



# SOUTHEND EDUCATION TRUST

## NOTES BOARD OF TRUSTEES MEETING 13<sup>th</sup> July 2010 at 2.00pm at Milton Hall Primary

### Present:

Franklin Hartle	Chair
Ashley Eastwood	Thorpe Greenways Junior School
Margaret Haynes	Milton Hall Primary School
Robin Bevan	Southend High School for Boys
Marianne Turner	Blenheim Primary School
Margaret Rimmer	Kingsdown School
Denise Allen	Chase High School
Jane Theadom	LA Member
Sandra Roberts	Southend Education Trust
Gill Clifton	Southend Education Trust
Sue Geeson	Southend Education Trust
Christie Hartshorn	Southend Education Trust
Paula Fisher	Practical HR

### Apologies

Bob Knight	Darlinghurst Primary School
Pat Elliott	Lay Member
Cheryl Woolf	West Leigh Junior School

### Absent

David Osborn	Clouders
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Agenda Item		Action
1.	<b>Welcome and Apologies</b> Apologies were received from Bob Knight, Pat Elliot, Cheryl Woolf and David Osborn.	
2.	<b>Notes of Previous Meeting</b> The notes of the previous meeting dated 16 <sup>th</sup> March were agreed and signed by the Chair.	
3.	<b>Matter Arising</b> Belfairs project – Gill Clifton is still working on this with John Dupre, the funding was agreed for the next 2 years but Belfairs feel that they cannot take the risk of employing 7 people and therefore SET is going to take over the project and offer the current Belfairs Counsellors the opportunity to work on a consultancy basis. This is a step towards making the project more sustainable in the future.	<b>GC</b>
4.	<b>Board Self Review and Skills Analysis</b> SR introduced Paula Fisher from Practical HR to the Board, PF is also the Director of Scollar Associates and a member of the Remuneration & HR Committee. PF is currently working with FH on the 360 appraisal for CEO and also gathering information to support the Board Self Evaluation.  PF went through some questions with the Board. This will enable PF to carry out a Gap Analysis and provide the Board with information to agree priorities. PF will provide a report within the month.	<b>PF/SR</b>
5.	<b>2010/2011 Operational Plan</b> The draft Operational Plan was <b>agreed</b> . It was also agreed more work needs to be done on targets, outputs and outcomes and a format for monitoring was <b>agreed</b> . The Core Business section of the Monitoring Plan is the responsibility of the Board to scrutinise, all other sections will be scrutinised by the appropriate sub-committees reporting to the Board.  It was <b>agreed</b> that the Monitoring Plan will be on September's agenda.	<b>SR</b>

6.	<p><b>Update on commissioned services</b></p> <p><b>Workforce Development, ICT and Music Services</b>  There have been several meetings with Jane Theadom, Alan Stubbersfield and Sue Hadley since the last Board meeting. SR reported that she believes the intention is for SET to be commissioned to deliver Workforce Development and ICT for the LA. Although nothing in writing Jane Theadom agreed this is also her understanding. The Board <b>agreed</b> this is a positive move forward for SET. SET may also be able to put in a competitive tender for Music Services in the Autumn.</p> <p>It was <b>agreed</b> that SR should continue to meet with JT/SH to progress this.</p> <p><b>School Improvement</b>  JT explained that there are 2 vacancies within the LA School Improvement Team – Head of School Improvement and Advisor – these roles need to be advertised during August. JT welcomes an open discussion with SET on different methods of delivering and exploring more options before the roles are advertised.</p> <p>Discussions then took place about the role of SET in relation to School Improvement. It was agreed:-</p> <ol style="list-style-type: none"> <li>1) that alternative models should be explored with some urgency.</li> <li>2) that the 2 current vacancies in School Improvement should be put on hold.</li> <li>3) that the job descriptions for both roles should be circulated to Board Members to help inform any ideas/proposals.</li> <li>4) that <b>all</b> Trustees should be invited to attend a follow up meeting with Jane on Wednesday 21<sup>st</sup> July at 8am at Kingsdown School to explore the options further.</li> </ol>	<p style="text-align: center;">SR/JT</p> <p style="text-align: center;">SR</p>
7.	<p><b>Board Membership</b>  A draft nomination paper was presented to the Board for approval. It was <b>agreed</b>.</p> <p><b>Nominations made at the meeting:</b>  Denise Allen nominated Robin Bevan to serve as a Trustee for a further term  Margaret Rimmer nominated Ashley Eastwood to serve as a Trustee for a further term</p> <p>Pat Elliot's resignation was accepted.</p> <p>Cheryl Woolf requested a sabbatical for a year. This was declined.</p>	<p style="text-align: center;">SR</p>
8.	<p><b>Premises update</b>  SET will have to move out of the Civic Centre by the end of the year and is therefore looking for a property to buy/rent. A shortlist of possible premises was presented.</p> <p>The Board <b>agreed</b> that SR should draw up a business plan for each property on the short list to present to the next meeting.</p>	<p style="text-align: center;">SR</p>
9.	<p><b>Termly report on projects</b>  GC/SG gave an overview of the current projects. This was noted.</p> <p>SG reported that the Employment Engagement Officer has resigned. The Board <b>agreed</b> that this role will not be replaced.</p>	
10.	<p><b>Any other business</b>  The Board received an evaluation report on the Seizing Success Conference. It was noted.</p> <p>The Board <b>agreed</b> that in the current economic climate it is not appropriate to go ahead with the conference planned for 18<sup>th</sup> March. SR to liaise with any schools that would like to be involved in a much smaller collaborative venture.</p> <p>FH announced that it was Margaret Haynes last meeting as she retires at the end of term, FH thanked Margaret on behalf of the Board for being a member and a gracious host and wished her the best in the future.</p> <p>He also asked for a letter to be sent to Pat Elliot wishing her well and thanking her for her hard work and contribution.</p> <p>RB has offered to host the meetings from September at SHSB.</p>	
11.	<p><b>Date and time of next meeting</b>  Thursday 16<sup>th</sup> September at 2pm at Southend High School for Boys.</p>	

Agreed ..... Date.....