



TORPOINT & RAME CO-OPERATIVE LEARNING TRUST (TRCLT)

MINUTES OF THE TRUSTEES' MEETING

Date: 19th June 2013 Time: 1.00pm

Venue: Library, Torpoint Community College (TCC), Torpoint, Cornwall

Trustees Present: Mark Rowles, Business & Development Executive, Plymouth YMCA (Chair)
 Andrea Hazeldine, Headteacher, TCC
 Julie Simpson, Headteacher, Antony C of E Primary School
 Barbara Jones, (attending on behalf of Andrew Brewerton)
 Karen Stockham (attending on behalf of Barbara Allmark)
 Jayne Thompson, Assistant Branch Manager, Co-operative Bank

Apologies received from: Andrew Brewerton, Principal, Plymouth College of Art
 Barbara Allmark, Principal Lecturer, UCP Marjon
 David Morton, Governor, TCC
 Dr Paul McEleny, GP, Torpoint & Rame Group Practice
 Trevor Caves, Headteacher, Millbrook C of E VA Primary School
 John Morey, Senior Manager, School Improvement – Secondary, Cornwall Council
 Julie Putman, Co-operative Bank

Also in attendance: Chris Goodman, Co-operative Trust Member Champion, TCC
 Ian Smart, Business Manager, TCC
 Sue Garton, Administrator

ITEM	SUBJECT	ACTION/LEAD
1	<p>Welcome and Apologies The Chair welcomed everyone to the meeting, especially the two representatives attending on behalf of Andrew Brewerton and Barbara Allmark.</p> <p>Apologies had been received and were accepted from those people as set out above.</p>	
2	<p>Declaration of Pecuniary Interests There were none.</p>	
3	<p>Agree minutes of the AGM held on 14th May 2013 (already circulated) The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair accordingly.</p>	

4	<p>Matters arising</p> <p>Chris Goodman provided an update on member groups. She said there had been three meetings with parent members of the Trust and that fundraising was discussed, including quick wins and sustainable projects. It was agreed that a Swap Store would be established at the College in Room 50, which has external access, and which would be used as a base for local groups to swap materials e.g. buttons, ribbons, egg boxes etc. Parent members were currently finding out what sorts of materials are needed by various groups in the area including play groups, youth premises, care homes, cubs and scouts. A Student Council lead would focus on which groups would collect what materials. Andrea Hazeldine asked about costs and it is understood that there would be an annual rate with Trust members paying less. Chris said that the groups in the area are excited by the project and are desperate for this type of resource.</p> <p>There is a similar store in Union Street, Plymouth but it is difficult for groups in the Torpoint area to access. Having a Swap Store at the College would be a manageable project for the Trust to deliver.</p> <p>The Chair asked Barbara Jones what Plymouth College of Art does with its spare materials and she said they don't really have any. They do use the Union Street store.</p> <p>The Chair asked if the Swap Store could be seen as an Enterprise Project for the Sixth Form at the College and it was agreed it could. It won't cost much to set up the store and it will be good for students' CVs.</p> <p>There were no other matters arising.</p>	
5	<p>Current membership update</p> <p>Chris Goodman provided an update on membership. There are now 70 signed- up members of the Trust. College staff will be asked if they want to join next term and students will be asked from the end of October 2013. This will tie in well with STAMP day and the College's 50 year celebrations. The Chair asked how many members are young people and Chris said there are about 10. Chris said we have done what we said we would do regarding membership of the Trust.</p> <p>Andrea Hazeldine said that Dr McEleny had come in to the College last week and they had talked about how Health could be involved in the work of the Trust, including projects in the area relating to smoking and sexual behaviour etc. The GP Practice Manager is newly appointed but in time will become involved in the work of the Trust.</p> <p>Ian Smart raised the issue of Stakeholder Forum representation on the Board of Trustees and it was agreed to discuss this at the next meeting. It was suggested that six groups of stakeholders could be identified from across the three Trust schools and Torpoint community who would need to elect chairs to sit on the Stakeholder Forum. Ian suggested that the first Stakeholder Forum should be held just before the next Trust AGM.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Add Stakeholder Forum representation as an item for the next Trustees' meeting. • Andrea Hazeldine, Chris Goodman and Ian Smart to meet to 	<p>Administrator</p> <p>AH/CG/IS</p>

	<p>discuss stakeholder group target numbers and the development of these groups.</p>	
6	<p>Trust Development Plan: Next steps including appointing a Strategic Lead and agreeing the immediate actions for each of the following priorities:</p> <p>Priority 1 - Ensure the priorities for continuing to improve the progress for those children and young people on roll in the Trust schools are actively supported by TRCLT Trustees</p> <p>Priority 2 - Support the awareness, aspirations and readiness for successful employment, career development and / or further study of all the children and young people on roll in the Trust schools</p> <p>Priority 3 - Pursue and develop opportunities that focus on improving the health and well-being (physical, mental and emotional) of children and young people on roll in the Trust schools</p> <p>Priority 4 - Sustaining the TRCLT for the future.</p> <p>Andrea Hazeldine ran through the four priorities and said that the first three are crucial for the Trust.</p> <p>Priority 1 – Julie Simpson, Trevor Caves and Andrea Hazeldine have agreed to share the development of the plan and will be looking at different aspects of this priority including numeracy and literacy; consistency of marking; ensuring pupils are stretched, especially able learners; opportunities for careers/world of work as a learning experience; and learning outside of the classroom etc.</p> <p>Andrea circulated a brochure on Adventure Learning Schools which is a project running in Cumbria that fits well with the Trust’s vision on health and learning etc. This way of enquiry-based learning has improved schools across Cumbria and it is hoped to introduce it to more schools in Cornwall as it should work well in this area. Andrea has had a meeting on this with Adventure Learning Schools including how to introduce it in the College. There is a cost involved (£5k) but we are doing a deal with them. The Chair said the YMCA is also looking at introducing it. He suggested the possibility of teaming up with the National Trust e.g. Antony House, to help with the financing. The Chair declared a marginal pecuniary interest as the YMCA is also pursuing this approach.</p> <p>Andrea said that to become an Adventure Learning School it must meet certain criteria and there is an assessment framework. Training as an Adventure Learning mentor could be offered at the College.</p> <p>Priority 2 – Andrea has contacted JCP but the contact has now left and she is awaiting the name of another contact. It is crucial to find the right person. There will be a lead on this priority by September 2013 and they hope to come back to the next meeting of Trustees in October with a development plan.</p> <p>Priority 3 – The Chair is leading on this priority. Chris Goodman is part of</p>	

	<p>the group but another person is needed from a primary school (Julie Simpson). Need to define a time period for this. The Chair agreed to meet with Julie Simpson to get a perspective on needs e.g. physical, mental and emotional well-being.</p> <p>ACTION: The Chair asked that before the next meeting of Trustees that the strategic group for each priority pulls together a coherent strategic plan on developing their priority (which also needs to tie in with the other priorities). This plan will also help with discussions on funding/fund raising. The plan needs to be sent to the Administrator (Sue Garton) for circulation prior to the next meeting on 17th October 2013.</p> <p>It was agreed that a way needs to be found to get other schools in the area to join the Trust and to continue to win hearts and minds and break down barriers.</p> <p><i>Karen Stockham left the meeting at 1.00pm.</i></p>	All Strategic Leads
7	<p>Strategic Leads – Agree ways of working/progress reporting in-year and liaison processes</p> <p>This was discussed as part of the previous agenda item.</p>	
8	<p>Funding and fund raising</p> <p>The Chair said that this is dependent on what we are trying to achieve. The Trust is currently registered as a dormant company. It is not yet registered with the Charities Commission. It needs a threshold of £5k going through the books in order to apply. The Trust needs to become a stable group and not rely on the College.</p> <p>ACTION: Consider transferring the other Trust Fund into the TRCLT Fund and to contact the Charities Commission to check on registration viability. Need to decide whether to register as a charity.</p>	IS/AH/Chair
9	<p>Trust bank account</p> <p>Ian Smart gave an update on this item. He has spoken with other trusts and as yet none has opened a bank account. As the Trust generates income and uses the services of others it will need one. It would require three signatories, to consider access to an appropriate bank, and a role of treasurer.</p> <p>ACTION: Add Trust bank account as an item on the next agenda.</p>	Administrator
10	<p>Web presence</p> <p>John Morey was not present to give advice on this issue. We need to consider how we get the Trust on the web. Andrea Hazeldine said that the College is currently re-developing its website and from September there would be an opportunity to site the Trust's website separately from the College's. Ian Smart said that website maintenance is the biggest issues. Marketing and promotion of the Trust is part of this.</p> <p>ACTION: Add web presence as an item on the next agenda.</p>	Administrator

11	<p>AOB</p> <ul style="list-style-type: none"> • The Administrator raised the role of the two TCC Foundation Governors (Austin Waterworth and Kirsten Puddephatt) in relation to the Trust. It was agreed that Austin and Kirsten will need to liaise with David Morton and Barbara Mann for a briefing following the Trustees' meetings and to receive the minutes in order to feedback to the College's FGB meetings. • The Administrator said the Schools Co-operative Society will be holding its first democratic elections to the main Board in July and it has asked if the Trust will be willing to nominate someone to the main Board. It was agreed that this would not be possible at present. • Chris Goodman raised the fact that Torpoint Town Council is very supportive of the Trust. • Ian Smart said that the land and assets paperwork has been sent off and he is now waiting to hear back. • Barbara Jones distributed invitations to the Plymouth College of Art Summer Show. <p>The Chair thanked everyone for attending the meeting and thanked Andrea Hazeldine, Chris Goodman, Ian Smart and Julie Simpson for their hard work.</p>	
	<p>Reminder of dates of the next meetings of the Trust:</p> <ul style="list-style-type: none"> • Thursday 17 October 2013, 2.30pm – 4.00pm • Thursday 13 February 2014, 2.30pm – 4.00pm • Thursday 15 May 2014, 6.00pm (AGM) 	

The meeting ended at 2.30pm.

Signed by the Chair:

Date: