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**Minutes of MSDT Trustees' Meeting**  
**14 March 2006**  
**The White House, Micheldever**

**Present**

Andrew Tolyfield, Fiona Watton, Richard Ellis (Chair), Belinda Hughes, Ian Shore

Apologies were received from Jane Hackford, Andrew Critchley, Amanda Forsey

**Minutes of previous meetings**

Minutes of meeting 2.11.05 were agreed.

Minutes of 26.1.06 were amended as follows:

Item 6: "It was also agreed that additional Trustees would be valuable and we would approach the School and the PFA."

Item 7: "Plans for the future of the Trust were discussed and agreed unanimously by the trustees present (Belinda Hughes was not present at that time). Following the meeting the attached document was drafted for consideration."

**Accounts**

AC had circulated an updated statement of accounts, Following a request from AC, FW proposed that the money in the high interest account be allowed to remain there until June 06 and this was agreed.

Clarification is requested on whether the accounts show the return of £900.00 overpayment – ACTION RE/AC

Clarification is also requested on the Sutton seeds payments – ACTION RE/AC

**Grants update**

FW has applied for a grant from Tesco's we are unlikely to hear if this has been successful until at least July 06.

**Local Giving**

There were still a small number of outstanding pledges.

## **Annual Report**

RE has a proforma report, which he will complete, and sign. AC is aware of what needs to be done regarding accounts and this will be combined with the annual report, which RE will circulate for agreement.

## **Internal communications**

IS has struggled to understand with clarity what has been agreed at meeting 26.1.06 and the outcome of discussions. It was agreed that we need to be clear about messages going outside the Trust and that it is helpful if the draft minutes are available ASAP after a meeting, and that they were swiftly agreed and published. It was agreed that once the minutes of Trustees meetings have been approved they would be posted on the Trust's website.

## **Trust Activities**

The future relationship of the Trust with the PFA and the School was discussed. All present supported the thrust of the statement circulated with the previous minutes. RE agreed to draft a more detailed document, containing the reasoning behind the Trust's plans for the future, and outlining how any difficulties would be resolved. This would be circulated to Trustees, and to the PFA and School, for agreement. Action RE.

RE will meet with the Chair of the PFA to agree details of how the two organisations will work together to benefit the School, after the £75,000 is raised.

Section 3 of the Trust deed states that the Trust's activities must be "for the School" and it was noted that we may be applying for grants involving the Community needs. RE considered that the Trust had not strayed beyond its Object to date, but it was noted that when applying for grants individuals should be aware of this and apply appropriately.

The need for Public Liability Insurance was raised. Action RE to investigate further.

## **Trustees**

Andrew Tolyfield and Ian Shore confirmed that they did not wish to stand for another term. Richard Ellis thanked them for their contribution.

RE proposed that in future, Trustees are appointed for a period of 2 years. BH seconded and all voted in favour.

The Trustees voted to appoint the following trustees for a 2 year term, with effect from 1 March 2006

<u>Name</u>	<u>Proposed</u>	<u>Seconded</u>
Jane Hackford	RE	FW
Belinda Hughes	RE	FW
Amanda Forsey	RE	FW

Election of Chair: FW proposed RE as Chair for the next year, and this was seconded by BH and agreed by the meeting.

## **Future Trustees**

FW reported that she had placed an advert in the School Newsletter asking for volunteers, but no one had come forward to date.

It was proposed by RE that as a matter of policy "the Head teacher of Micheldever C of E Primary School is invited to be a Trustee for the duration of their service as Head teacher of the School". BH seconded this and the meeting approved the vote.

There was a discussion about additional trustees particularly from the PFA . BH confirmed that as co-ordinator she had asked the PFA committee and the feedback was that 2 reps (FW and BH ) was sufficient. [Post meeting Note: RE confirmed this in discussions with the PFA]

It was agreed that we were looking for additional Trustees who could add value. RE felt numerically 9 trustees should be a maximum as the group could become unwieldy. It was agreed that potential Trustees would be considered on their merits.

### **PFA competition**

It was agreed that the PFA could and should use any relevant info needed for entry to the NCPTA competition.

The meeting finished at 10.00 .

Proposed date of next meeting: 28<sup>th</sup> March 2006 (to be confirmed)