



# Draft Minutes

Full Partnership AGM		
Date and Time: 13 <sup>th</sup> October 2010 at 3pm		Venue: Park Inn, Palace Hotel
Attendees	Gyl Wood	Barons Court Infant School
	Marianne Turner	Blenheim Primary School
	Will Brogan	Bournemouth Park Primary
	Amanda Keech	Bournes Green Infant School
	Elaine Palmer	Chalkwell Infant School
	Bob Knight	Darlinghurst Primary School
	Alison Picknell	Earls Hall Infant School
	Lynn Morris	Earls Hall Junior School
	Cheryl Woolf	Eastwood Primary School
	Jim Johnson	Edwards Hall Primary School
	Lee Pinchback	Fairways Primary School
	Jacqueline King	Friars Primary School
	Simon Carpenter	Future Community College
	Lisa Clark	Hamstel Infant School
	Paul Gwilliam	Hamstel Junior School
	Pauline Lucas	Leigh Infant School
	Martin Frampton	Leigh North Street Junior School
	Andrew Smith	Milton Hall Primary School
	Ros Ferdinand	Porters Grange Primary School
	William Hill	Prince Avenue Primary School
	Sally Nutman	Sacred Heart Catholic Primary School
	Paul Parascandolo	St George's Catholic Primary School
	Elizabeth Mouchel	St Helen's Catholic Primary School
	Frances Neil	St Mary's Church of England Primary School
	Frank Gulley	Temple Sutton Primary School
	Jenny Davies	The Westborough School
	Denise Knight	Thorpe Greenways Infants School
	Ashley Eastwood	Thorpe Greenways Junior School
	Nick Booth	Thorpedene Infants School
	Mary Clarke	West Leigh Infants School
	Cheryl Woolf	West Leigh Junior School
	John Duprey	Befairs High School
	Denise Allen	Chase High School
	Mark Schofield	Shoeburyness High School
	Robin Bevan	Southend High School for Boys
	Alison Clewlow	Southend High School for Girls
	Pat Barron	St Bernard's High School
	Peter Travis	St Thomas More High School for Boys
	Andrew Baker	Westcliff High School for Boys
	Margaret Rimmer	Kingsdown School
	Jackie Mullan	St Christopher School
	Franklin Hartle	Chair
	David Osborn	Clouders
	Jane Theadom	Local Authority



# Draft Minutes

In Attendance	Sandra Roberts Gill Clifton Sue Geeson Gillian Andrews Chris Binnie Paul Greenhalgh	Southend Education Trust Southend Education Trust Southend Education Trust Southend Education Trust Clouders Local Authority
Apologies	Rupert Snow Richard Spence Andrew Palmer Viv Stevens Margaret Sullivan Bronwyn Lister-Smith Elizabeth Buckingham Pauline Harris Neil Houchen Dr Paul Hayman Rosemary Harron Philip Rodbard Elizabeth Baines June Mitchell Colette Bailey	Bournes Green Junior School Chalkwell Hall Junior School Heycroft Primary School Hinguar Community Primary School Our Lady of Lourdes Primary School Richmond Avenue Primary School Thorpedene Junior School Cecil Jones College The Eastwood School Westcliff High School for Girls The Renown Centre Lancaster School Priory School St Nicholas School Metal
Note taker	Christie Hartshorn	

## 1. Welcome and Apologies

The meeting was opened by the presentation of a short film showing some of the activities supported by Southend Education Trust in 2009/10.

Franklin Hartle welcomed everyone and noted apologies as above.

## 2. Notes of Previous AGM Meeting - 30<sup>th</sup> September 2009

The notes of the previous meeting dated 30<sup>th</sup> September 2009 were agreed and signed by the Chair.

Action Items

Person Responsible

Sign and file

**CH**

## 3. Matters Arising

No matters arising

## 4. Minutes of Previous Full Partnership Meeting – 19<sup>th</sup> May 2010

The notes of the previous meeting dated 19<sup>th</sup> May 2010 were agreed and signed by the Chair.

Action Items

Person Responsible

Sign and file

**CH**



# Draft Minutes

## 5. Matters Arising

No matters arising

## 6. Trustees report and Annual Accounts

SR presented the annual accounts and provided all members with an extract of the full accounts. The full accounts were available in hard copy. SR informed members that they can also be found on the Southend Education Trust website [www.southendeducationtrust.co.uk](http://www.southendeducationtrust.co.uk) and have been lodged with the Charity Commission. SR informed members that the accounts have been externally audited by auditors appointed by members at last years meeting. The auditors have presented their positive opinion in the accounts.

SR informed members that the Charity has about 1 million as unrestricted funds and 1.5 million in restricted funds as a result of the merger with the Scollar Trust and successful trading during the year.

The Trustees have a 5 year strategic business plan agreed which assures the company can continue to at least 2013/14 and has made financial plans to that effect.

The Chair informed members that the company is strong, sustainable and successful at generating income and providing public benefit through its charitable work with schools. He referred members to the annual review as evidence.

The Chair informed members that the Trustees have recently established a new business development group to ensure new business opportunities are seized and developed.

## 7. Reports from the Committees

Reports from Chair of Committees were taken as read.

## 8. Appointment of Auditors 2011/2012

The members confirmed the auditors for the next year will be Clouders Accountants.

Action Items	Person Responsible
SR to inform auditors	SR

## 9. Membership of the Board of Trustees

Members ratified the appointments of Colette Bailey, Ashley Eastwood, Robin Bevan and Angela Hutchinson as Trustees on terms set out in the Memorandum and Articles.

The Chair explained that the Board of Trustees is made up of 7 Headteachers and 3 Lay Trustees as set out in the standing orders agreed in April 2009.

Action Items	Person Responsible
SR to inform and induct new Trustees	SR



# Draft Minutes

## 10. Future Plans

Ashley Eastwood, on behalf of the Trustees, summarised some points from the earlier workshop (see Appendix 1/2 attached). He said that the members have a key role in the new changing commissioner/provider world. The Southend Education Trust has a key role in supporting schools in need and helping schools utilize the expertise that exists already.

The Chair made a final statement when he summarised the discussions of the afternoon. That Southend Education Trust is a tool for Southend Schools and the LA to use. The Trustees need to consider what membership means.

That services for schools are undergoing a very significant shift from being centre led to school led and that services will increasingly be commissioned by schools either individually or in groups. That this is for 2 reasons:-

1. The secretary of state has made it clear that he wishes to promote a system of autonomous schools which work together to improve the system and support each other.
2. Financial constraints mean that it is highly unlikely the Local Authority will be able to maintain services at their current level.

The Chair reported that the Board of Trustee has held two useful and productive meetings with the Director of Children's Services and senior officers and that a set of principles have been agreed. They are:-

- A shared passion to improve outcomes for all
- All leaders have corporate responsibility for all young people in Southend
- Peer to peer support utilises expertise in schools through clusters and bilateral arrangements
- Local collaboration, challenge and support (rather than competition) between partners
- The voice of the child must be heard and represented

The Chair said he believes that the Local Authority, Southend Education Trust and Schools have important parts to play and these were agreed at a strategic level.

We now need to find ways to make this operational; to make this work. Schools are going to be the purchasers/commissioners and have to shape what they want.

The Chair said he felt this was likely to happen where schools work together in Clusters.

That the Trustees need to work on something real, being clear about what a new approach would look like in each area. He suggested starting with school improvement/workforce development.

Action Items	Person Responsible
Discuss further at next Trustees meeting	<b>SR/CH</b>



# Draft Minutes

## 11. Any other business

Peter Travis asked when and how a decision will be made about whether Southend Education Trust should continue post March 2011. SR said that that was a decision for the Trustees who have been elected with a mandate to make decisions about the Company/Charity.

The Chair said the Board of Trustees will have to find ways to consult the membership before making any significant decisions. This might be a survey or meeting or both.

Ashley Eastwood said he felt issues around participation and membership would need to be considered alongside any consultation.

Alison Clewlow asked if it would be possible to change the membership because where the Trust received funds from Local Authority or DoFE to provide a service for all schools they would need to be included as members. SR answered that the Trust does not receive any such funds. Alison Clewlow asked if PML and One to One were not funds given to Southend Education Trust. SR explained that both cases the funds are provided on a 'restricted basis' and can only be used in line with the terms given. In both cases the contract/service level agreement specifies how funds are to be allocated and in both cases Southend Education Trust adheres to these terms and significantly adds to the funds provided to enhance the service provided. This would not inhibit the Charity having a membership different from the beneficiaries of a service provided.

A request was made to see the current business plan and it was agreed it would be available on the Trust website. The Chair ended the meeting by thanking members for attending and said the Board of Trustees would consider the issues raised and report back to the members in the way they felt most appropriate.

Action Items	Person Responsible
Discuss at next Trustee meeting	SR/CH

## 12. Date, time and place of next meeting

Wednesday 2<sup>nd</sup> February 2011 at 1pm – venue to be confirmed.

Action Items	Person Responsible

Agreed \_\_\_\_\_ Date \_\_\_\_\_