



**WEA Essex Federation  
Annual General Meeting  
5<sup>th</sup> October 2019**

**Minutes of the Annual General Meeting held on Saturday 5<sup>th</sup> October 2019 at 10.15 am  
Venue: Keene Hall, Watchouse Road, Galleywood, Chelmsford, CM2 8PT**

**Present**

**Committee:** Brian Gillion, Peter Norfolk, Jane Dougan, Lesley Naish, Joan Black, Richard Colley, Anita Curtis, Pat Dale, Ron Marks, Peter Naish, Peter Prentice, Jean Roberts

**Branch Representatives:** Joan Brand & Denise Fielding (Billericay), Mike Wall (Chelmsford), Linda Vowles (Colchester), Rhiannedd Pratley, (Danbury & Little Baddow), Dick Frost & David Walmsley, (Felsted), Jean Hockley & Philip Keenan, Kelvedon & Feering; Lesley Barnard (Loughton & Epping), John Dinnin (Mersea), Gillian LePage & Roger LePage (Tiptree & Tollesbury), Audrey McDowall (Writtle)

**Guests:** Sarah Moore (Senior Area Education Manager), Tanis Paulin (Area Education Manager), Betty Wolfenden (Regional Vice-Chair)

1. a. **Welcome and Outline of the Day**

The Chairman welcomed the Committee, branch members, Betty Wolfenden and Sarah Moore, and particularly Tanis Paulin, our new Area Education Manager. He thanked all those who had helped in the preparations.

b. **Apologies for Absence**

Lynne Smith, (WEA President National Officer), Clive & Liz Bandy & Gordon Vowles (Bedford Federation), Sheila Bond (Herts Federation), Vera Williams (Cambs Federation), David Plank (Regional Committee)

Committee: Anne Mossman, Jane Powell, David Stubbs

Essex Staff: Jane Latham, Sally Ridealgh, Claire Gellard

Branches: Anne Ingram & Joyce Rodgers (Brightlingsea), Anita Sandison, Audrey Saunders & Ilir Williams (Danbury & Little Baddow), Colin Bigginson (Dedham), Diana Peacock (Felsted), Margaret Wass (Great Bardfield), Martin Nichols (Great Oakley), Adam Thompson (Halstead), Barbara Burge (Harlow), Anne Falconer (Hatfield Peverel), Jean & Bill Bowers (Maplesteads), Hilary McMullen (Mersea), Richard Banks & Barbara Davis (Rayleigh), Helen Wood (Saffron Walden), Sue More (Tiptree & Tollesbury), Gill Poole (West Bergholt)

c. **Minutes of the Last AGM, 6<sup>th</sup> October 2018**

The minutes were approved, subject to minor changes to those circulated previously, and signed by the Chairman.

d. **Matters Arising from the Minutes**

There were no Matters Arising that were not included in the AGM Agenda

2. a. **Chairman's Annual Report – Brian Gillion**

On behalf of the Essex Federation I welcome you all to this AGM. Your attendance is greatly appreciated as is your dedication to the Association.

The past year has been a very challenging one for the WEA and they have had to make some difficult decisions.

As these changes are implemented they are bound to cause problems to us at the grass roots level. Delegates from the Federation to the regional and national bodies have worked very hard during this period to mitigate the effect that these changes and I thank them for all of their effort.

I will not take up time to detail these decisions as we will talk about them as we work through the agenda.

In finishing I would just like to say something on a personal note. This association was started over 100 years ago as there was a growing awareness that people in rural and remote areas could not access the education that was on offer in towns due to the lack of finance and/or transport. It was decided that to help solve the problem it would be better to get tutors to go to these areas. This system was to be managed mainly by volunteers at grass roots level and run by its members for its members. It seems to me that as time has moved on both these worthy ideals are getting forgotten in the race to centralisation.

I hope you find the rest of the day interesting and once again thank you for your commitment. Without it the WEA would be in an even worse predicament.

**b. Vice Chairman's Report – Peter Norfolk**

As Vice Chairman of the Federation I have managed to attend four out the five meetings held this year, having missed the meeting held in June.

My services have yet to be called on due to the one hundred percent attendance record of our current Chairman Brian Gillion. I therefore have no formal Report to submit in my capacity as Vice Chairman.

I should, however, like to very briefly acknowledge the important voluntary work being carried out conscientiously and effectively by all members of the Federation Committee, supported by others too numerous to mention.

I have been involved with the WEA for forty years but there are many others in the Association whose involvement is far longer than mine. I started working with the former Eastern District as a part-time (Associate) Tutor in 1979, ending my career upon retirement in 2010 as an Area Learning Manager with London Region.

I have been an Individual Member (originally Subscriber) of the Eastern District/Region since 1980 and during that time have witnessed many changes.

During my time as an employee of the WEA, I worked almost exclusively on the 'targeted' (fully-funded) course programme and only by way of passing knew anything about the General or 'branch' programme of courses run by a large number of volunteers whom I only really ever come across at Regional Council meetings.

On retirement and wishing to maintain active involvement with the WEA, I joined my local Brightlingsea Branch and volunteered to join the Branch Committee. I had no idea just how much time, commitment and devotion so many volunteers spend in pursuing and delivering the aims and objectives of the WEA at every level.

Now, as a volunteer myself, I still feel like a "new boy" on a steep learning curve whose admiration of his peers shall never cease or diminish in respect to the vast range and wealth of time, knowledge and experience they contribute to the maintenance and future well-being of the WEA.

**c. Secretary's Annual Report – Lesley Naish**

This has been my first full year as Secretary of the Federation.

I would like to talk about the success of the Federation Events. Joan Black organised a programme of 7 walks, which were very successful; all but one were oversubscribed, and one needed a second guide because of high numbers. The meeting expressed their thanks to Joan for all the hard work she has put into making this a very successful part of the WEA

Summer.

The One Day Schools were well attended and very enjoyable. The Colchester Summer school was only able to offer one course because one tutor had to withdraw at the last moment, but the other was very well attended, and well received. Chelmsford was less well attended but still very enjoyable.

Paperwork for these events is still an issue, particularly the walks which cannot be booked online. Completion of a Short Enrolment Form (2 sides) outside in all weathers (rain, wind!) for a 2 hour walk seems over-bureaucratic. This time for the One Day School in November Ron has combined an enrolment form with the booking form. Hopefully this will be acceptable to Support Services.

Adhering strictly to the GDPR policy still causes a headache, and the burden on regional office to draw down a list whenever I need it is a concern.

#### d. **Treasurer's Annual Report**

The accounts for the year 2018-19 are at Appendix 1.

This has been a very difficult year throughout the organisation with many staff changes culminating in the retirement of our Regional Education Manager, Sharon Watson, in August although I'm pleased to note that Sarah Moore has taken on much of her role in this area.

In my role as both Federation and Regional Treasurer, I have had some heated discussions about costing methods more than ably assisted by Ron Marks who has prepared a lot of analysis and made representations to the Trustees. We managed to obtain a concession for our November one day school that we could charge a fee based on learner hours rather than the number of hours we pay our tutors. Had we not been able to do that, the fee would be £22 not £14. We are continuing with our efforts to keep one day school fees as low as possible to make them more available to people on lower incomes. We are also aware that they serve as good publicity for the WEA and want to encourage new people to enrol.

Our biggest problem has been the walks – you will see the income is about half of expenditure. This was because we were charged a branch course contribution of £55 per hour for each walk regardless of the fee requested by the guide and this often far exceeded the guide's fee. We do not believe the walks would be viable if we increased the learner fee in relation to the BCC. We do not object to paying a reasonable amount towards National costs but in the case of walks we think this is excessive since all they do is advertise the walks online but they are managed entirely by Joan Black who sets them up and booking is through her and not available online. We are looking at the current structure and will seek rationalisation for next year or we fear we may not be able to continue with walks, which would be a great pity.

We have made modest profits on our one day schools but unfortunately Jola Pellumbi had to withdraw at the last minute affecting revenues for the Spring ODS, but hopefully these will recover when she comes to deliver her course on Venice in November.

Colchester summer school only delivered one course this year when the Orwell tutor had to drop out but the History of Disease proved extremely popular and was a great success. Chelmsford summer school didn't quite reach the numbers required and accommodation costs were slightly higher than in Colchester so we made a loss of over £400.

Once again we are grateful for the generous grants from both Benham-Seaman and Basil Slaughter Trusts enabling us to purchase equipment and fund EF News and make grants to branches in need when requested. Don't forget we're able to make grants for accommodation or publicity costs if required. I'm afraid without the 2 grants we would not be showing the healthy £1542 profit that we are.

We're facing a challenging year with changes to the way some branches process their accounts. Even if you are a 'non-processing' branch, we do hope that you will continue to send delegates to Federation and Regional Council meetings. In view of the changes and

the declining number of branches that manage their own financial affairs, we have decided not to ask for an affiliation fee this year but will keep this under review.

**e. Federation Website Report**

In the absence of David Stubbs, the Secretary reported that the courses for the forthcoming year had been uploaded on to the website.

**f. EF NEWS**

Ron Marks reported that Andrew Aitken has just produced his second edition. Those who have had a chance to see it already agreed that it was very impressive. Ron encouraged branches to distribute copies widely, as well as to branch members. In his appeal for articles, Ron suggested that as well as information about past courses and events (always very welcome), perhaps reminiscences of local interest could be submitted.

The meeting expressed their thanks to Andrew for his efforts.

**g. Questions to Federation Officers**

Questions that arose during the meeting were dealt with during the relevant sessions.

**3. Election of Federation Officers**

The Chairman, Vice Chairman, Treasurer and Secretary were proposed and seconded as per the list below and were all elected unanimously.

The other committee members were nominated and seconded en bloc, and were voted unanimously.

There were two nominations for new committee members, Rhiannedd Pratley (Danbury & Little Baddow Branch) and Linda Vowles (Colchester Branch). They were proposed and seconded as per the list below, and elected unanimously.

<b>Role</b>	<b>WEA No.</b>	<b>Name</b>	<b>Nominated</b>	<b>Seconded</b>
Chairman	W2201463	Brian Gillion	Joan Black	Pat Dale
Vice Chairman	W2201837	Peter Norfolk	Lesley Naish	Rhiannedd Pratley
Secretary	W2208179	Lesley Naish	Joan Black	Gillian LePage
Treasurer	W2205333	Jane Dougan	Linda Vowles	Dick Frost
Committee Member	W2201768	Joan Black	Roger Le Page	Mike Wall
Committee Member	W2205467	Richard Colley		
Committee Member	W2212183	Jos Claessen		
Committee Member	W2212186	Anita Curtis		
Committee Member	W2201834	Pat Dale		
Committee Member	W2201518	Ron Marks		
Committee Member	W2212394	Anne Mossman		
AV Support Officer	W2208178	Peter Naish		
Committee Member	W2205651	Jane Powell		
Committee Member	W2207642	Peter Prentice		
Committee Member	W2201818	Jean Roberts		
Committee Member	W2202894	David Stubbs		
Committee Member	W2207046	Rhiannedd Pratley		
Committee Member	W2212228	Linda Vowles	Ron Marks	Pat Dale
Regional Council Representatives	W2201837 W2205333	Peter Norfolk Jane Dougan	Joan Black	Lesley Barnard
Regional Committee Representatives	W2201463 W2205467	Brian Gillion Ron Marks	Roger LePage	Jean Roberts
Regional Education Forum Rep.	W2212394	Anne Mossman	Ron Marks	Lesley Naish

#### 4. Area Learning Management Team

Since the resignation of Sharon Watson, Sarah Moore has relinquished direct responsibility for Essex, to concentrate on Regional matters. She introduced Tanis Paulin, who is now Area Learning Manager for Essex, as well as Cambs, Beds and Herts. The remainder of the Essex team is Jane Latham, Sally Ridealgh (Education Co-ordinators) and Claire Gellard (Education Support Assistant).

The current Regional staffing structure is attached as Appendix 2.

The work of the Essex Area Learning Team was tabled at the meeting, and is attached as Appendix 3. The meeting congratulated Sally and Jane for all their hard work in producing such a programme.

<b>2018-19 REGION</b>	<b>Branch</b>	<b>Community</b>	<b>Total</b>	<b>TARGET</b>
Course hours (ESFA funded)	5536	5769	11,299	12,000
Course hours non ESFA funded (day schools and other full cost)	454	307	760	
Individual Student numbers			6802 977 of which were not ESFA funded	7000
Enrolments not individual students	7941	3753	11694	N/A

<b>2018-19 Essex</b>	<b>Branch</b>	<b>Community</b>	<b>Total</b>
Course hours (ESFA funded)	2116	1371	3487
Course hours non ESFA funded (day schools and other full cost)	179	167	345
Individual Student numbers			2281 490 of which were not ESFA funded
Enrolments not individual students	2906	1134	4040

Sarah talked about the Building Better Opportunities (BBO) programme which has been running for the past 3 years in Braintree and Southend. This is funded by the ESF (European Social Fund) and the Lottery Community Fund. The intention is to support people into jobs. By the end of the first part of the project we had worked with 77 individuals against a target of 60 and had supported about a third of these into meaningful employment. We have now been given an extension to the programme for another 2 years and will be working in Braintree, Basildon and Southend. The revised project aims to support “Economically Inactive” people – ie those who are not employed, and not on benefits.

Tanis talked about a link with Madingley Hall Institute of Continuing Education (ICE) who are offering a bursary to two WEA students so they can undertake a part-time one year certificate course at first-year undergraduate level. The first two students have now begun their studies, one of these from Essex who had studied creative writing at Colchester branch

Sarah gave an update on GDPR. The latest policy is to be found in an appendix to the Branch Handbook issued in August 2019. The link can be found in the email from the Volunteering Team of 28<sup>th</sup> August. The most important aspect for branches is that they must not keep any records of members, other than those necessary for the administration of the current course. It is possible to ask Regional office for mailing labels for students who have agreed to be contacted by post.

Within the Region, Cambridgeshire has been very badly affected by the devolution of ESFA funds to the Mayoral Authority of Cambridgeshire and Peterborough. 11 bids were submitted but none were successful. This means that no-one living within the county is able to receive the ESFA subsidy, and thus course costs will be approximately doubled. Sadly, of the 21 branches in Cambridgeshire, 6 have closed, and the remaining 15 have decided to “go it alone”. About half the branches have closed fully, with most of these working independently, the remaining half wish to remain attached to WEA and whilst many are delivering courses independently this term they are hoping that we will secure more funding or can offer different ways of working so that they remain with WEA. Devolution not only affected the branches in Cambridgeshire but also the entire community programme which WEA delivered has been suspended affecting hundreds of students and several partner organisations. The impact of zero funding has been huge on staffing both in the region and outside of the region, with redundancies for core staff and tutors. We are grateful to the Trustees who have given funding for Cambridgeshire in order to recruit a temporary staff member whose focus will be to secure further funding and also funding to cap the fees expected of students.

5. **Regional and National Matters**

Ron spoke on the new fee structure, which had been announced in January 2019, and applied retrospectively. All non-ESFA courses and events would now be charged at £55 per hour.

*“Post-meeting note:”*

*The (Federation) committee has asked for a breakdown of the £55 per hour charged by WEA for all courses. Ron said that approx. £33 is the cost to WEA of the tutor, and the remaining £22 covers WEA admin costs, and also tutor travel costs. Ron has been arguing for some time that the ‘overheads’ costs of £22 per hour is not justifiable – there is no more work for admin whether a course is 2 hours, 5 hours, 10 hours or 20 hours, and the travel costs, for a day school in particular are only incurred once in a day, not 5 times!*

*Ron had prepared a paper for ROG, together with a list of Federation One Day Schools since November 2005, outlining the costs and income. The vast majority had produced a considerable profit for the Federation under the old costing method. In another paper Ron had also calculated the amount of time spent by volunteers and staff in organising Federation Day and Summer Schools. At 45 hours estimated volunteer time Lesley said that she thought this was a considerable underestimate, to say nothing of costs of printing registers, or the time spent completing by hand the paper registers sent by WEA.*

*The matter is on hold at the moment and as yet no response has been received from the centre, but Ron is pursuing at every available opportunity.*

Betty Wolfenden suggested that it might be possible to put a motion concerning this matter to the next National Conference next summer.

6 There being no further business, the meeting closed at 1.00 pm.

For the afternoon session tutor James Clarke gave an overview of one of his courses, History on Film. Delegates were encouraged to join in the discussions about how a course could be designed to suit the particular class members.

**WEA ESSEX FEDERATION Charity No. 112775****INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2019****INCOME**

Autumn One Day School	1296.00
Spring One Day School	1092.00
Summer School Colchester	1739.00
Summer School Chelmsford	1406.00
Walks	565.00
Benham-Seaman Trust	2464.00
Basil Slaughter Trust	3012.00
Catering	83.00
Affiliation Fees	600.00
Donations	24.00
Bank Interest	9.10

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 12290.10

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**EXPENDITURE**

Autumn One Day School	1099.00
Spring One Day School	1166.50
Summer School Colchester	1178.02
Summer School Chelmsford	1845.00
Walks	1020.00
Equipment	1890.05
EF News	1333.00
WEA Coggeshall	168.00
Catering	40.59
Accommodation Meetings	237.00
Travel Expenses	82.80
Stationery and Postage	234.96
AGM 2018	342.55
Website	60.00
Key Deposit	50.00
Add Excess Income over Expenditure	1542.63

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 12290.10

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## BALANCE SHEET AS AT 31 JULY 2019

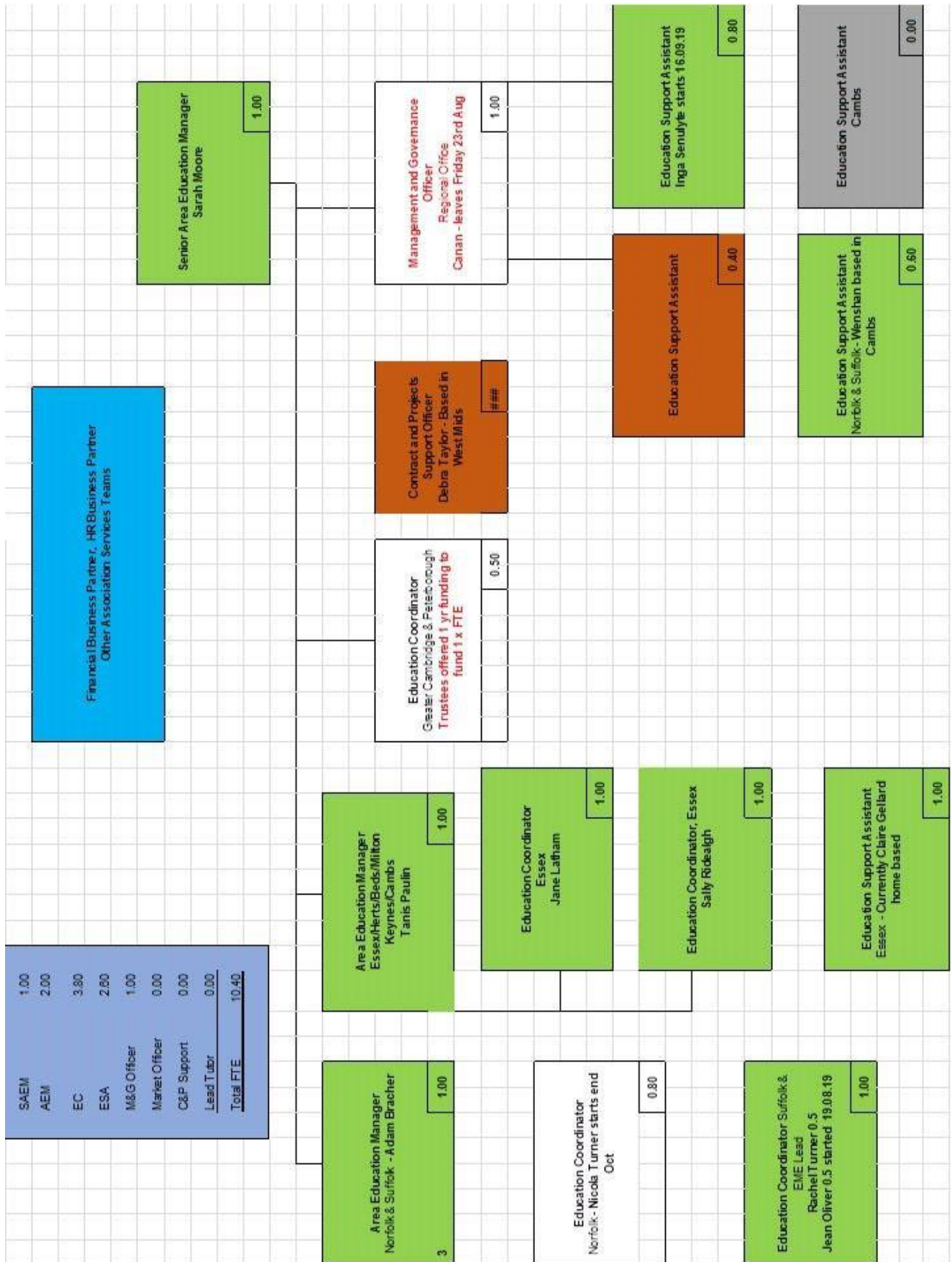
<b>ACCUMULATED Fund</b>		<b>BALANCE</b>	
Balance as at 31 July 2018	9802.27	Natwest at 31/7/19	11724.90
<b>CREDITORS</b>		<b>DEBTORS</b>	
Essex Record Office	560.00	Outstanding Affiliation Fees	130.00
		Keene Hall October 2019 Deposit	50.00
Add Excess of Income over Expenditure	1542.63		
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	11904.90		11904.90
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### NOTES TO ACCOUNTS

1. Autumn One Day School: accommodation £339.00, tutors £550.00, leaflets £210.00.
2. Spring One Day School: accommodation £339.00, tutors £577.50, leaflets 250.00.
3. Summer School Colchester: accommodation £443.02, tutor £550.00, leaflets £185.00.
4. Summer School Chelmsford: accommodation £560.00, tutors 1100.00, leaflets £185.00.
5. Walks: guides £770.00, leaflets £250.00. We were charged an hourly rate of £55.00 by WEA for guides even though in many cases this exceeded the guide cost and National administration costs were minimal.
6. Benham-Seaman Trust Grant: EF News £915.00, Remitted Fees £49.00, Equipment £1500.00.
7. Equipment: 4 laptops plus software £861.60, 3 digital projectors £1016.67, 2 connector cables £11.78. We have a balance of £49.02 remaining in the Equipment Fund.
8. EF News: Autumn £634.00, Spring £699.00.
9. Basil Slaughter Trust Grant: £3000.00 general purpose, WEA Coggeshall received a grant of £168.00 to cover accommodation costs. Book Sales £12.00.
10. Affiliation Fees: In addition to this I have received a total of £60.00 outstanding from previous years. The outstanding £130.00 refers to fees outstanding from before 2017/18 and we are unlikely to receive them.
11. AGM: accommodation £84.00 + £50 deposit paid the previous year, catering £258.55.



Regional Staffing Structure



## Targeted Programme 2019-20

The Essex Education team, which comprises Jane Latham and Sally Ridealgh (Education Co-ordinators) and Claire Gellard (Education Support Assistant), is working very hard to develop a variety of new work for the academic year 2019/2020. Working with a combination of cultural branches, existing and new partners and supportive venues, the Essex Education team is working to provide education provision for those most in need in Essex, whether that be because of lack of other educational provision within communities or individual disadvantage. Readers will be familiar with the excellent work undertaken with Essex communities by our volunteer branches but they may not be so familiar with the other work done by the WEA in Essex.

Across East Anglia, the WEA has been working to develop a regional partnership with Clarion Housing. We work with the excellent Clarion Housing team to deliver educational opportunities for Clarion Housing tenants, which enable them to develop their work related skills. This partnership has proven very beneficial to the WEA and has provided us with the impetus to work with new communities.

In Basildon and Braintree, we are working with Clarion Housing, Chelmer Housing and Swan Housing to deliver an Introduction to Teaching and Learning in Schools. We will also be delivering this course in Leigh-on-Sea in partnership with Family Action and in Chelmsford and Colchester with Job Centre Plus. Students who successfully complete these courses will have the opportunity to progress onto a Level 2 Award in Support Work in Schools and Colleges. One of these courses will be offered with Swan Housing in Basildon from September 2019 with others to follow in Braintree, Chelmsford and Colchester in spring 2020. This course is accredited by CACHE and is an excellent way for those interested in working in schools or colleges as support workers to move from volunteering in schools into paid employment. In Chelmsford, we will also be offering an Introduction to Study Skills programme. This course is very useful for students who are returning to learning and offers support with referencing, time management and formal writing. In September, we are also planning an introductory course in Basildon to help tenants of Clarion and Swan Housing engage with the digital world for the first time.

The level 2 course represents a big commitment on the part of students, so in order to recruit students for these courses, we will be offering a number of short taster courses to allow students to gauge their interests in study. We will be offering: *Recognise Your Potential*; *Strategies to Support Children with ADHD, Autism and Sensory Differences*; and in Basildon *Helping Your Child Manage Stress and Anxiety*. We will also be offering *Positive Parenting from Birth to 10 years* in Westcliff-On-Sea.

The WEA has worked with the Tabor Centre in Braintree for a number of years. The Tabor Centre, which was founded in 1990, is a longstanding partner of the WEA. The centre works with disabled adults and assists their client group to achieve their maximum potential. Sally Ridealgh has set up a very exciting and varied creative and performing arts programme with students in the coming term. The WEA will be providing courses in music (*Songs and Screen Music*; *Songs and Classical Music*), Drama; *Discover and Sketch*; and the very popular *Crafts for Christmas*.

Finally, good English and Maths skills are essential to succeed. We will be offering English and Maths Functional Skills qualifications at level 2 in Basildon. We will also be offering ESOL (English for Speakers of Other Languages) entry 2 in Westcliff-on-Sea.

Moving forward, there is a real shortage of people trained to work in the care industry in the UK. WEA Education Co-ordinator Jane Latham has been working with the Employment and Training Manager (ETM) for Swan Housing in Basildon to deliver a variety of courses, including the level 1 and level 2 *Helping in Schools* programmes from the WEA's Schools and Parenting Pathway. Swan Housing feels that there are real opportunities for their residents to move into the care industry. Jane is working with the Employment and Training Manager to develop an accredited delivery programme of study which could see Swan Housing residents gain qualifications with the WEA to become accredited care workers. Pilot programmes to develop this route into care work will begin later this year. Initially, we will be aiming for students to complete a 60 level 1 accredited qualification in Preparing to Work in the Adult Social Care Award, with the possibility of interested students progressing into a level 2 Certificate in Preparing to Work in Adult Social Care.