

## Minutes of the ALPSE AGM 18/11/2008 Central Sussex College, Crawley

### Present

<i>Network</i>	<i>Organisation</i>
<b>Thames Valley</b>	
Jane Wicks	<i>TVRN</i>
Tammera Eastling	<i>WBTC/TVRN</i>
<b>Hampshire &amp; Isle of Wight</b>	
Rachael Fidler	<i>HTP Ltd</i>
Bob Hiskey	<i>ALPHI</i>
<b>Kent</b>	
Mike Henderson	<i>KATO</i>
Lindsay Jardine	<i>KATO</i>
<b>Surrey</b>	
Pat Pryke	<i>ALPS Ltd</i>
Hisham Zubeidi	<i>ALPS Ltd</i>
<b>Sussex</b>	
Marie Harris	<i>Central Sussex College</i>
Paul Kendall	<i>SCTP Ltd</i>
<b>ALP</b>	
Stephen Ram Kissun	<i>Regional Manager</i>

**Apologies** Paul Warner, Chris Swingler, David Thomas, Sheila Talbot and Jamie Stevenson

### Welcome and Introduction

1. The Chair welcomed *Pat Pryke* to ALPSE AGM Council meeting

### Minutes of the last AGM, held on 20/11/2007

2. The minutes of last AGM was read and agreed
3. It was agreed by Council Members that the outgoing Chair, *Rachael Fidler*, acts as the chair for today's meeting as the outgoing ALPSE Chair as RF needed disseminate additional info to Council Members and maintains continuity of communication. The announcement of the new elected officers will be made known towards the end of the meeting.
4. Annual Report not available – the Regional Manager to compile a brief report for next Council Meeting.

### Action Point

*Regional Manager to compile draft annual report of the last 12 months of activities for the Chair consideration and approval for publication to Council Members*

### Accounts

5. Regional Manager presented to Council Members a copy of accounts for 2007/08 i.e. from July 2007 until Sept 2008.
6. Council Members felt the set of account for ALPSE was incomplete as it lacked details of Annual Subscription for 2007/08 or details of e2e helpline funding? RF agreed to work with Regional Manager to resolve this issue and provide feedback to the Chair, i.e. Subscription and VAT issue.
7. To agree year end date i.e. 31 March 2009 as stated in the Constitution.
8. Finalise LSC contract re £20k for e2e helpline, currently lead body is HTP
9. The bid for £50k proposal for the support and admin during 2007/08 was not successful, hence submitted revised capacity bid with focus on regional and sub regional development

10. Reconciliation of ATONSE Barclays bank account with new signatories in view of new elected ALPSE Officers
11. Review Accounts in light of above and present to Council for consideration and approval

### **Elected Sub Regional Network Representatives**

12. Each of five sub regional networks to submit their two named representatives to Regional Manager; in case of TVRN – 3 representatives, with contact details.
13. Each Network can provide three representatives however can only cast 2 votes per network.

<b>Action Point</b>
<i>Sub Regional Networks to provide Regional Manager a list of nominated representative who would attend ALPSE Council meetings in New Year</i>

14. Need to emphasise regular attendance to ALPSE meetings to ensue quorum, the attendance for past Council Meetings in 2007/08 was poor, For 2008/09 there needs to be a marked improvement.

### **Update on Capacity Bid to LSC SE**

15. All activities from bid to be sub-contracted to *Aspire Learning* i.e. Website Development; Established a 'Task and Finish' group to progress activities, in need of nominations from the sub regions.
16. MH expressed concerns to the content of capacity bid, the Chair accepted the comment and suggested these be taken up at the next meeting during EGM
17. RF confirmed following a discussion with *Jackie Parry* from LSC SE that JP was happy with the contents of the submitted bid, however there was scope for further negotiation i.e. LSC to provide an additional funding to support secretariat admin duties.
18. *Aspire Learning/Alison Sumpter* – working on 'good will' in the short term however funding will need to reconcile soon.
19. All Council members agreed that *Rachel McKellar*, LSC SE Partnership Director for WBL and Project Director for SE Pilot of NAVMS attend all subsequent ALPSE Council Meetings as the LSC representative.

### **Election of ALPSE Officers**

20. Only a nomination for the vacant Chair position and a nomination for incumbent Vice Chair to continue another 12 months in office.
21. Nomination for Chair, - *Robert Hiskey*, the local Chair of ALPHI and *Tammera Eastling* the local chair of Thames Valley Regional Network (TVRN) for Vice Chair post.
22. All Council Members in agreement with the nominations and the respective persons were duly appointed as the respective ALPSE Chair and Vice Chair.
23. New Chair confirmed it was his intention to only hold office for one term, however during this tenure to ensure ALPSE is seen to influence and effect change when in dialogue with the LSC.
24. RH confirmed that the Secretariat and Treasury functions of the regional network will be assigned to *Aspire Learning* as it was set up to provide support and accounting functions to ALPHI network including the development of the regional website.
25. New Chair on behalf of Council Members to offered to the outgoing chair sincere thanks and appreciation for her contribution and input to the direction of ALPSE over last three years.
26. RF added she enjoyed the tenure as ALPSE Chair and would like to thank all members for their support and help; RF added that she would keen to be involved in subgroup 'task and finish' e.g. e2e and young people
27. RF added that *Graham Hoyle* chief executive of ALP had disbanded the Network of Networks meetings and re-launch ALP Regional Chairs meeting.
28. Inaugural Meeting will be on 6 January 2009, venue to be confirmed and would be supported by GH and ALP Senior Management Team.

29. Regional Manager confirmed a change of ALP regional remit, as from November 2008, Paul Warner would no longer be the ALP Contact and Chris Swingler ALP Director of Business Development would assume responsibility for SW and SE regions as part of new regional remit.

**Any Other Business**

30. At the EGM next January, will need to confirm the status of the network, Accounts, Annual Subscriptions.

**AGM Closed**

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**Date of next AGM: Tuesday 15 September 2009**, the venue and time for the AGM to be confirmed