



Meeting held at The Spread Eagle, Thursday 18th February 2010 7.00 p.m.

Present: Amanda Brooke, David Piggott, Steve Swatton, Mike Maybury and Ben Rowell

Apologies: Carol Felton, Kay Manuel, David Owen and John Lockley

Mike issued list of those attending so far, 24 in total. This number did not include committee or speakers.

We will need someone to coordinate evening. Need to be there at 5:00pm David Piggott will be there and Carol will join as soon as possible, about 5.30p.m.

Start time 6:30pm for a 7.00pm start (not 7.30pm) Teas and Coffee in Foyer where everybody will gather.

Modern Governor will set up a stand.

Table for SGA pack and a membership form to be handed out.

Pack to contain:

Sample Policy

News letter containing 'What we have done so far' 'What future plans are'?

Website address

Features and benefits

Profile of Speakers

Agenda

All above to be in plastic folder (Amanda to obtain)

Could Carol take packs?

Mike to take charge of signing in table for governor information

Badges for meet and greet people (Amanda to sort)

Speeches start 7:00pm

Running Order:

David Owen Master of Ceremonies

Jackie Krafft, HMI National Policy Co-ordinator 7:05pm to 7:30pm including questions.

Gillian Allcroft, NGA Policy Officer 7:30 pm to 8:00pm including questions.

Peter Traves, 8:00pm to 8:30pm if he would like that long that long.

8:30 to 9:00pm networking and further tea and coffee.

Someone from university will video speeches and questions to put on website (to decide if questions go on later)

University will take care of all technical matters during the evening (setting up computers and power points presentations).



Amanda to check capacity of room. Also to get map of campus to put on website.

Paul of Akumenta to set up forum on website for committee to communicate with each other.

No release of passwords to schools to access site until confirmation of payment.

Final numbers by 17th March. However we will review in two weeks time.

To decide in a couple of weeks if a further meeting is needed.

The details of signatories on cheques was agreed:

Cheques to be signed by 1 signatory only.

Cheque signatories to be:-

Amanda Brook - Chair

Carol Felton - Secretary

Stephen Swatton - Treasurer

Internet banking to be completed by Stephen Swatton

Bank Correspondence to be sent to Stephen Swatton