

## DRAFT

### Notes of Southend Education Trust Partnership meeting held on Wednesday 1 April 2009 at 1.30 pm at The Essex County Hotel

#### Present:

Gyl Wood	Barons Court Infant School
Marianne Turner	Blenheim Primary School
Angela Hutchinson	Bournemouth Park Primary
Amanda Keech	Bournes Green Infant School
Elaine Palmer	Chalkwell Hall Infant School
Richard Spence	Chalkwell Hall Junior School
Bob Knight	Darlinghurst Primary School
Matt Badcock	Earls Hall Infant School
Linda Wells	Edwards Hall Primary School
Lee Pinchback	Fairways Primary School
J King	Friars Primary School
Lisa Clark	Hamstel Infant School
Paul Gwilliam	Hamstel Junior School
Viv Stevens	Hinguar Community Primary School
Pauline Lucas	Leigh Infant School
Martin Frampton	Leigh North Street Junior School
Margaret Haynes	Milton Hall Primary School
William Hill	Prince Avenue Primary School
Des Tallon	Sacred Heart Catholic Primary School ( <i>representative</i> )
Philippa Faulkner	St Helen's Catholic Primary School ( <i>representative</i> )
Frances Neil	St Mary's Church of England Primary School
Frank Gulley	Temple Sutton Primary School
Jenny Davies	The Westborough Primary School
Ashley Eastwood	Thorpe Greenways Junior School
Nick Booth	Thorpedene Infants School
Mary Clarke	West Leigh Infant School
Cheryl Woolf	West Leigh Junior School
Doug Nichols	Cecil Jones College
Denise Allen	Chase High School
Sue Murphy	Shoeburyness High School
Robin Bevan	Southend High School for Boys
Alison Clewlow	Southend High School for Girls
Pat Barron	St Bernard's High School & Arts College
Paul Hayman	Westcliff High School for Girls
Rosemary Harron	The Renown Centre for Learning
Margaret Rimmer	Kingsdown School
Jackie Shanks	Priory School
June Mitchell	St Nicholas School
Jackie Mullan	St Christopher School
Franklin Hartle	Chair
Jane Theadom	Local Authority
David Osborn	SCOLLAR Trustee (part of meeting)
Pat Elliott	SCOLLAR Trustee (part of meeting)
Greg Klerkx	Nimble Fish (for presentation on Learning Town project)
Sandra Roberts	Southend Education Trust

Brenda Long	Southend Education Trust
Irene Palmer	Southend Education Trust
Lyn Lennox	Southend Education Trust
Sue Geeson	SCOLLAR Trust
Hilary Wilson	

### **Proxy votes**

Cheryl Woolf for Margaret Sullivan  
Amanda Keech for Rupert Snow  
William Hill for Philip Davies  
Nick Booth for Debbie Allen  
Des Tallon for Bridget Frampton  
Philippa Faulkner for Elizabeth Mouchel

### **Apologies:**

Rupert Snow	Bournes Green Junior School
Lynn Morris	Earls Hall Junior School
Philip Davies	Eastwood Primary School
Chris Russell	Heycroft Primary School
Margaret Sullivan	Our Lady of Lourdes Primary School
Ros Ferdinand	Porters Grange Primary School
Bron Lister Smith	Richmond Avenue Primary School
Bridget Frampton	Sacred Heart Catholic Primary School ( <i>rep attending</i> )
Paul Parascandolo	St George's Catholic Primary School
Elizabeth Mouchel	St Helen's Catholic Primary School ( <i>rep attending</i> )
Debbie Allen	Thorpedene Junior School
Jenny Keeley	Thorpe Greenways Infant School
Philip Rodbard	Lancaster School
John Duprey	Belfairs High School
Jean Alder	Futures Community College
Peter Travis	St Thomas More High School for Boys
Andrew Baker	Westcliff High School for Boys
Gill Clifton	SCOLLAR Trust

### **1. Welcome**

FH welcomed everyone and handed over to SR.

SR advised that the day would incorporate three meetings. The first of which was the meeting of The SCOLLAR Trust which had met earlier.

### **2. Apologies**

As above

### **3. Minutes of previous meeting**

These were tabled

#### **4. The new Company, the Board, Members and Groups**

##### **Meeting 1 – SCOLLAR Trust**

At their meeting it was **PASSED** that the old Memorandum and Articles of Association would be deleted and The SCOLLAR Trust would change its name to Southend Education Trust. A special resolution was signed together with Deed of Transfer and Memorandum of Understanding between The SCOLLAR Trust and Southend Education Trust.

##### **Meeting 2 – Trustees of the old Southend Education Trust**

The Trustees were asked to pass one resolution as follows;

- That the name of the Company be changed to Southend Schools Partnership with effect from the end of the meeting

SR advised that Southend Schools Partnership will then be dissolved in order for The SCOLLAR Trust to change its name to Southend Education Trust.

There was a show of hands and this resolution was **PASSED**.

Representative from both Boards of Trustees (David Osborn and Bob Knight as Vice Chair of the old Southend Education Trust) were asked to sign resolution, deed of transfer, memorandum of understanding.

##### **Meeting 3 – First meeting of newly merged organisation – Southend Education Trust**

David Osborn and Pat Elliott joined the meeting and SR welcomed them along with Franklin Hartle as Trustees.

SR pointed out that in the pack there was a paper showing the structure of the new organisation. In line with the adopted Memorandum and Articles of Association there is no longer a Board of 55. There is a Board of Trustees of 12 with 58 members. Members elected the Board of 12 in line with the adopted Memorandum & Articles of Association. Also in the pack is a sheet indicating when the individual Trustees terms of office come to an end.

FH thanked SR and her team for the work involved in achieving the merger of the two organisations, it had been an immensely complicated process but he was delighted that we were one organisation with one object.

#### **4. Appointment of Auditor**

DO was asked to leave the meeting.

SR explained that it was the Members responsibility to appoint an auditor for the Southend Education Trust. The Audit and Risk Committee had asked ten companies to give an expression of interest; 6 companies expressed an interest of which 4 gave quotations. At the Audit and Risk Committee these were reduced to two. Because of declarations of interest the Audit and Risk Committee could only recommend the two companies and the decision to be made by the members at today's meeting. SR asked members to complete the green form indicating a preference or not for an auditor. SR confirmed that appointing the auditor annually was a decision that had to

be made by the members as outlined in the Memorandum and Articles of Association and not one they could delegate to any Committee or Trustees. SR explained that the Audit and Risk Committee had indicated that both companies are equally capable and suitable. Forms were collected and collated and the outcome was;

<b>VOTING:</b>	<b>Clouders</b>	<b>24 votes</b>
	<b>M W S</b>	<b>1 vote</b>
	<b>No preference</b>	<b>14 votes</b>

**AGREED** Clouders to be offered contract of auditor for Southend Education Trust, for a one year period.

## **5. Reports from projects**

### **The Learning Town**

Greg Klerkx from Nimble Fish gave a presentation on The Learning Town project and advised that at a meeting on 27 January 2009 with the 13 schools involved that the project would be known as “The Learning Town” project.

Presentation centred on headlines, aims and objectives, project partners, learning town project, current status, final event, audience and promotion, milestone dates, contacts.

Greg advised that The Victoria Plaza Shopping Centre in Southend had been reserved but not finalised for the final event on 2 July 2009 involving the complete run of the plaza and that during week commencing 11 May 2009 there would be vantage point events

SR thanked Greg for giving presentation.

### **Curriculum project**

SR presented on Curriculum project and referred to sheet “The Leader’s New Work” included in the pack. The presentation was on; context for change, what is design, Southend Curriculum design so far, Southend Curriculum Design what next?

SR advised that this was a once in 100 years opportunity.

SR advised that also included in the packs was a briefing sheet from Lyn Riley on the Curriculum project.

SR mentioned that Pat Barron had been elected as Chair of the Curriculum group. A series of workshops had been held over the past few weeks.

Bob Knight advised that he had received from QCA following 25 March 2009 meeting copy of 2<sup>nd</sup> primary curriculum. He is happy to share it. Just send Bob an email.

### **Outdoor Learning**

SR advised that Outdoor Learning is not Forest Schools but part of the strategy. Two centres at Belfairs Wood and Gunners Park, Shoebury. Both the Council and Essex Wildlife Trust want schools to be involved in the planning for both these centres. There will be training – dates to be sent out. Level 3 requires a year long commitment and can be onerous.

## **English as an additional language**

There is a new network for staff (flier in pack). A DVD to support families is to be launched on 8 May 2009.

## **Development opportunities**

- Train to Gain leadership money can be used to fund at NCSL conference in Birmingham in June. Please let SR/IP know this week.
- SET has made a block booking at Southend Campus for the And Now into Headship course
- 14 – 19 a special session at Shoeburyness High School on 4 May 2009 with dinner and networking (flier in pack)
- Learning Mentor training – new cohort starting May (flier in pack)

## **News on bidding process**

- Challenge for All bids – panel has met and letters will go out at end of week
- Innovation bids – panel to meet after Easter holidays

## **One to One tuition as part of wider SET – support for reading, writing and maths**

The Trust has been commissioned to lead 1:1 initiative from September. Watch out for information.

## **Student Associates Scheme**

Sue Geeson introduced herself and gave an overview of the Student Associates Scheme (presentation in pack)

## **The Launch Programme**

Hilary Wilson presented an interim report; Learning Together, the Launch of Southend Education Trust and asked for the headteacher evaluation form to be completed. Overall the project had met its aims and objectives.

## **Any other business**

Paul Gwilliam advised that Hilary Wilson had finished working on 31 March 2009 but would still be doing some part time work for the Trust. He wished her well and Hilary was presented with a celebratory bottle of champagne.

Franklin Hartle advised that Paul Gwilliam had resigned his position on the Executive Board and wished him well on behalf of SET.

The next meeting of the Full Partnership will be on Wednesday 30 September 2009 in the **Burnham Suite, Essex County Hotel** commencing at 1.00 pm with lunch and then a 1.30 pm start for the meeting.