

Preston Cooperative Education Centre

Directors' Meeting

Monday 18th October at 5.00pm

Apologies

None

Minutes of last meeting

Accepted

Finances

- The grant is in the bank £7'800.

Employing a consultant

- Bob is very cooperative and will help with the business plan.
- His services are for a donation.
- If we want help with writing bids then he recommends Dave Nicholson.
- Julian said we are ok with bid writing.
- Julian suggests that anyone who wants to be involved and help should become members for £1.
- Andy suggests to spend some on the funding money for an accountant.
- Mick has an accountant he trusts.
- Julian thinks we might get free premises from the Preston Vocational Centre, Preston College, Preston City Council or other places.

Action: Andy and Mick to work on the financial plan.

Race and Inclusivity meeting

- Now that business issues are out of the way we can invite people to the meeting.
- We need a better leading time.
- Cilla thinks we should all be present and have a dedicated meeting for that purpose but adds that we still can use monthly meetings for some of them.
- Andy suggests we have a meeting next month Monday 15th November 5pm.
- Janet thinks we need a separate meeting.
- Lynn suggests we have a plan for the meeting.

Action: Arrange R&I meeting instead of the next directors meeting Monday 15th November 5pm.

OSF Preston City Council Bid

- Mick and Andy met with Rachel Stringfellow and Shirah Bamber about the OSF Preston City Council Bid.

- £35K is potentially available to PCEC.
- PCC wants PCEC to deliver a project to fill a gap with trade unionist.
- PCC are keen on reusable learning resources.
- PCC wants a document ready before the end of this week.
- Julian suggests we need a part-time admin assistant, and he or she along with two part-time tutors should probably become members of the co-op.
- Cilla thinks that “skills” section needs adding to the document.
- Cilla doesn’t think we need a part-time admin from the start (we might need in the future), but we need a tech person, who can repurpose learning resources.
- We could include the BU in any future bid, rather than help them to write one.
- Mick thinks there might be a lot of “tracking” done by PCC on the project.
- The pilot project is about learning how to do it.

Action: Cilla to help with the “skills” bullet points.

Lottery Bid

- Julian send an email to the funding people that we are not-for-profit organisation, but hasn’t received a response yet.

Action: Julian to follow up on that.

Preston College

- We need to create a very well thought-through information package for Preston College and send it to them in a couple of months.

Course development

- Julian suggested we start introducing Cooperative College Start-up programme and make it our first course.
- Cilla thinks we should approach the college.
- Lynn thinks we should start delivering the course asap.
- We should think about the digital delivery.

Action: Start working on the information package for Preston College. Julian and Cilla to meet and focus on adopting the Start-up programme.