



Minutes

Board of Trustees Meeting																							
Date and Time: 18.01.11 at 2pm	Venue: Metal, Chalkwell Hall																						
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>Denise Allen</td> <td>Chase High 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>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	Denise Allen	Chase High School	Cheryl Woolf	West Leigh Primary	Angela Hutchinson	Bournemouth Park Primary	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																							
Apologies were received from David Osborn, Bob Knight, Jane Theadom and Margaret Rimmer.																							
It was noted that the group was not quorate. SR to contact absent members on any decisions to confirm or reject.																							
Action Items	Person Responsible																						
SR to contact absent members on any recommendations.	SR																						
2. Notes of Previous Meeting																							
The notes of the previous meeting dated 24 th November 2010 were agreed and signed by the Chair.																							
Action Items	Person Responsible																						
Signed and file.	CH																						
3. Matters Arising																							
None.																							
Action Items	Person Responsible																						
None																							



Minutes

4. Ensure Charity Commission Annual Return filed by 31 January 2011	
SR tabled proof of the Annual Return being filed online before 31st January.	
Action Items	Person Responsible
5. 3 Year Strategic Plan	
This item was deferred to the next meeting.	
Action Items	Person Responsible
Put on next agenda.	CH
6. Quarterly report on operational plan (up to 31 Dec)	
SR tabled the quarterly report for the Board to revisit the Core Business section. Progress was noted and omissions discussed.	
Newsletters – the Board agreed that a newsletter would be beneficial for SET and also would be a good way of attracting future business. Currently several projects produce newsletters for teachers. These to continue as appropriate.	
SG reported that she is currently still looking for potential premises. There are a few on the market that are viable, 2 on Garrisons which are brand new and the price is negotiable and 1 on Stock Road which would need refurbishing. SG has 4 other properties to view this week and once these have been viewed she will be producing a shortlist.	
SR informed the Board that by 22 nd January she will have met with almost all Headteachers as agreed. The meetings have been productive. When all are complete SR to produce a report.	
Action Items	Person Responsible
Produce a report.	SR
7. Revised operational plan from Jan 2011	
SR presented a revised operational plan to add to the existing plan for approval.	
Agreed:	
1) revised budget (pages 2/3)	
2) actions as set out pages (4/5)	
Southend Festival of Learning	
SR tabled information regarding the 'Festival of Learning' which will be held between 28 th February – 8 th April 2011 at Star Lane in Shoebury.	
The Board agreed that an outline programme will be shared at the Full Partnership meeting to ensure all aspects of interest to schools are covered.	
<ul style="list-style-type: none"> - The Board agreed with the idea of Festival Visits - The Board agreed with the level of hosting fees proposed - The Board agreed paying supply cover up to £500 per school 	



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An additional paper was tabled 'Southend Partnership Prospectus'.

Southend Partnership Prospectus

The Board discussed the document and agreed that SET needs to move away from schools seeing them as an organisation that just gives/grants money to them. SET is looking to work with groups of schools in co-created and jointly-funded projects which will be of benefit to all schools in the town.

The Board **agreed** that no papers would be sent out until after the Challenge Workshop in Northampton on 26/27 January and the group that attends the workshop will put together a report which can be presented at the Full Partnership Meeting on 2nd February 2011.

Action Items	Person Responsible
Northampton group to plan Full Partnership Meeting.	SR
8. Quarterly report on finances (up to 31 Dec)	
This item was deferred to the next meeting as the report has not been scrutinised by the Audit & Risk Committee.	
Action Items	Person Responsible
Put on next agenda.	CH
9. Funding Devolved to Schools	
SR tabled a spreadsheet of all funding given to schools linked with each project – for information only.	
Action Items	Person Responsible
None	
10. Ratify policies and decisions agreed by committees and receive reports	
4 new policies were tabled that have been agreed by the Remuneration and HR Committee. <ul style="list-style-type: none"> - Travel - Social Networking - Inclement Weather - Recruitment of Exoffenders <p>The Board ratified all 4 policies.</p>	
Action Items	Person Responsible
All policies ratified and uploaded onto the HR website.	CH



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11. Royal Garden Party 2011	
The Board agreed to nominate Frank Gulley to attend the Royal Garden Party in June/July 2011.	
Action Items	Person Responsible
SR to write to Frank Gulley inviting him and a guest to attend the Royal Garden Party.	SR
12. Register of Business Interests update	
CH asked the Board if anyone had any Business Interests updates – no updates were given.	
Action Items	Person Responsible
None	
13. Any other business	
Seizing Success Conference (NCSL) Birmingham – June 2011	
The Board agreed that due to the positive feedback from last year SET should pay for transport, accommodation and dinner so that schools that want to attend will only have to pay conference fees.	
Action Items	Person Responsible
Write to all Headteachers giving them details of the Seizing Success Conference and find out numbers of interest.	SR
14. Date of next meeting	
Tuesday 15 th March 2011 at 2pm, venue to be confirmed but maybe held at the Thames to Tama exhibition at Star Lane, Shoebury.	
Action Items	Person Responsible
CH to book a place at Star Lane	CH

Meeting closed at 3.40pm

Agreed _____ **Date** _____



Minutes

Board of Trustees Meeting

Date and Time: 18.01.11 at 2pm

Venue: Metal, Chalkwell Hall

Actions to complete before next meeting

Action	Person Responsible	Comments
Item 1 Contact the absent members to approve/disagree the decisions made.	SR	✓
Item 5 Add strategic plan to next agenda.	CH	✓
Item 6 Produce a report on the CEO visits to Southend schools. Add CEO report on visits to next agenda.	SR CH	✓ ✓
Item 7 Northampton group to plan Full Partnership Meeting.	SR	✓
Item 8 Add finance report to next agenda.	CH	✓
Item 10 Upload ratified policies onto the HR website.	CH	✓
Item 11 Invite F. Gulley to Royal Garden Party.	SR	✓
Item 13 Write to all Headteachers giving them details of the Seizing Success Conference and book places.	SR	✓
Item 14 Book Star Lane as venue for next meeting.	CH	✓