

Minutes of Annual General Meeting

Held on 2nd March 2015 at 7.30 pm

At Parkside Community College, Cambridge

Trustees Present:	Nick Hood (Chair), Andrew Hutchinson (Vice Chair and Executive Principal) Robert Lowson, Andrew Webster, Benedicte Foo, Mark Carrington , Richard Keys Anne Campbell		
Members	R Greenlees	D Howard	M Smart
Members by Proxy	K Boast, S Craddock, M Su, J Dhesi, E Heatley, S Foreman, D Grant, P O'Grady, C Davies, S Gallagher, J Griffiths, H Tunnicliffe (12 in total)		
Others Present:	Miles Carter (MC) (Company Secretary)		
Appologies:	Michael Priestley (Chair to Governors of Ridgefield Primary School), Rasha Tanbouly		

The meeting commenced at 7.30 pm.

1. Declarations of Quorate

The company secretary reported that following sending out the notice convening the AGM he had received a large number of emails from members asking that they be removed from the list. As a result the membership of the trust now stood at 104. The signed proxies listed above had all been received at least 48 hours before the meeting so with the members present and proxies the required 10% of members attending was reached and the meeting was quorate.

2. Apologies for absence

Apologies were received from Michael Priestley and Rasha Tanbouly

3. Minutes of previous meeting

The Company Secretary reported that due to an oversight no Annual General Meeting was actually convened last year. Members accepted this.

City of Cambridge Education Foundation
c/o Parkside Federation Academies
Parkside
Cambridge
CB1 1EH

Email: ccef@parksidefederation.org.uk

Consequently the minutes of the last AGM held 2nd October 2012 were tabled. The Chair was authorised to sign these as an accurate record . Minutes agreed and signed by Chair

4. Chairmans Report

The Chair reported on the main activities of the Trust over the past year, specifically on the major building works at the Coleridge Community School with the recent completion of a new sports hall, and the ongoing upgrade works to classrooms corridors and the associated environment. The Chair commented that once completed Coleridge would be a virtual new school and ready for the future

The second major activity was the works in association with the promotion and building of the new secondary school at Trumpington. CCEF, as the designated overarching Trust, was charged with overseeing the building project and the Chair was pleased to report that the building was now progressing well (ground and first floors) after a somewhat protracted start.

The actual school will open 1st September 2015, based upon the Parkside campus until the new buildings are ready for occupation – expected 1st September 2016

The Trust has continued to support and develop the activities of all three schools and was pkeased to report that steady progress had been achieved both as regards Teaching and Student outcomes

Questions were invited from the floor. There were none

5. Election of New Trustees and Retirement by Rotation of current Trustees

The Company Secretary reported that we had one nomination for Trustee, Baroness Janet Cohen. This appointment had been considered and ratified at the Trust meeting that was held earlier today. A question was raised that it would have been helpful if details of this proposal had been circulated to members prior to the meeting. This was accepted – the Company Secretary explaining that the decision had only just been reached by the Trustees and it was felt appropriate to bring the nomination to this meeting. Anne Campbell was asked to give a short summary of Baroness Cohen’s experience, skills and the benefits that she will bring to the Trust. It was unanimously agreed to ratify her appointment as a Trustee

The Company Secretary reported that under the Articles of association four Trustees are required to retire by rotation, and being eligible, they offer themselves for re-election. The four were N Hood, A Webster, R Keys and B Foo. All has expressed there willingness to be re-appointed and

this had been ratified by the Trustees. The meeting was asked to approve their re-appointment
There being no objections the re-appointments were approved

6. Financial Accounts for the period ended 31st August 2014

The accounts for City of Cambridge Education Foundation Limited were tabled. Following a question from a member concerning availability of these accounts. The Company Secretary confirmed that these Audited Accounts were fully reproduced upon the Companies website. Miles Carter summarised the accounts explaining the main sources on income and expenditure and the main assets and liabilities as shown in the Accounts.

He explained that the Trustees had recommended that no application of resources towards its charitable objectives be planned this year due to the continued uncertainties of the Trumpington School project and the possible need to financially support elements of this tightly budgetted project.

There being no further questions the Accounts were approved unanimously and Nick Hood was authorised to sign accounts

7. City of Cambridge Education Limited

The statutory accounts of City of Cambridge Education were tables. This company remains dormant with £1 assets. Nick Hood was authorised to sign the account

8. Any Other Business

Chair asked if there was any other matters that members wished to raise

There being none the Chair thanked all for attending and closed the meeting.

Date of next meeting To be advised.

Signed as an accurate record Date

Chair