

**Minutes of the Annual General Meeting duly convened and held at Plumpton Village Hall, 1 Westgate, Plumpton Green, East Sussex, BN7 3BQ on 18 January 2018 at 09:30.**

**Attendees:** Emma Hotston (Asphaleia), Jo Bridger (Campus Training & SCTP Chair), Dan Wallman (DV8 Sussex), Janice Duff (Greater Brighton Metropolitan College), Sonya Mallin (Greater Brighton Metropolitan College), Andrew Ayres (Rewards Training), Oliver Trailor (Runway Training), Vanessa Potter (Sussex Cricket Foundation), Peter Henshall (Sussex Downs College), Paul Smith (Swim UK), Luke Hardy (Swim UK), Anna Meredith (The College of Richard Collyer), Viki Faulkner (University of Brighton), Ian Ross (Whitehead-Ross Education & Consulting), Charlotte Blant (Youthforce), Paul Mitchell (SCTP Executive Director), Sarah Sawyer (SCTP).

- 1. Apologies:** Sian Crossland (Crossland & Dudson Training), Steph Dudson (Crossland & Dudson Training), Craig Mincher (HIT Training), Gail Shenton (JACE Training), Stephen Jeffrey (London Learning Consortium), Julie Hoggins (Phoenix 4 Training), Nick Ludford (Plumpton College), James Macgregor (RM Training), Stacy Cotgrave (RM Training), John Norton (SIGTA), Graham Freeborn (Top Edge Training)
- 2. Minutes of the last AGM 19 January 2017.**  
The minutes of the last AGM were approved as a true and accurate record proposed by Janice Duff (Greater Brighton Metropolitan College) and seconded by Charlotte Blant (Youthforce).
- 3. Matters arising**  
There were no matters arising.
- 4. Chair's report**  
Chair, Jo Bridger talked through her report highlighting the main activities from the past year. She outlined how the new governance structure gave the Board a more strategic role with the Executive Management Group concentrating of the operational aspects of the business. She thanked many of those involved who had contributed to a successful year of activity. The report can be seen [here](#).
- 5. Approval of accounts**  
Jo also presented the (previously circulated) SCTP accounts for the year ended 31 October 2017. A loss of £4.5k was shown which had been anticipated due to expanded staffing, with turnover up by £76k on last year, largely related to projects. The budget is expected to be balanced this year. Andrew Ayres asked about consultancy fees that had been budgeted for the previously co-executive director who had left in September and where reduced costs had gone. Jo replied that part of that had been used for the increased responsibility and increased hours for Paul Mitchell and Sarah Sawyer, following Ann Potterton's departure, and a bigger loss would have been shown had Ann stayed with SCTP as part of the planned investment in staffing. Andrew Ayres also asked about the website costs and whether those costs would be reduced back to usual levels this year. Jo replied that they would.

**Resolution 5 (1): To approve the accounts to the period ending 31 October 2017.** Members present were in favour by a show of hands.

**6. Appointment of Accountants and Remuneration**

**Resolution 6 (i): To empower the directors to appoint accountants and arrange appropriate remuneration.** Members present were in favour by a show of hands.

**7. Election of Directors**

The election of three directors took place via a secret ballot with the result as follows:

1. Dan Wallman (DV8 Sussex) – 5 votes – elected
2. Vanessa Potter (Sussex Cricket Foundation) – 4 votes – elected
3. Sonya Mallin (Greater Brighton Metropolitan College) – 3 votes – elected
4. Ian Ross (Whitehead-Ross Education & Consulting) – 1 vote
5. Craig Mincher (HIT Training) – 0 votes

13 valid votes were cast by members present.

There was a call from members for a revision to the voting process to allow each member to have multiple votes equal to the number of director posts that were subject of the election. This would be reviewed by the Board.