

## WEA ESSEX FEDERATION - AGM 6<sup>th</sup> October 2018

**Minutes of the Annual General Meeting held on Saturday 6<sup>th</sup> October 2018 at 10.15 a.m.**  
**Venue: Keene Hall, Watchouse Road, Galleywood, Chelmsford CM2 8PT**

### **Branch Representatives:**

Jill Frostick & John Terry (Ardleigh), Sue Fisher (Billericay), David Stubbs (Braintree), Joan Black, Jane Dougan & Mike Wall (Chelmsford), Jane Powell & Jean Roberts (Colchester), Anita Sanderson, Audrey Saunders & Rhiannedd Pratley (Danbury & Little Baddow), Dick Frost & David Walmsley (Felsted), Richard Colley (Great Oakley), Mary Fish & Kathy South (Hatfield Peverel), Ron Marks (Kelvedon & Feering), Lesley Barnard & Pat Dale (Loughton & Epping), Bill & Jean Bowers (Maplesteads), Brian Gillion (Silver End), Jenny Manning & Sue More (Tiptree), Vysian Banyard & Ann Mossman (Tollesbury), Gillian Poole (West Bergholt), Anita Curtis, Audrey McDowall & Peter Prentice (Writtle).

(= 31 Branch Delegates representing 17 Branches)

### **Guests:**

Sarah Moore (Senior Area Education Manager), Sharon Watson (Regional Education Manager), Betty Wolfenden (Regional Vice-Chair).

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

The Chairman welcomed branch members and the Regional Officials. He thanked all who had helped in the preparations. In the Secretary's absence, David Stubbs had kindly agreed to take the minutes.

### **b. Apologies for Absence**

John Widdowson { WEA President}; Mo Green {Regional Chairman}; Gordon Vowles { Bedford Federation}; Georgina Warrington {Suffolk Federation} ; Sally Ridealgh {WEA Admin}; Claire Gellard {WEA Admin}; Lesley & Peter Naish {Essex Committee}; Peter Norfolk {Essex Committee}; Diana Taylor {Rayleigh Branch}; Great Bentley Branch; Coggeshall Branch; Brightlingsea Branch; West Mersea Branch; Halstead Branch;

### **c. Minutes of the last AGM, held on 7<sup>th</sup> October 2017**

The Minutes were approved, and signed by the Chairman.

### **d. Matters Arising from the Minutes**

There were no Matters Arising that were not included in the Annual General Meeting Agenda.

### **2 a. Chairman's Annual Report**

The Chairman's provided the following report to the meeting:

"On behalf of the Essex Federation I welcome all branch delegates and our guests from the wider WEA community to our Annual General Meeting. Thank you all for attending.

I am Brian Gillion and I became chairman of the Essex Federation in January this year following Ron Marks's retirement from that post.

My first involvement with the WEA was in 1986 when I joined a course at the re-established branch in Silver End. In those days the association had a slogan that the WEA was run by its members for its members. Some of you may remember that at that time you became a member simply by joining a course.

As I liked this philosophy I attended the branch AGM at the end of the course when I got elected branch secretary, a role that whether rightly or wrongly I still hold. Obviously, I have seen many changes over the years.

I have become Federation Chairman at a time when the WEA is facing major challenges mainly due to changes in funding. Some of these changes will be explained as we work through the agenda. Already there is a growing movement within the association of bringing the student experience to the forefront of its activities.

One way that the Association can meet these challenges is to increase student numbers. We can all play our part in this by persuading people we know to join a course and experience the joys of the WEA. If we can achieve this your delegates to Regional and National committees will have a stronger voice. It will help the WEA to become more independent and be in a better negotiating position with our funders.

I would like to thank you all for the hard work you do for the Association and I trust that you will find the day interesting and informative.”

#### **b. Vice Chairman's Report (Joan Black)**

I have organised 7 walks this summer, all have been well attended. We had to repeat the Goldhanger walk due to demand. My thanks must go to all the guides especially Josie Watson, a Blue Badge guide with whom we have worked for the past three years. What started as an idea to meet WEA's 'Healthy Living' criteria seems to have become a popular fixture for the Essex Federation.

I have started to think about next year's collection of walks and already have one organised in Tollesbury thanks to Anne Mossman. I am awaiting news from Josie about what she can offer and will by popular demand ask Alex Bass to lead another Wild Life walk.

This year the walks filled quickly, so it was somewhat irritating when people failed to appear and hadn't let me know. This meant someone on the waiting list missed out, who could have filled the space.

I resigned from the Regional Committee and am stepping down from the Federation Vice Chair's position due to family pressures but will continue to organise the walks and support the Committee.

Thank you all very much for your help and assistance over the years.

#### **c. Secretary's Annual Report**

Due to family commitments Lesley Naish was unable to attend the AGM.

#### **d. Treasurer's Annual Report : Accounts tabled as Appendix 1**

##### TREASURER'S REPORT AGM 6 OCTOBER 2018

*Having made an extremely good profit in 2016-17, I'm sorry to say that we've not had such a good year. We still made a small profit of £825.19 but this includes £439.07 set aside for equipment reducing it to £386.12. In May we held the final lecture in a series of five Richard Waskett Memorial Lectures. As you know, these were sponsored by a group of his friends and at the end we had a balance of £214.34 in the fund which the sponsors have very kindly allowed us to add to our general funds so without this, our profit would have reduced further to £171.78 but at least we're not in the red!*

*Both one day schools and walks made a small profit but our biggest losses came with the two summer schools. Bookings were considerably down on previous years and we had to take the decision to run just one course at each venue and these both made a loss, small £53.46 in the case of Colchester but much larger in Chelmsford (£626.85) not helped by the fact that we were charged a cancellation fee by the Essex Record Office for the second room of £180 which was not that much less than the full cost of £280. It was a very disappointing outcome and I hope we will see an improvement this year or we may need to consider changes. We do try to provide a varied and engaging programme but if there are any topics you'd like to study, let us know.*

*The two Trust Funds, Benham-Seaman and Basil Slaughter, have once again been generous with their grants enabling us to buy equipment and pay for EF News and help WEA Tollesbury with accommodation costs.*

*You will see that a number of affiliation fees are still outstanding (I've now received Maplesteads, thank you) and I've received fees from two branches that have now closed (Frinton and Maldon). The invoice for this year's fee will be sent out in November and we propose keeping it at £20. If your branch has difficulty paying, please let us know. Financial help may be available from the Branch Support Fund if needed, but we may also be able to help with things like accommodation costs and advertising.*

*So, it's been a year of mixed fortunes but I hope we shall see an improvement this year.*

*Jane Dougan*

*Note: In relation to the branches in Maldon, Frinton and Wickford which have closed in the last year, this was due to their branch committees standing down and the difficulty of finding other members to act as officers for these branches.*

*In the meantime staff in the Regional office have taken over the running of these branches. If any branch has difficulty meeting its costs it should let Jane and the Regional Office know.*

#### **e. Federation Website Report**

David Stubbs reported that both he and Claire Gellard can now make updates to the course listings in the website. If a branch has problems with incorrect information on any listing please contact David or Claire.

## f. EF News Report

At the last AGM Ray Hedley reported that he would be standing down from the position of editor of *EF News*. Whilst no one has formally taken over as editor Ron Marks had volunteered to edit the Autumn and Spring editions.

In relation to *EF News* Ron reported that he had received many articles for inclusion in the journal. Included in the articles submitted were a number from Writtle and Billericay branches. Both always submitted reports about courses they had run. Brian suggested that among the other articles included in *EF News* accounts of courses run by branches provide valuable information when selecting courses.

Ron reported that the printing of the current edition had been undertaken by a new printer, Paul Clarke Printing Ltd. of Sible Hedingham. The print quality was very good and the price was competitive, even though illustrations had for the first time been printed in colour.

In relation to the editing of *EF News* Ron said that he would appreciate it if another person could assist with production of the Spring magazine with a view to taking over as editor next year.

The Chairman thanked Ron heartily for all of the work he had carried out for the WEA over the years.

## g. Questions to Federation Officers

Questions that arose during 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 (see list below), and were all voted en-bloc and were unanimously elected.

<b>Role</b>	<b>WEA Ref No.</b>	<b>Name</b>	<b>Nominated by</b>	<b>Seconded by</b>
Chairman	W2201818	Brian Gillion	Ron Marks	Jane Dougan
Vice-Chairman	W2201837	Peter Norfolk	Pat Dale	Brian Gillion
Treasurer	W2205333	Jane Dougan	Ron Marks	Sue More
Secretary	W2208179	Lesley Naish	Ron Marks	Jean Roberts
EFNews Editor	W2201518	Ron Marks (temporary until April 2019)	Joan Black	Brian Gillion
Committee member	W2201834	Pat Dale	Joan Black	Peter Naish
Committee member	W2201818	Jean Roberts	Pat Dale	Lesley Naish
Committee member	W2212183	Jos Claessen	Peter Naish	Anita Curtis
Committee member	W2205651	Jane Powell	Jane Humbles	Jean Roberts
Committee member	W2212186	Anita Curtis	Peter Prentice	Ron Marks
AV Support Officer	W2208178	Peter Naish	Brian Gillion	Jean Roberts
Committee member	W2201518	Ron Marks	Joan Black	Brian Gillion
Committee member	W2202894	David Stubbs	Peter Norfolk	Joan Black
Committee member	W2205467	Richard Colley	Jane Dougan	Jane Dougan
Committee member	W2207642	Peter Prentice	Anita Curtis	Ron Marks
Committee member		Anne Mossman	Ron Marks	Brian Gillion
Federation Regional Committee Representative	W2201818	Brian Gillion	Ron Marks	Jane Dougan
Federation Regional Education Committee Representative	W2201837	Peter Norfolk	Pat Dale	Brian Gillion
Federation Regional Council Representative	W2201768	Peter Norfolk	Mike Wall	Lesley Aitken
Federation Regional Council Representative	W2205333	Jane Dougan	Ron Marks	Sue More

#### 4 a. Programme Reports

**Sarah Moore**, Senior Area Learning Manager provided a PowerPoint presentation (**See Appendix 2**)

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Course hours this year have focused on an increase in numbers of students both for branches but also those working on partnership accredited and certificated courses. In relation to WEA Federation One Day Schools and Walks the use of the short enrolment form has resulted in an increase in the number of new students being recorded.

Sarah went on to talk about some case study examples of partnership courses such as Helping in Schools and Helping with Special Educational Needs and Disabilities.

Students who attended these courses were very positive about the courses reporting that they had been helped to return to employment with 15% moving into full time work and 50% into part time employment.

Sarah went on to talk about some new courses that had been set up in South Woodham Ferrers. This was arranged by WEA Eastern Region. A venue was found in the local library and after advertising the course on Facebook they had 30 recruits.

Sarah talked about WEA involvement in the Building Better Opportunities Project (BBO) focussing on providing 1-to-1 support for people with disability, many of whom have been unemployed for years. 43 people had been helped by this project in Southend and Braintree areas. She also described the Advanced Practitioner Project which is a research project about supporting and upskilling current and new tutors.

#### b. Questions for Area Learning Management

Online enrolment is mainly going well, It is possible to enrol online for two weeks after the first meeting though several branches reported problems with this. However, telephone enrolment had been possible in some cases.

Branches are reminded that they can change the upper limit of online enrolment at any time, and were advised to check the limit and adjust if necessary.

If a student who has enrolled online decides that they do not wish to continue after the first week, it is possible to obtain a refund of the course fee.

For Day Schools a short enrolment form is available, and this is also available online.

The Regional Office should be contacted in respect of Fee Remitted Students.

**The Freephone telephone enrolment number is 0800 328 1060.** Students using this number will speak to a person who can quickly take the students' details and carry out the online enrolment process for them.

#### 5 a. Regional and National Matters

**Sharon Watson**, Regional Education Manager provided a PowerPoint presentation (**See Appendix 3**)

Sharon started her report by thanking all of those present for what they do for the WEA branches and for the WEA membership. She recognised that there have been many changes in the last year with new structures, new roles, new procedures and changes all round.

At all levels the WEA is aiming to refine processes to make things work better. There have been changes to the enrolment processes, for example enrol on line or by phone .

We are trying to get advice from users and branches about how the system can be made to work better and we are trying to balance how changes are made. Data Protection issues have come to the fore recently and we want to find solutions to the issues that have arisen.

In relation to the OFSTED process we have achieved a very commendable Grade 2 thanks to the efforts of everyone at all levels in the WEA .

There is currently a review with the aim of determining what is the future direction for the WEA over the next few years. This will involve consultation with both staff and Governance over what are achievable targets given the current timetable.

The Regional priority for the year is for an increase in the number of enrolled students. Last year 7200 students were enrolled. This is in line with an overall decline in higher and adult education. For students the WEA needs to look at different types of course that are offered and how people can progress from one to another, i.e. starting with tasters then moving to longer courses, then to work or further education.

As an organisation we need to engage with different partners from different areas, we also need to look for a significant increase in different courses offered and the media used to provide these courses. We need to be able to access different IT technologies and provide opportunities for both people in work and not in work.

We will also need to find different ways to reach more students, for example as people work for longer and older people retire at a later age we may need to look at more evening classes or classes aimed at those returning to work.

The WEA also needs to find devolved funding such as the example given by the combined Cambridge and Peterborough body. How will the WEA face these challenges? At a National and Regional level work is being carried out to get more funding.

These changes will affect branches and volunteers as well as tutors and paid staff. We will all have to work together. In order to assist volunteers the Regional office is arranging a volunteer day in November or December to help branches and volunteers. The WEA needs to recruit new volunteers for many roles such as secretaries and others to arrange and organise meetings etc.

Like any organisation the WEA needs to measure and keep stats in order to demonstrate the effectiveness of the organisation. Feedback helps us to make reports that give a picture of the effectiveness of the work carried out by the people and systems in the WEA.

## **5 b. Regional and National Matters – questions**

Jean Roberts (Colchester) raised the point that the average age of WEA Branch students is over 70 and the majority will not be looking for work, most will be looking for enjoyment from their joining the WEA. The question is how does the WEA attract students and volunteers of a wider age range to our branches.

Mike Wall (Chelmsford) said that the world was a very different place now, with work patterns very different for families, e.g. young mums at work, students, people who work part time. He made the point that Branches need to widen their views about the type of courses we offer e.g. crafts, practical art, languages. There needs to be a dialogue between partnership courses and Branch Courses. There is a need to work collectively and engage with different groups in society.

## **6 Regional and National Matters – Ron Marks (Regional Vice-Chair and Association Council Rep.)**

Ron reported on the conclusions of the Regional **Governance Working Group** set up by the Regional Committee. He described the revised governance structure approved by the Regional Committee and to be presented to the Regional Council AGM on 3<sup>rd</sup> November. **(See APPENDICES 4 & 5)**

He and the Regional Chair, Mo Green, had raised Regional concerns about the Branch Assurance Review at a 'Zoom' meeting of the **Association Council** and requested that these be discussed fully at the next face to face meeting of the Council in London on 7<sup>th</sup> November. It had also been agreed that concerns about the effects of centralisation would be discussed at a future meeting.

He referred to some of the problems that had been caused by GDPR and copyright laws. Concerns had been raised with the new national Data Protection Officer, Jaimie Scully, and comments made by Rhiannedd Pratley and Audrey Saunders of Danbury Branch had been communicated to her.

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**There being no other business for the AGM the Chairman thanked everyone for their contributions and declared the meeting closed at 1pm. Date of next meeting – 5<sup>th</sup> October 2019 (to be confirmed).**

## **AFTERNOON PROGRAMME - TUTOR TASTER SESSIONS**

**Abbie Saunders** provided an introduction of the topics covered in her Literature courses

**Lionel Sims** presented an overview of his new course 'What is it to be human?'

**Lucy Rawlinson**, a tutor new to the WEA, presented a short overview of each of the four Day Schools she is able to deliver, 'History of Medicine and Public Health – Ancient, Medieval and Renaissance', 'History of Medicine and Public Health in the 19<sup>th</sup> and 20<sup>th</sup> Centuries', 'History of Surgery in the 19<sup>th</sup> and 20<sup>th</sup> Centuries' and 'The Sioux Indians in 19<sup>th</sup> Century America'.

**Andy Beharrell**, a tutor also new to the WEA, presented a short overview of all his courses followed by some example material from 'Money, Money, Money'.

**Roger Cooke** provided an overview of his courses including his two new courses 'Britain, Europe and the World Part One: 1588 – 1815' and 'Britain: The Making of a Great Power 1485 – 1815'.

**WEA ESSEX FEDERATION AGM 6<sup>th</sup> October 2018 TREASURER'S REPORT**

**WEA ESSEX FEDERATION Charity No. 1112775**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2018**

<b><u>INCOME</u></b>		<b><u>EXPENDITURE</u></b>	
Autumn One Day School	1320.00	Autumn One Day School	1117.97
Spring One Day School	1344.00	Spring One Day School	1156.20
Summer School Colchester	629.00	Summer School Colchester	682.46
Summer School Chelmsford	407.00	Summer School Chelmsford	1033.85
Richard Waskett Lecture	120.00	Richard Waskett Lecture	240.00
Walks	706.50	Walks	608.51
Benham-Seaman Trust	2881.00	Equipment	1389.47
		EF News	1104.00
Basil Slaughter Trust	1500.00	WEA Tollesbury	120.00
Catering	26.47	Catering	4.44
Affiliation Fees	700.00	Accommodation Meetings	281.00
		Travel	61.65
		Stationery/Postage	258.26
		<b>AGM</b>	390.97
		Website Maintenance	360.00
		Add excess Income over Expenditure	825.19
	<hr/>		<hr/>
	9633.97		9633.97
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## BALANCE SHEET AS AT 31 JULY 2018

### ACCUMULATED FUNDS

Balance at 1/8/17                      9057.08

### BALANCE

Natwest at 31/7/18                      9622.27

### DEBTORS

Affiliated Fees  
WEA Lawford 2012/13                      15.00  
WEA Lawford 2013/14                      17.50  
WEA Lawford 2014/15                      17.50  
WEA Lawford 2015/16                      20.00  
WEA Lawford 2016/17                      20.00  
WEA Lawford 2017/18                      20.00  
WEA Benfleet                                20.00  
WEA Great Dunmow                      20.00  
WEA Leigh-on-Sea                      20.00  
WEA Maplesteads                      20.00  
WEA Rayleigh                                20.00

Add Excess Income over  
Expenditure                                825.19

Keene Hall Oct. 2018 Deposit    50.00

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9882.27

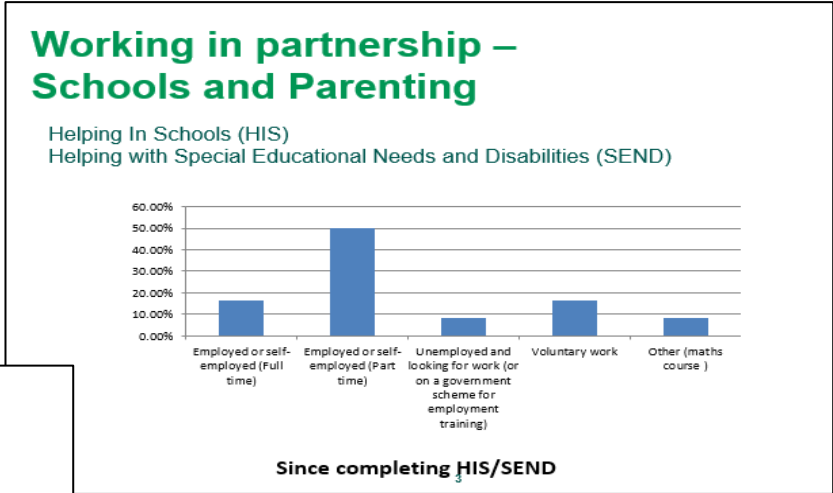
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### NOTES TO ACCOUNTS

1. Autumn one day school: accommodation £433.12, leaflets £145.00, catering £5.00, tutors £534.85. Profit £202.03.
2. Spring one day school: accommodation £339.00, leaflets £140.00, catering £24.60, tutors £652.60. Profit £187.80.
3. Summer school Colchester: accommodation £187.51, leaflets £132.50, tutor £362.45. Loss (£53.46).
4. Summer school Chelmsford: accommodation £460.00 (£280.00 plus £180.00 cancellation fee for second room), leaflets £132.50, tutor £441.35. Loss (£626.85).
5. Richard Waskett Memorial Lecture: accommodation £100, catering £100, speaker £40. Loss (£120.00).
6. Walks: guides £541.69, post £66.82. Profit £97.99.
7. Benham-Seaman Trust Grant 2881.00: EF News £1610.00, remitted fees £71.00, equipment 1200.00.
8. Equipment: 2 laptops plus software (£294.64+£119.99, £238.80+£119.99), 2 projectors (£316.06, £299.99). £439.07 remaining in equipment fund.
9. EF **News**: Autumn £788.00, Spring £316.00.
10. Basil Slaughter Trust Grant £1500: general purpose, WEA Tollesbury received a grant of £120.00 towards accommodation costs.
11. Affiliation fees: figure includes £120.00 outstanding from this year(WEA Lawford, WEA Benfleet, WEA Great Dunmow, WEA Leigh-on-Sea, WEA Maplesteads, WEA Rayleigh). £580.00 received. WEA Lawford also owes £90.00 for 2012-2017. WEA Frinton-on-Sea and WEA Maldon have closed but paid this year's fee, WEA Wickford has closed but did not pay the fee.
12. AGM: accommodation £110.00, printing £33.00, catering £247.97.
13. Website: website hosting and domain registration till 31/7/2019.

**Sarah Moore**  
Senior Area Education Manager

sarahmoore@wea.org.uk  
07901 657832

### Working in partnership – Schools and Parenting

Helping In Schools (HIS)  
Helping with Special Educational Needs and Disabilities (SEND)

- It has given me a brighter outlook. It has inspired me to want to do more. It has helped me to return to employment, and have a proper career again after having a child.
- Without enrolling on the course I wouldn't have been in a volunteering position at the school I now work at. Completing the course enabled me not only a qualification but also employment.

### Working in local communities – South Woodham Ferrers




- No partner / no branch
- British Sign Language
- The power of [FaceBook!](#)
- New publicity volunteer

### Working on projects – Building Better Opportunities – Community Connections

- £149K
- Disability/long term health
- One to One support
- Employment, Learning or Job search
- 43 people registered
  - 3 in work
  - 1 in learning



### Increasing student numbers EVERY single enrolment counts!

Core Contract Yes or No	Term Start	Year 2016-17 Values		Year 2017-18 Values	
		Individual Students	% New In-Year Students	Individual Students	% New In-Year Students
No	Autumn			134	56.0%
	Spring	6		79	51.9%
	Summer	88	83.0%	250	60.4%
<b>No Total</b>		<b>94</b>	<b>77.7%</b>	<b>429</b>	<b>59.9%</b>
Yes	Autumn	1,230	26.2%	1,473	28.5%
	Spring	1,254	30.4%	1,274	27.6%
	Summer	351	51.0%	376	52.7%
<b>Yes Total</b>		<b>1,846</b>	<b>38.3%</b>	<b>2,066</b>	<b>39.4%</b>
<b>Grand Total</b>		<b>1,929</b>	<b>40.3%</b>	<b>2,326</b>	<b>44.2%</b>



# WEA Now and Next

**Sharon Watson Regional  
Education Manager**

- Consulting
- Supporting change
- Working on solutions
- Continuing to help us improve

- 2,870 Students in category of 'overall disadvantage'
- 4,518 students not in that category
- 1,000 students from disadvantaged postcodes
- 1,178 unemployed

## **Every volunteer and voluntary member counts**

**What's new? – regional update for volunteers early December (E-registers, pre-enrolment, marketing, Branches, GDPR)**  
**Digital skills for volunteers**  
**Your priorities**  
**Cambridge Volunteer Fair 20<sup>th</sup> October – Tanis Paulin**  
**New and different volunteers – how can they help you?**

**Over 2000 people have been consulted about the WEA and its future**  
**WEA 2025 Strategy – sets out a clear set of priorities for the next seven years**  
**Plan + budgets will be developed in consultation with staff and governance**  
**Will agree realistic and achievable objectives for each year leading up to 2025**

**Devolution of AEB (Adult Education Budget)**  
**Diversifying and growing other income streams**

**Ongoing dialogue with combined authority for Cambs. and Peterborough**  
**£350,000 – seeking assurance we will receive grant**  
**£100,000 bid for digital inclusion (awaiting outcome)**  
**Two successful bids with Orbit and Clarion Housing**  
**£100,000 successful to get families active in Norfolk**

# Regional priorities in coming year

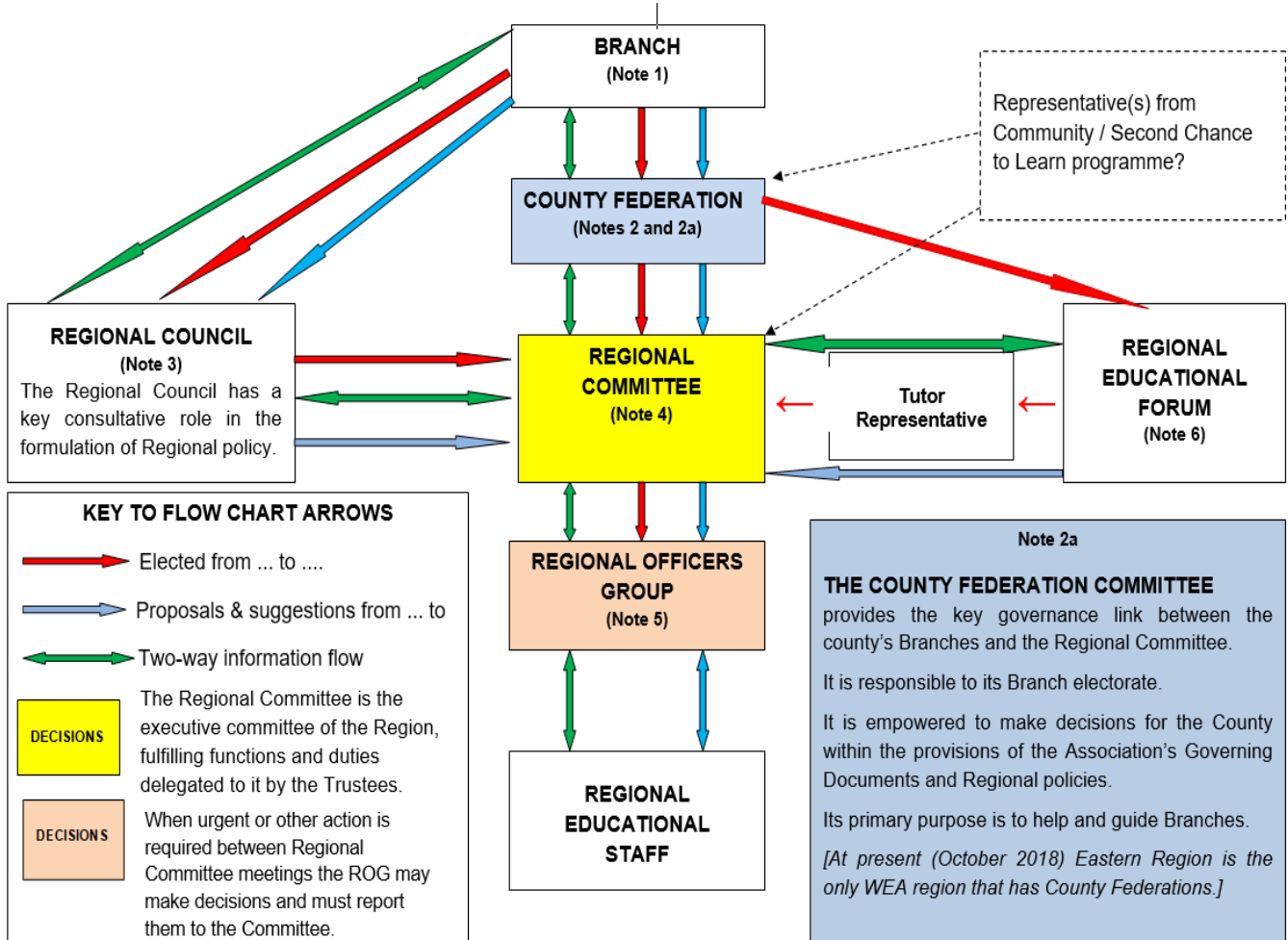


- Our success is measured by our student numbers
- Your support with short enrolments is a big help
- So is your willingness to develop new and different activities to attract new students
- We only have a tiny amount of provision in evenings and weekends
- What are your ideas?

## Every volunteer and voluntary member counts

- What's new? – regional update for volunteers early December (E-registers, pre-enrolment, marketing, Branches, GDPR)
- Digital skills for volunteers
- Your priorities
- Cambridge Volunteer Fair 20<sup>th</sup> October – Tanis Paulin
- New and different volunteers – how can they help you ?

**VOLUNTARY GOVERNANCE STRUCTURE, WEA EASTERN REGION, FROM NOVEMBER 2018**



**GOVERNANCE STRUCTURE, WEA EASTERN REGION, FROM NOVEMBER 2019 –  
NOTES**

1. Each Branch may nominate Members from any Branch in the County to serve on its Federation Committee.  
Each Branch is entitled to send two voting delegates to its Federation AGM and any other general meetings of the Federation that may be called. Other non-voting delegates may attend if they can be accommodated.  
Each Branch is entitled to elect two voting delegates to each Regional Council meeting.
2. Each County Federation at its AGM elects one representative to the Regional Committee.  
Each Federation at its AGM elects two delegates to the Regional Council.
3. The Regional Council, made up of Branch delegates and Federation representatives, elects at its AGM the five Regional Officers, i.e. the Chair (who is also the first Regional representative on the Association Council), the two Vice-Chairs, the Honorary Treasurer and the second Regional representative on the Association Council. It also elects two other representatives to serve on the Regional Committee.  
If the Member elected by the Regional Council as second Regional Representative on the Association Council is also elected as a Vice-Chair or Treasurer, the Regional Committee will elect another of its voting members to be the fifth member of the ROG.
4. The Regional Committee consists of the five Officers, as outlined above, the two other representatives elected by the Regional Council, the County Federation representatives and two non-voting co-opted members. The following may attend and speak but not vote: the Regional Education Manager, the Finance Manager, the Region's Governance Officer and other invited staff, a Unite union representative elected by the staff, a Tutor representative from the Education Forum, visiting national voluntary Officers, the General Secretary/CEO and other Directors or their appointed representatives.
5. The Regional Officers are elected annually at the Regional Council AGM and may be re-elected annually for a limited term. The Statement of Representation may define this more precisely. Each member of the ROG will have specific responsibilities, reporting to the ROG and the Regional Committee.
6. The Education Forum shares and develops educational ideas and proposed initiatives to be considered by the Regional Committee and Management. It includes the elected Federation Representatives, the Senior and Area Education Managers, and Tutor representatives, one of whom shall be elected to the Regional Committee.

*Full details of the governance structure and constitution of the Region will be found in the Eastern Region  
**Statement of Representation.***

*Historical note of explanation regarding the status of the Regional Council and the Regional Committee:*

*Prior to Incorporation and the granting of Charity status to the WEA, in the Eastern Region the Regional Council was the executive body, and decided matters for the Region by majority vote. Because charity law requires the governing body to be made up of named individuals, and the Regional Council has a fluid membership, the Regional Committee became the governing body, responsible to the Trustees while still answerable to the membership.*