



Minutes

Board of Trustees Meeting																													
Date and Time: 24.11.10 at 2pm	Venue: Southend High School for Boys																												
Attendees	<table border="0"> <tr> <td>Franklin Hartle</td> <td>Chair</td> </tr> <tr> <td>Ashley Eastwood</td> <td>Thorpe Greenways Junior School</td> </tr> <tr> <td>Robin Bevan</td> <td>Southend High School for Boys</td> </tr> <tr> <td>Marianne Turner</td> <td>Blenheim Primary School</td> </tr> <tr> <td>Margaret Rimmer</td> <td>Kingsdown School</td> </tr> <tr> <td>Denise Allen</td> <td>Chase High School</td> </tr> <tr> <td>Bob Knight</td> <td>Darlinghurst Primary School</td> </tr> <tr> <td>Cheryl Woolf</td> <td>West Leigh Primary</td> </tr> <tr> <td>Angela Hutchinson</td> <td>Bournemouth Park Primary</td> </tr> <tr> <td>Jane Theadom</td> <td>LA Member</td> </tr> <tr> <td>Colette Bailey</td> <td>Metal Culture Limited</td> </tr> <tr> <td>Sandra Roberts</td> <td>Southend Education Trust</td> </tr> <tr> <td>Gill Clifton</td> <td>Southend Education Trust</td> </tr> <tr> <td>Sue Geeson</td> <td>Southend Education Trust</td> </tr> </table>	Franklin Hartle	Chair	Ashley Eastwood	Thorpe Greenways Junior School	Robin Bevan	Southend High School for Boys	Marianne Turner	Blenheim Primary School	Margaret Rimmer	Kingsdown School	Denise Allen	Chase High School	Bob Knight	Darlinghurst Primary School	Cheryl Woolf	West Leigh Primary	Angela Hutchinson	Bournemouth Park Primary	Jane Theadom	LA Member	Colette Bailey	Metal Culture Limited	Sandra Roberts	Southend Education Trust	Gill Clifton	Southend Education Trust	Sue Geeson	Southend Education Trust
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Note taker	Christie Hartshorn																												
1. Welcome and Apologies																													
<p>FH welcome Colette Bailey and Angela Hutchinson to their first meeting. Apologies were received from David Osborn.</p> <p>FH also welcomed Pat Barron of St Bernards High, Frances Neil of St Mary's CofE Primary and Mark Schofield of Shoeburyness High who joined the meeting to table their proposal from Learning Communities (Item 6).</p>																													
Action Items	Person Responsible																												
None																													
2. Notes of Previous Meeting																													
<p>The notes of the previous meeting dated 16th September 2010 were agreed and signed by the Chair.</p>																													
Action Items	Person Responsible																												
Signed and file.	CH																												
3. Matters Arising																													
<p>Cheryl Woolf will remain on the Board.</p>																													
Action Items	Person Responsible																												
None																													



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4. Quarterly report on Operational Plan	
The report was tabled for the Board; the report is now using the Red/Amber/Green system to indicate priority items. It was noted that there are no current concerns that staff are not seeking to address.	
Action Items	Person Responsible
Keep under review.	SG/GC
5. Agree CEO performance objectives	
This item was deferred to the next meeting.	
Action Items	Person Responsible
Put on next agenda.	CH
6. a. Report on Future Strategy 2011 - 2014	
SR tabled a report to the Trustees giving details the overall purpose of SET and how she perceives the future of SET, she also gave a presentation to explain in more detail the information that was tabled. Five activities were put forward for discussions.	
<ol style="list-style-type: none"> 1. Support Learning Communities (LC) – the Board agreed SET has a role to nurture new emerging LC's. It was agreed that the Board will need criteria with which to evaluate requests for funding. 2. Secure new premises – the Board agreed that the Trust should buy a property as soon as possible with enough capacity to sublet and provide spaces for meetings/training. 3. Transform or end existing programmes – the Board agreed that the proposals in the agenda are coherent and these should now be passed onto the sub committees to confirm and develop plans. 4. Develop new business products – the Board agreed that the Business Development Steering Group should starting planning to move forward in the light of the proposals in SR's paper. 5. Seek additional sources of grant funding – the Board agreed 	
Membership – the Board agreed that SR should have a one to one discussion with each member of the Full Partnership about:-	
<ul style="list-style-type: none"> • the Board's agreed strategy • their capacity to participate in Trust work • opportunities the Trust can provide for groups of schools 	
Action Items	Person Responsible
<ul style="list-style-type: none"> • Draft criteria for bids from groups of schools to be agreed at the next meeting • Arrange a meeting with partnership Headteachers 	<p>SR</p> <p>SR/CH</p>



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<ul style="list-style-type: none"> • Arrange meeting of Business Development Group • Maintain progress on existing operational plan • Engage with National College Challenge Workshops • Develop offer as umbrella organisation with Learning communities – write to all schools and visit if possible • Investigate how to become accredited schools provider • Secure premises and plan move • Transform or end existing programme – liaise with all existing co-ordinators to ensure all aware of decisions and if appropriate ask for plans • Open discussions on formal partnerships with STTP 	<p style="text-align: center;">SR/CH ALL SR/Trustees/LA SR</p> <p style="text-align: center;">SR SR SG/GC</p> <p style="text-align: center;">SR/BK</p>
<p>6. b. Proposals from Mark Schofield and Pat Barron/Frances Neil</p>	
<p>Two proposals were put forward inline with papers circulated. MS, FN and PB left the meeting, AE declared an interest and some discussion took place.</p> <p>It was agreed that the proposals were running inline with the strategy we want to pursue but that the Board was not in a position to agree the proposals without having clear criteria against which to evaluate them. It was agreed to inform MS and PB that when criteria are available they will be asked to resubmit their proposals along with any from other groups for Board approval. SR asked to ensure draft criteria are available for discussion and approval at the next meeting on 18th January 2011. The following points to be included:-</p> <p>Clusters (LC's) to;</p> <ul style="list-style-type: none"> • Meet the Robert Hill definition of school partnerships. • Have a long term vision and plan for sustainability. • Understand any funding provided would be tapered to ensure an exit strategy. • Embrace and demonstrate innovation • State clearly how any funding would be spent and monitored/evaluated. • Demonstrate how their activity would have positive impact within and outside the Cluster. • State how the LC can benefit SET as an organisation over time. 	
<p>7. Membership of Board & Committees</p>	
<p>An update was tabled for the Board to note and approve.</p>	
<p>Action Items</p>	<p>Person Responsible</p>
<p>Keep list up to date.</p>	<p style="text-align: center;">CH</p>



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8. Register of business interests update	
The Board was asked if there were any updates to the register – NO updates were noted.	
Action Items	Person Responsible
CH to upload new Trustee forms on website.	CH
9. Any other business	
None.	
Action Items	Person Responsible
10. Date, time and place of next meeting	
Tuesday 18 th January 2010 at 2pm – venue tbc, possibly Metal at Chalkwell Park. Note – The first Business Development Steering Group meeting will follow this Board of Trustees meeting.	
Action Items	Person Responsible
CH to confirm venue with CB.	CH

Agreed _____ Date _____