

Schools' Energy Co-operative Ltd

ANNUAL GENERAL MEETING 27th September 2016

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The Schools' Energy Co-operative Limited
Chairman's Report - Year ending 31st March 2016

8th September 2016

I am pleased to make my report to members of The Schools' Energy Co-operative Limited (the "Co-op"). It principally covers the year ending 31st March 2016, our first full year of trading, but I am also writing to update you on developments since my letter to members of 8th July 2016. So I also comment in detail on the period since the year end during which we have constructed solar pv systems at a further 16 schools (at the time of writing), with more, we hope, still to be undertaken later this month.

In this year we had a full year of performance from the first solar pv system we installed at Glenleigh Park Primary Academy and a part year of performance at six other schools where we installed solar pv during the financial year

We will be holding our AGM on 27th September at 7pm in Guildford when there will be ample opportunity to ask questions, to discuss our future work and to meet the Co-op's board of directors. More of our members live in Surrey than in any other county so we hope this will be a convenient location.

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1. Overview – a period of regulatory change

As set out in our previous newsletters and circulars to members, 2015/6 was an extremely challenging year for the Co-op due to the mass of regulatory changes since the general election in May 2015, all of which have been designed to prevent the further growth of renewable energy and community energy in the UK. These include the withdrawal, reinstatement and subsequent withdrawal (at very short notice) of EIS relief; the major changes to Feed-in tariffs resulting in their effective withdrawal from 15th January 2016 (except for pre-registered sites) which also made it more difficult to comply cost effectively with the EIS requirements; the withdrawal of the ability to pre-register sites from 30th September 2015; and a host of other changes, as well as continuing difficulty with the grid operators (which reduced the scale of our planned installations at a number of schools).

2. Key developments in 2015/6

Despite these challenges we:

- had a successful share offer under the EIS raising £407,000 in March-April 2015 to fund the planned (at that stage) installations at seven schools.
- installed solar pv at four of the seven schools we had identified in the March share offer; building structural reasons prevented us installing solar pv at the other three schools, which was very disappointing for us and the schools.

- installed solar pv at two further schools, utilising the balance of the funds raised under the March 2015 share offer.
- worked with the environmental group 10.10 to install solar panels at those of its schools which were part of their Solar Schools project and which wished to install a larger solar array than their fundraising alone would permit. The installation at Courthouse school is part of this project, and we installed a 47.84kW solar array there and the school invested the £16,000 it had raised for solar panels instead in shares of the Co-op.
- pre-registered 52 schools for solar panels in September 2015 shortly before the ability to pre-register was withdrawn and we have since been working with those schools to seek to install panels there, although for reasons explained in our July 2016 newsletter many of those will not proceed.
- held a further successful share offer, arranged at short notice, in November 2015 raising £712,106 under the EIS shortly before it was withdrawn. The proceeds of this offer were intended to fund the installation of solar pv at the pre-registered schools.
- obtained and distributed SEIS and EIS certificates in relation to qualifying investments made in shares in the Co-op.
- had a successful year's performance from our first solar pv installation at Glenleigh Park Primary Academy.

3. 2015/6 Financial Performance and Accounts

Financial performance in 2015/6 primarily represents a successful first full year of trading from our solar pv installation at Glenleigh Park Primary Academy, which accounts for just over half the turnover of the Co-op in this financial year. For the reasons explained in our report to members for the 2015 annual general meeting, the proceeds of the March share offer proved slower to invest than anticipated (and were not finally fully invested until January 2016) so we did not receive all the expected income from that share offer in 2015/6.

Including the brought forward surplus from 2014/5 of £1,537, the surplus funds for the year potentially available for distribution to members amount to £21,278 (including the proposed dividend to Glenleigh School of £918 referred to below, which appears as an expense in the accounts). We recommend to members that we distribute £20,984 of this to members including Glenleigh School.

The accounts have been prepared in accordance with the principles we set out in the share offers and the 2014/5 accounts: so the March share offer costs payable to Energy4All and the cost of installing the solar arrays we installed in 2015/6 have been capitalised and allocated to the capital cost of the successfully built sites. This includes the costs of surveys, EPC certificates and various project management expenses incurred on those sites. We depreciate the value of our solar arrays over the duration of their Feed-in Tariff, so the costs are depreciated over 20 years. Depreciation commences in the financial year after commissioning. So the 2015/6 accounts only include a depreciation charge for the Glenleigh Park installation.

The expenses of the Co-op reflect the fact that 2015/6 has very much been a year of development, as is 2016/7. We have incurred charges on surveys, EPCs and related charges on school sites which proved unable to proceed of £4,643 and we have incurred one off marketing costs of £2,170. We have treated these as expenses incurred in this year rather than capital costs. Similar charges on projects which proved not possible to proceed have been incurred in the current financial year. From 1st April 2017 we anticipate that expenses will be in line with projections.

Work in progress in the accounts represents costs, including fundraising costs, surveys and EPC costs, incurred in relation to schools where solar panels are being built in 2016/7.

4. Interest payable for 2015/6

The Board proposes that £20,066 be distributed as interest to members, representing annual interest of 3.5% for the 2015/6 year. We propose this is paid to members who subscribed for their shares under the August 2014 SEIS Offer and the March 2015 share offer without distinguishing between them. The March

share offer was always planned to be made at that stage. We also propose to include Courthouse School in this interest payment in full since their funds were available to the Co-op at that time, and for simplicity and to support the school, even though shares were not actually issued to them until June following the commissioning of their solar system.

We propose that no interest is paid on shares subscribed under the November 2015 share offer. That share offer was specifically brought forward to enable members to invest and receive EIS relief and no part of the proceeds of it was spent by the Co-op in the 2015/6 financial year. The November share offer made it clear that investors under that share offer would not receive a return of 5% until the first full financial year following the installation of the panels made with that investment – which will be in respect of the 2017/8 financial year.

The major part of the funds we raised in November is only being spent in August 2016 so will not benefit from the peak summer generation period. For this reason, we anticipate that we will recommend distinguishing between shares issued in November and shares issued prior to then also in relation to the current financial year when considering the rate of interest to distribute in respect of this year. For trading from 1st April 2017 all members should be treated equally for interest purposes.

Distribution of interest and dividends is determined by members at the annual general meeting. A resolution to pay interest as described above will be put to members. As a board we consider this resolution is the fairest approach to our members as a whole and best reflects the terms and benefits of the various share offers and the responses to the changing situations which the Co-op has dealt with. If members pass the resolution, we anticipate that interest will be paid in November, but its actual timing will depend on the receipt of the VAT refund the Co-op is due on its current installation programme.

5. Change to taxation on interest – up to £1,000 interest can be tax free

From 6th April 2016 basic rate income tax payers can receive £1,000 interest per annum tax free and 40% income tax payers can receive £500 interest per annum tax free. Interest paid by the Co-op may now be tax free for some members.

6. Payment of our first dividend to Schools – to Glenleigh Park Primary Academy

In addition to receiving low cost electricity, our member schools receive the profits of the Co-op to the extent they exceed a return on capital of 5%, with that rate being adjusted for inflation.

We recommend that a dividend of £918 is paid to Glenleigh School. This allows for the income from and the direct costs of their solar pv system, the depreciation charge relating to it, an interest charge of 5% on capital invested and their share of the higher administration charges the Co-op is incurring in this start-up phase.

Under the agreement with them they are not strictly entitled to a dividend at this stage since dividends paid to schools represent the amount that profits exceed a return of 5% on share capital, and profits have not reached that threshold in this year. But we do not consider it right to enforce that provision this year for this school. The school has done everything it could. Its solar pv system has delivered well. They were our pioneer launch school so enabled the project to happen, and showed great trust in us which should reciprocate. We should demonstrate that, as we say, we are different from the commercial sector that also funds school solar arrays in that we are genuinely seeking to support our school members. The academy chain of which Glenleigh is part has introduced 3 other schools to us, 2 of which proceeded and we should support them. Also Glenleigh School are very keen to install LEDs and for us to work with them on that.

We are also keen to demonstrate to other schools that we deliver on our dividend promise – it is real if we perform as intended. This sharing of benefits approach distinguishes us from the commercial sector, as does our supportive ethos.

No other school qualifies for a dividend – it is not paid in respect of the financial year in which the system is installed.

7. Installations and operations. 2015/6 generation

All our solar panels arrays are currently working well and all except the installation at Courthouse have so far have generated ahead or in-line with expectations at the time of installation, but we have little data yet. Our first seven sites have now been successfully registered for FIT.

Most of the electricity we generate is sold to and used by our school members. The remainder is sold to Co-operative Energy and “exported” from the school via the grid. The panels at Glenleigh school in particular generate more electricity than the school uses. This electricity is available for customers of Co-operative Energy to buy under its “user chooser” system, so our members could buy power generated at this school and we hope they will consider this. If you wish to receive more information about this, please contact us.

Details of generation by school are set out in the following table:

School	Capacity in kW	Commissioning month	2015/6 generation (kWh)
Glenleigh, Bexhill	150	September 2014	150,701
Courthouse, Maidenhead	47.84	June 2015	27,687
Oakwood, Eastbourne	47.32	August 2015	21,987
Ashlyns, Berkhamsted	49.92	October 2015	5,200
Shenfield	79.03	December 2015	9,781
Heron Park, Eastbourne	29.64	December 2015	4,568
Fullbrook, West Byfleet	42.9	January 2016	5,142
Total	446.65		225,066

8. Carbon Savings

Our work in 2015/6 resulted in carbon dioxide savings of approximately 119 tonnes from generation. In that year we generated the equivalent of the electricity consumption of 59 average households. Our individual members together comprise about 235 households.

9. Operations

Rachael has been our professional project manager throughout 2015/6, supported by the staff of Energy4All, the board and volunteers. Until 1st January 2016 Rachael was employed by Wey Valley Wood Fuel Energy Co-operative where her role was to manage existing and develop new community renewable energy projects, including for our Co-op. Payment for her work for the Co-op was made by Energy4All, as part of the management fee it charges the Co-op. On 1st January 2016 Rachael joined Energy4All as a full time project manager and in that position continues as our project manager. This has simplified arrangements, as well as providing career progression, support and security for Rachael.

As mentioned in the November circular to members the one off project management charge per site made by Energy4All has increased to £30 per kW (from £20 per kW), to reflect the time taken, but the increase in that charge is reflected in the arrangements with the schools so returns to members are not affected.

I do wish to commend the work of our contractors Joju Solar, with whom we have been working very closely to deliver this project. They have committed a significant amount of time at their risk on this project, which has very much been a partnership between the Co-op, Energy4All and Joju, and which could not have been done without them. I am pleased to see that their work is being recognised once again by their being short listed for various of the Solar Power Portal Awards, the leading awards in the solar trades business sector. During August we have required a massive commitment from Joju as they have been

building a large number of school sites for us simultaneously (whilst also undertaking similar work for several other community energy organisations all operating to the same deadlines as us).

10. Developments from April to September 2016 and their funding

Our priority since April has been to install solar panels on as many of our pre-registered schools as proves practical and to ensure that all the funds raised under the EIS would be spent within two years of the share offer on developing the business. At present it seems that we will just achieve this at the time of writing. As recently as early July we had anticipated that we may need to borrow as much as a further £450,000 to fund the installations at all the schools we were working with, but since then further projects have been delayed, had unsuccessful surveys or planning applications or suffered from a change of mind or personnel at schools, or simply decisions have not been made in time by schools.

We still anticipate that we will be able to install some further solar arrays at pre-registered schools in September.

From April 2016 to today we have undertaken the following installations of solar pv at schools:

School	Our partner	Month of commissioning	Solar Panel Array Capacity, in kW	Anticipated annual output in kWh
Middleton, Leeds	10.10	June 2016	29.12	24,956
Duckmanton, nr Chesterfield	Four Winds	August 2016	29.64	24,631
Hemlington, Middlesborough	10.10	August 2016	29.64	24,838
Castlebar, Ealing	Transition Ealing and Ealing Council	August 2016	19.76	16,262
Grange, Ealing	Transition Ealing and Ealing Council	August 2016	8.84	7,320
Acland Burghley, Camden	Camden Council	August 2016	48.36	41,203
Stalham, Norwich	PCH	August 2016	42.64	36,713
Sheringham, Norfolk	PCH	August 2016	47.84	41,238
Hitchin	PCH	August 2016	47.06	39,954
Newmarket	PCH	August 2016	11.44	9,484
Samuel Ward, Haverhill	PCH	August 2016	26	23,296
Greenacre, Chatham	PCH	August 2016	48.88	46,876

Warren Wood, Rochester	PCH	August 2016	35.08	33,782
Southend Prince Avenue	PCH	August 2016	45.76	41,733
Holt Farm, Rochford	PCH	August 2016	29.9	26,073
Westfield, Haverhill	PCH	August 2016	36.92	29,536
Total			536.88	467,895

We have to pay VAT of 20% on our expenditure. Although this is reclaimed in due course HMRC are often not very prompt in paying back substantial amounts. We have budgeted to receive this payment in November. Initially we had planned to borrow the sum due for VAT from Triodos Bank, as part of a larger arrangement whereby they funded our capital requirements to the extent our share capital was insufficient. It now seems less likely that we will need to do this, so we are seeking at present to cover that liability by deferring (with their agreement) certain payments to Joju Solar and Energy4All both of whom are being very supportive. We also have the advantage of being a member of the Energy4All family of energy co-operatives which often lend money to each other on flexible and advantageous terms, to support each other's development in situations such as this.

11. SEIS and EIS relief on the Co-op's share issues

I am pleased to report that SEIS relief was successfully obtained for the launch share offer made in August 2014 and SEIS certificates have been distributed to members who subscribed under that share issue. EIS relief was granted for the February and November 2015 share issues and the EIS certificates have been distributed to members who subscribed under those share issues.

12. Return of capital invested - share buyback potentially at the end of March 2019

An investment in the Co-op is in principle is for 20 years and is for a minimum of three years in order to remain a qualifying investment for EIS tax relief. The effect of the November 2015 share issue is that the period during which the Co-op must continue to comply with the EIS rules continues to the end of November 2018.

Under the rules of the EIS there can be no arrangements or binding commitments in place to enable a realisation of shares, but the Co-op can give an indication of an exit route. As such an indication the Co-op currently envisages, if it has sufficient funds and members agree, that 15% of its shares might be bought back by the Co-op in March 2019 (or March 2020 to allow all the capital raised to be used for at least three years in the business) and about 5% of its shares might be bought back each year thereafter. The financial modelling we have done indicates that this is a reasonable expectation.

We anticipate members who wished to redeem their shares would be given priority, and any remaining shares would be redeemed in proportion to Members' shareholdings. All redemptions would be at the par value of £1.

13. Board changes

I am delighted that Andy Rolfe has volunteered to stand as a director. He was active in developing schools in Ealing to join the Co-op and we continue to work closely with Ealing Council and Transition Ealing of which he is a member. Notwithstanding the major reduction in FIT rates we hope that it will be possible to develop solar panels on further schools using our contacts with Ealing Council and Andy will be helpful in this regard.

Rod Edge and Richard Watson both retire at the annual general meeting by rotation and I am delighted to report that they have both offered to stand for a further term; their experience in community energy will continue to be of great value to the Co-op.

If members appoint all three directors the number will increase by one to six, which is still less than the maximum of seven permitted by the rules of the Co-op.

14. Future developments from end September 2016 onwards

At the agm I will encourage a general discussion on the future development of the Co-op.

Our definite priorities from the end of September 2016 are:

- to successfully register the installations we have made for FIT. This is not straightforward and has been made much more difficult by the effective withdrawal of the FIT;
- to complete aspects of the installations, such as export meters, export arrangements and educational monitors;
- to monitor all new installations closely to ensure that they are operating satisfactorily and to undertake any necessary repairs or changes;
- to set up the systems we need for efficient operation of this number of school systems;
- to work with Co-operative Energy to continue to enable at least one of our schools to be part of their “user chooser” scheme;
- To establish good relations with our school members and to support them in their use of the panels, their educational role and undertake other energy related matters. As mentioned above a number of the schools we work with would benefit from LED lighting.

There is plenty to do! We anticipate that this follow up work will take at least one year.

We also wish to explore continuing to install solar panels on schools at current FIT rates. Such installations remain viable in certain situations, although the financial benefits for schools are much less. We currently envisage that we would borrow from Triodos Bank to fund these installations at rates which are lower than those we currently pay to members. We will have the systems in place to manage new installations cost effectively for the long term.

Most of the commercial sector has withdrawn from funding solar panels on schools – we are aware only of two other businesses still continuing to offer funding, and we anticipate that there will be a continuing demand from schools.

Our initial aim was to build the Co-op to a scale of about 25 school solar arrays funded by a series of share offers. We should have achieved this initial goal by the end of September, more quickly than anticipated, but the FIT changes mean that growth thereafter is likely to be slower than we had originally hoped. The Co-op aims to continue to offer schools the opportunity to work with the community co-operative energy sector, rather than the commercial sector (often for reasons of trust and our values). We may be able to increase our work with local community energy groups to deliver renewable energy installations through our Co-op (with the long term support and the backing of Energy4All that it provides), rather than themselves undertaking the 20-year commitment that a standalone community energy enterprise entails, particularly now that financial margins are very tight under the new FIT rates.

15. Further information about the Resolutions to be proposed at the Annual General Meeting

Motion 1: *to approve the minutes of the Annual General Meeting held on 15th October 2015.*

These minutes are available on the Co-op’s web site. Please let Annette know if you wish a copy to be emailed to you.

Motion 2: *to receive and adopt the Report of the Directors and the unaudited financial statements for the year ended 31st March 2016, together with the report of the accountants thereon.*

Further information about the accounts is given above.

Motion 3: *to approve the distribution of £20,066 of the Co-operative's surplus for the year by way of share interest (an interest rate of 3.5%) on shares subscribed by the end of June 2015; and to pay a dividend of £918 to Glenleigh Park Primary Academy.*

Further information about the proposed payment of interest and dividend is given above.

Motion 4: *to disapply the obligation of the Co-operative to appoint auditors pursuant to Section 84 of the Co-operative and Community Benefit Societies Act 2014 so that an audit of the accounts of the Co-operative shall not take place for the Co-operative's year of account ending 31st March 2017.*

The Co-op passed a similar motion last year, and in consequence the accounts presented to you this year for approval have been reviewed and reported on but not audited by the Co-op's accountants, Melville & Co. The Board does not consider it is appropriate to incur the additional cost of an audit (about £1,000) for such a small business.

It is for the members to decide each year whether to have an audit or whether to have instead a review and report. Therefore, this motion being proposed at the Annual General Meeting by the Board is that the Co-op disapply the obligation to appoint auditors pursuant to the powers granted to it under Section 84 of the Co-operative and Community Benefit Societies Act 2014 so that an audit of the accounts of the Co-op shall not take place for the year ending 31st March 2017, but instead those accounts will be reviewed in accordance with Section 9 of that Act.

Motion 5: *to appoint the firm of Melville & Co, Chartered Accountants, as the appropriate person to make a report on the accounts and balance sheet of the Co-operative for the Co-operative's year of account ending 31st March 2017 at a fee to be agreed by the Board.*

Melville & Co are local to Energy4All and are experienced in advising and reporting on the accounts of energy co-operatives such as your Co-op. The Co-op's financial books are being maintained by Energy4All for us at their Barrow office, so having accountants local to that office is more cost effective. Melville & Co are very competitively priced, which is also important. We recommend that they be appointed. They will also assist the Co-op on its tax computations and returns and will make the Co-op's tax return and capital allowances claims for the year ending 31st March 2016.

Election of directors:

Motion 6: *to reappoint Rod Edge as a director of the Co-operative.*

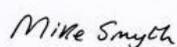
Motion 7: *to reappoint Richard Watson as a director of the Co-operative.*

Motion 8: *to appoint Andy Rolfe as a director of the Co-operative.*

Further information about the directors is given in the document headed "Nominations to the Board". The number of directors proposed does not exceed the maximum number permitted so there will not be a "competitive" ballot. The Board supports the appointment of each of the directors proposed.

I look forward to meeting you and welcoming you to the AGM on 27th September.

Yours sincerely



Mike Smyth
Chair, The Schools' Energy Co-operative Limited
info@schools-energy-coop.co.uk

The Schools' Energy Co-operative Limited
Notice of Annual General Meeting to be held on
Tuesday 27th September 2016

Notice is hereby given that the Annual General Meeting of members of the Co-op will be held at 7 pm on Tuesday 27th September 2016 at The Guildford Institute, Ward Street, Guildford GU1 4LH for the following purposes:

Agenda

1. Introductions and welcome.
2. **Motion 1:** to approve the minutes of the Annual General Meeting held on 15th October 2015.
3. **Motion 2:** to receive and adopt the Report of the Directors and the unaudited financial statements for the year ended 31st March 2016, together with the report of the accountants thereon.
4. **Motion 3:** to approve the distribution of £20,066 of the Co-operative's surplus by way of share interest (an interest rate of 3.5%) on shares subscribed for by the end of June 2015; and to pay a dividend of £918 to Glenleigh Park Primary Academy.
5. **Motion 4:** to disapply the obligation of the Co-operative to appoint auditors pursuant to Section 84 of the Co-operative and Community Benefit Societies Act 2014 so that an audit of the accounts of the Co-operative shall not take place for the Co-operative's year of account ending 31st March 2017.
6. **Motion 5:** to appoint the firm of Melville & Co, Chartered Accountants, as the appropriate person to make a report on the accounts and balance sheet of the Co-operative for the Co-operative's year of account ending 31st March 2017 at a fee to be agreed by the Board.
7. Election of directors:
Motion 6: to reappoint Rod Edge as a director of the Co-operative.
Motion 7: to reappoint Richard Watson as a director of the Co-operative.
Motion 8: to appoint Andy Rolfe as a director of the Co-operative.
8. Any other business.

Close of formal business

By order of the Board:
Annette Heslop,
Company Secretary
8th September 2016

Registered Office:
Unit 26, Trinity Enterprise Centre
Furness Business Park
Barrow in Furness
LA14 2PN

Please refer to the email for instructions on voting.

Nominations to the Board

The Rules allow for a maximum of seven Board members. Both Rod Edge and Richard Watson will retire by rotation and both will seek re-election. A competitive ballot is not required as the total number of Board members will not exceed seven. Members are asked to re-elect Rod Edge and Richard Watson and to elect Andy Rolfe.

Biographical Note

Retiring Directors seeking re-election

Rod Edge BSc ACA

Rod is a Chartered Accountant and former submariner who lives in Hambledon, Surrey. He founded and was the chief executive of Keepsafe Limited, a multi-site self-storage business headquartered in Farnham, which was sold in 2007. Over ten years he built that business into one of the largest self-storage businesses in the UK. He has particular expertise in property management and construction. He was a founder of this co-operative as well as of Wey Valley Solar Schools Energy Co-operative and Springbok Sustainable Wood Heat Co-operative.

Richard Watson

Richard is the co-founder and director of Energise Sussex Coast, a community energy co-op set up to help residents of Rother and Hastings generate and save energy and Community Energy South, a network of Community Energy Groups in the South East. Prior to that he has been a renewable energy consultant and environmental journalist working for the Environmental Change Institute of Oxford University, the International Co-operative Alliance and the Wildlife Trusts.

New Candidate

Andy Rolfe

Andy writes as follows:

“I believe that I can contribute to the management of the Schools' Energy Co-operative as I have both technical experience in renewable energy systems, and experience of being a company director. I have experience of working with community energy groups, and being semi-retired I also have the time to make a contribution to the co-operative. I am committed to and enthusiastic about renewable energy, and particularly community-based initiatives. I have had a solar PV installation on my own home since 2009.

I hold a first degree in Electrical Engineering, and a Masters degree in science, technology and environment, focusing on the social, environment and economic aspects of UK energy supply. I am also a qualified electrician. Currently I teach energy systems and sustainability for the Open University, with a focus on renewable energy technologies, working about 0.25 full-time equivalent.

I have served as a legal Director for two IT companies, and I was part of the management team of five people that founded, grew and finally sold an IT business called Logical Networks plc between 1988 and 1997.

I am a member of Ealing Transition's community energy project team. Working with The Schools' Energy Co-operative and Ealing Council, we successfully applied for feed-in-tariff pre-registration for a number of schools in Ealing. By the time of the AGM we should know if any of these have made it through all of the subsequent hurdles to installation.

I have also been a volunteer energy assessor for the South West London Environmental Network since 2014, carrying out energy assessments with a focus on schools. My other voluntary experience includes serving for 3 years as IT advisor to St Benedict's School, Ealing.”