



## GODALMING LEARNING PARTNERSHIP

Hambledon Road, Godalming, UK, GU7 1PJ  
A charitable company limited by guarantee  
Reg no: 11717912

### Trust Board Meeting

#### Minutes

**14 January 2019, 2.00pm**  
**The Chandler Jnr, Witley**

**Present:** Michael Guest (Chair, Godalming Junior School), Andrew Stear (Head, Milford School), Maureen Holland (Chair, Milford School) Victoria Abbott (Head, Moss Lane), Katherine Smith (Head, Busbridge Infants' School), Mark Shepherd (Vice-Chair, Busbridge Infants' School), Andy Withers (CSNet)

	Item	Action <i>Who &amp; when</i>
1.	<b>Apologies for absence</b> Sally Warnke (Chair, Busbridge Infant School), Elaine Joyce (Chair, Moss Lane Infant School), Adam Samson (Head, Godalming Junior School).	
2.	<b>Appointment of Company Secretary</b> MG asked who that might be; AW replied it needed to be someone experienced and interested. It was likely to be a voluntary, un-paid position, but also not an onerous one. It was suggested Rachel be approached for her to choose whether to put herself forward. MG also suggested there would be a need for a Clerk and perhaps these two roles could be combined.	
3.	<b>Appointment of Chair of the meeting</b> (to continue until the full election of the next Board Meeting) Michael Guest was asked to undertake this with full consent of those present.	
4.	<b>Declaration of pecuniary interests</b> There were no admissions of any pecuniary interest.	
5.	<b>Confirmation of Trustees</b> (including signing of relevant documents where appropriate) Eight Trustees were confirmed as being formally in place; they are the Heads and Chairs of the four Foundation Schools.	
6.	<b>Brief overview of main responsibilities, liabilities and powers as a Charity Trustee</b> AW explained that trustee power is a collective one comprising the Trust Board. There is little or no individual power. Trustee membership will expand to an additional pair from each school joining. Corporate responsibility will be to adhere to the co-operative values and aims of the Trust, to be accountable to the Trust and to the community as a whole. The Board's activities must comply with Company Law but as an Exempt Charity there is no specific accountability to the Charity Commission. AW advised annual accounts to be professionally audited.	
7.	<b>Familiarisation with the Articles and Memorandum of Association of the Trust</b> Section 13 (distributed in advance) was considered and discussed. Each Partner School will provide two Trustees and the Board, which will meet around three times a year. A good Company Secretary needs to be in place. MG sought confirmation that the 'Operational Document' currently being worked on needed to be consistent with the Articles. This was confirmed.	
8.	<b>Confirmation of initial Memorandum of Understanding for Partner Schools and External Partners</b> This would take place at the following meeting at 16.00	
9.	<b>Filling of Trust places on Governing Bodies at the Foundation Schools</b> AW explained that two additional governors per member school to become Foundation	

	Governors upon their Governing Bodies. They would take on a linking role but would not attend Trust meetings. Godalming Junior School has already appointed Dr Krishna Basu and Mr John Troy. The remaining three schools will confirm their choices at their next Governing Body meetings. AW stressed that the two attending Trust Board meetings from each should ideally be the Head and the Chair.	
<b>10.</b>	<b>Land and Assets transfer for Foundation Schools</b> There appear to be no obstacles, pending any further reports from absent colleagues	
<b>11.</b>	<b>Any other urgent business</b> There was no other business	
<b>12.</b>	<b>Date and time of next meeting</b> The date of the next meeting is yet to be arranged The meeting closed at 15.40	

Chairman's signature: *Michael Guest*

Date: 15 Feb 2019