

Name of political party in relation to which money was expended	Total amount spent during the period £
N/A	
Total	NIL

Political fund account expenditure (b)

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 £
N/A	
Total	NIL

Political fund account expenditure (c)

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 33(iii))	£
N/A			
Total			NIL

Political fund account expenditure (e)

Expenditure under section 72 (1) (e) 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.

The expenditure of money on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party

Name of political party	£
N/A	
Total	NIL

Political fund account expenditure (f)

Expenditure under section 72 (1) (f) 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.

On the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to persuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate

Name of organisation or political party	£
N/A	
Total NIL	

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	£
	N/A
Total Total expenditure	
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 34 and 35)

		£
Administrative Expenses		
Remuneration and expenses of staff		6,102
Salaries and Wages included in above	£-	
Auditors' fees		15,960
Legal and Professional fees		-
Occupancy costs		-
Stationery, printing, postage, telephone, etc.		25,748
Expenses of Executive Committee (Head Office)		72,739
Expenses of conferences		-
Other administrative expenses (specify) - Sundries		655
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		-
Mortgages		-
Other loans		-
Depreciation		24,010
Taxation		31,800
Outgoings on land and buildings (specify) - Repairs, maintenance and small assets expensed		70,992
Other outgoings (specify)		-
	Total	248,006
Charged to:	General Fund (Page 3)	248,006
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	248,006

Analysis of officials' salaries and benefits

(see notes 36 to 46)

Position held	Gross Salary £	Employers N.I. contributions £	Benefits			Total £
			Pension Contributions £	Other Benefits		
				Description	Value £	
General Secretary – William Richardson (April 18 to Oct 18 – retired Oct 18)	69,714	9,050	11,489	Car Allowance	777	91,030
Executive Director – Mike Buchanan (Oct 18 to March 19, appointed 1 st Oct 18 to replace Gen Sec)	74,547	9,798	0	Car Allowance	666	85,011
Membership Secretary – Ian Power (Full year)	128,663	15,567	10,457	Car Allowance	1,332	156,019

Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			114,511
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
			114,511
		Total investment income	114,511
		Credited to:	
		General Fund (Page 3)	114,511
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Fund (Account)	
		Political Fund	
		Total Investment Income	114,511

Balance sheet as at

31 March 2019

(see notes 49 to 52)

Previous Year		£	£
452,190	Fixed Assets (at page 14)		441,185
3,771,831	Investments (as per analysis on page 15)		3,812,142
	Quoted (Market value £ 3,812,142)		
	Unquoted		
	Total Investments		3,812,142
	Other Assets		
	Loans to other trade unions		
193,071	Sundry debtors		81,759
1,276,325	Cash at bank and in hand		1,529,117
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
	Total of other assets		1,610,876
	Total assets		5,864,203
(4,845,254)	Fund (General)		(5,056,262)
	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		
	Bank overdraft		
	Tax payable		
(741,963)	Sundry creditors		(669,941)
	Accrued expenses		
	Provisions		
	Other liabilities – Deferred Tax		(138,000)
	Total liabilities		(807,941)
	Total net assets		(5,056,262)

Fixed assets account

(see notes 53 to 57)

	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		141,084			672,125
Additions			13,003			13,003
Disposals						
Revaluation/Transfers						
At end of year	531,041		154,087			685,128
Accumulated Depreciation						
At start of year	(95,740)		(124,193)			(219,933)
Charges for year	(8,221)		(15,789)			(24,010)
Disposals						
Revaluation/Transfers						
At end of year	(103,961)		(139,982)			(243,943)
Net book value at end of year	427,080		14,105			441,185
Net book value at end of previous year	435,301		16,889			452,190

Analysis of investments

(see notes 58 and 59)

		All Funds Except Political Funds £	Political Fund £
Quoted	Equities (e.g. Shares)	3,812,142	-
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	Total quoted (as Balance Sheet)	3,812,142	-
	Market Value of Quoted Investment	3,812,142	-
Unquoted	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified)		
	Total unquoted (as Balance Sheet)	-	-
Market Value of Unquoted Investments	-	-	

Analysis of investment income (controlling interests)

(see notes 60 and 61)

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 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 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
Income			
From Members	2,772,448	-	2,772,448
From Investments	114,511	-	114,511
Other Income (including increases by revaluation of assets)	224,910	-	224,910
Total Income	3,111,869	-	3,111,869
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	(2,900,860)	-	(2,900,860)
Funds at beginning of year (including reserves)	4,845,254	-	4,845,254
Funds at end of year (including reserves)	5,056,262	-	5,056,262
Assets			
	Fixed Assets		441,185
	Investment Assets		3,812,142
	Other Assets		1,610,876
	Total Assets		5,864,203
Liabilities			(807,941)
	Total Liabilities		(807,941)
Net assets (Total Assets less Total Liabilities)			5,056,262

Information on Industrial action ballots

(see notes 74 to 80)

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

YES **NO** ✓

If Yes How many ballots were held: [] 0

For each ballot held please complete the information below:

Ballot 1

Number of individuals who were entitled to vote in the ballot [] 1

Number of votes cast in the ballot [] 2

Number of Individuals answering "Yes" to the question [] 3

Number of Individuals answering "No" to the question [] 4

Number of invalid or otherwise spoiled voting papers returned [] 5

*** 1-3 should total "Number of votes cast in the ballot"**

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**

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? **Y / N**

If yes, 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 [] 1

Number of votes cast in the ballot [] 2

Number of Individuals answering "Yes" to the question [] 3

Number of Individuals answering "No" to the question [] 4

Number of invalid or otherwise spoiled voting papers returned [] 5

*** 1-3 should total "Number of votes cast in the ballot"**

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**

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? **Y / N**

If yes, 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 [redacted] 1

Number of votes cast in the ballot [redacted] 2

Number of Individuals answering "Yes" to the question [redacted] 3

Number of Individuals answering "No" to the question [redacted] 4

Number of invalid or otherwise spoiled voting papers returned [redacted] 5

*** 1-3 should total "Number of votes cast in the ballot"**

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

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? Y / N

If yes, 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 [redacted] 1

Number of votes cast in the ballot [redacted] 2

Number of Individuals answering "Yes" to the question [redacted] 3

Number of Individuals answering "No" to the question [redacted] 4

Number of invalid or otherwise spoiled voting papers returned [redacted] 5

*** 1-3 should total "Number of votes cast in the ballot"**

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

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? Y / N

If yes, 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 [redacted] 1

Number of votes cast in the ballot [redacted] 2

Number of Individuals answering "Yes" to the question [redacted] 3

Number of Individuals answering "No" to the question [redacted] 4

Number of invalid or otherwise spoiled voting papers returned [redacted] 5

*** 1-3 should total "Number of votes cast in the ballot"**

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

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? Y / N

If yes, 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 81)

*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

Did Union members take industrial action during the return period in response to any inducement on the part of the Union?

~~YES~~ / 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. Number of days of industrial action:
4. 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. Number of days of industrial action:
4. 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. Number of days of industrial action:
4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

use a continuation page if necessary

Industrial Action 4

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. Number of days of industrial action:
4. 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* below:

A B C D E F G

2. Dates of the industrial action taken:
3. Number of days of industrial action:
4. 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. Number of days of industrial action:
4. 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* below:

A B C D E F G

2. Dates of the industrial action taken:
3. Number of days of industrial action:
4. 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* below:

A B C D E F G

2. Dates of the industrial action taken:
3. Number of days of industrial action:
4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Notes to the accounts

([see notes 82 and 83](#))

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

Please see notes to the accounts attached directly behind this page

**THE HEADMASTERS' AND HEADMISTERSSES' CONFERENCE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019**

3. WAGES AND SALARIES

	31 March 2019	31 March 2018
	£	£
Wages and Salaries	619,791	568,022
Social Security Costs	118,153	106,468
Other Pension costs	105,599	74,966
	843,543	749,455

The average number of employees during the year was 14 (2018: 13). No non-executive director received any remuneration in the year (2018: NIL). The Executive Director (appointed during the year) and the Membership Secretary were paid a salary (including car allowance) respectively totalling £75,213 and £141,156 (2018: £0 and £137,883) and received no other benefits. The resigning General Secretary was paid a salary (including car allowance) of £81,980 in 2018/19 (2017/18: £137,883).

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 2019 was £253. 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 2019	31 March 2018
	£	£
The Taxation charge for the year represents:		
Corporation tax payable at 19% on taxable profit	-	-
Overprovision in prior year	-	(108,000)
Deferred tax charge for the year (Note 9)	31,800	(16,800)
Total tax charge/ (refund) for the year	31,800	(124,800)

**THE HEADMASTERS' AND HEADMISTRESSES' CONFERENCE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019**

6. TANGIBLE FIXED ASSETS

	Freehold land and buildings	Furniture, fittings and office equipment	Total
	£	£	£
Cost			
At 1 April 2018	531,041	141,084	672,125
Additions	-	13,003	13,003
At 31 March 2019	531,041	154,087	685,128
Accumulated depreciation			
At 1 April 2018	95,740	124,193	219,933
Charge for year	8,221	15,789	24,010
At 31 March 2019	103,961	139,982	243,943
Net Book Value			
At 31 March 2019	427,080	14,105	441,185
At 31 March 2018	435,301	16,889	452,190

7. FIXED ASSET INVESTMENTS

	UK quoted investments	ISEB Ltd	31 March 2019	31 March 2018
	£	£	£	£
Opening Market Value	3,771,827	4	3,771,831	3,841,891
Disposal proceeds/distribution	(718,151)	-	(718,151)	(1,084,782)
Additions	589,185	-	589,185	1,037,599
Net gains/ (losses) on investments	169,277	-	169,277	(22,877)
Total market value	3,812,138	4	3,812,142	3,771,831
Brokers dealing account	275,453	-	275,453	160,442
Closing value	4,087,591	4	4,087,595	3,932,273
Cost of investments	3,360,411	4	3,360,415	3,212,885

**THE HEADMASTERS' AND HEADMISTRESSES' CONFERENCE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019**

	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)	(3,09,122)
Additions	1,037,599	-	1,037,599	2,953,569
Net (losses)/gains on investments	<u>(22,877)</u>	<u>-</u>	<u>(22,877)</u>	<u>414,855</u>
	3,771,827	4	3,771,831	3,841,891
Brokers dealing account	160,442	-	160,442	160,442

8. DEBTORS

	31 March 2019 £	31 March 2018 £
Due from ISEB Ltd (See note 11)	38,629	83,626
Prepayments and other debtors	42,130	109,445
	<u>81,759</u>	<u>193,071</u>

9. DEFERRED TAXATION PROVISION

	31 March 2019 £	31 March 2018 £
Balance as at 1 April 2018	106,200	123,000
Charge/ (release) for the year	31,800	(16,800)
Balance as at 31 March 2019	<u>138,000</u>	<u>106,200</u>

10. COMMITMENTS

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

	31 March 2019 £	31 March 2018 £
Operating Lease Commitments		
Between one to two years	13,206	17,524
Between two and five years	50,208	35,002
	<u>63,414</u>	<u>52,526</u>

Lease payments during the year totalled £14,284.

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 2019 year end, the balance of this debtor was £38,629 (2018: £83,626).

**THE HEADMASTERS' AND HEADMISTERESSES' CONFERENCE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019**

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.

Accounting policies



(see notes 84 and 85)

Please see attached

Signatures to the annual return

(see notes 86 and 87)

including the accounts and balance sheet contained in the return. Please send the return with the original signatures. Copies will not be accepted.

Secretary's Signature: <p style="text-align: center;">COMPANY SECRETARY</p>  Name: AMY KENDRICK Date: 12TH AUGUST 2019	Chairman's Signature: (or other official whose position should be stated) <p style="text-align: center;">EXECUTIVE DIRECTOR</p>  Name: M. R. BUCHANAN Date: 12TH AUGUST 2019
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Checklist

(see notes 88 and 89)

(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2 and Note 12)	Yes	✓	No	
Has the list of officers in post been completed? (see Page 2a and Note 12)	Yes	✓	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	✓	No	
Has the auditor's report been completed? (see Pages 24 and 25 and Notes 2 and 92)	Yes	✓	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	✓	No	
A member's statement is: (see Note 104)	Enclosed	✓	To follow	
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	✓	No	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 to 103)	Yes	✓	No	

**THE HEADMASTERS' AND HEADMISTRESSES' CONFERENCE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019**

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 address is 12 The Point Rockingham Road, Market Harborough, Leicestershire, LE16 7QU.

The financial statements have been prepared on a going-concern basis as discussed in Report of the Committee.

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 in accordance with the Companies Act 2006.

b) Turnover

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 and dividends

Interest and dividends received represents amounts receivable in the year.

e) Tangible fixed assets and depreciation

Tangible assets are held under the cost model and depreciation is provided at rates calculated to write off the cost of the assets equally 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 19% 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) Fixed Asset Investments

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

h) 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 and cash and cash equivalents. Financial liabilities held at amortised cost comprise trade and other creditors. Fixed asset investments are held at market value as detailed above.

Checklist for auditor's report

(see notes 90 to 96)

The checklist below is for guidance. A report is still required either set out overleaf or by way of an attached auditor's report that covers the 1992 Act requirements.

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 92 and 93)

Please explain in your report overleaf or attached - **Please see attached**

2. 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 note 92)

Please explain in your report overleaf or attached - **Please see attached**

3. Your auditors or auditor must include in their report the following wording:

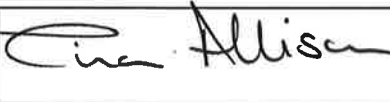
In our opinion the financial statements:

- give a true and fair view of the matters to which they relate to.
- have been prepared in accordance with the requirements of the sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

Please see attached

Auditor's report (continued)

Please see auditor's report attached directly behind this page

Signature(s) of auditor or auditors:		
Name(s):	Tina Allison	
Profession(s) or Calling(s):	Senior Statutory Auditor	
Address(es):	Crowe U.K. LLP St Bride's House 10 Salisbury Square London, EC4Y 8EH, UK	
Date:	16/08/2019	
Contact name for enquiries and telephone number:	Calvin Smith (0) +44 207 8425 236	

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

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEADMASTERS' AND HEADMISTRESSES' CONFERENCE

Opinion

We have audited the financial statements of Headmasters' and Headmistresses' Conference for the year ended 31 March 2019 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 company's affairs as at 31 March 2019 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006 and sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) 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 directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the 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 directors 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.

Opinion on other matter 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 directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the 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.

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 by the company, or returns adequate for our audit have not been received from branches not visited by us; 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 directors report and from the requirement to prepare a strategic report.

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

Date:

Membership audit certificate
made in accordance with section 24ZD of the
Trade Union and Labour Relations (Consolidation) Act 1992
[\(See notes 97 to 103\)](#)

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 ✓

Signature	
Name	Amy Kendrick
Office held	Chief Operating Officer & Company Secretary
Date	12 TH AUGUST 2019