

Preston Cooperative Education Centre

Directors' Meeting

Monday 17th October 2022 at 5.00pm

Present:

Alina Belousova - minutes
Andy Birchall - chair
Janet Newsham
Cilla Ross

Meeting Minutes:

1. Premises

- Lynn found premises for us - Disability and Awareness Support Centre. They said they'll work with us on favourable terms. Andy will make an appointment to have a chat with them. They have an office and a classroom.
- Lynn made an enquiry on the Guild Centre and UCLan has got back to us (Careers Advice Centre). It will also be Preston College, Cardinal Newman College. If we could get in there, there will be students who finish the courses and then want a job.

2. Project Worker

- Baker's Union said that they do all job appointments democratically and from within. The only way they can find around it is through the Town's Fund Project (based in Sheffield) - an arms organisation that doesn't have the same rules and constraints as the union. But Sarah Wooley didn't want to get involved and Town's Fund Project didn't want to get involved in something they didn't have control over.
- And Steve from Unite was full on with it, tried to promote it on their agenda, but Unite shut it down.
- Andy will try and ring Sarah Wooley to have a chat and see if there's a way forward.
- Andy will contact Brian Titley to see what we'll be liable for if we employed somebody directly, but it's highly unlikely because of the cost.
- We could also employ somebody as a project worker that would be invoicing us for the work they've done, but that person has to be from the unions because we've signed up to this project to work with the unions. So we could ask them to become part of the trade union.

- It's very critical to our project going forward, otherwise PCC won't be happy.
- We need to decide on the rate of pay for this work. (Potentially £15 per hour)
- We should go with the project, have the money, advertise widely, find the right person and work with them, develop, support them and bring them up.
- Andy will finalise the job description and then we can send it out to people.

3. Curriculum development group

- Cilla is going to send another doodle poll out to set up a meeting. It doesn't matter if we can't all meet, as long as there's at least two of us who can.
- We'll start having discussions on the PCEC app.
- Alina will send invites to all directors to join sub-circles.

4. Accountancy services

- Andy has signed the contract with the accountancy firm and sent it to Brian along with the letters from HMRC.
- Alina will send a link to Andy to register with the FCA portal.

5. Promoting the START Module

- Nobody signed up for the course yet.
- We don't have many people on our mailing list, and those we had have already received the flyer.
- Andy will start circulating the flyer tomorrow and asking people if they'd like to be on our mailing list.
- We need a cut off point to see if we have enough people signing up (probably a week before that).
- Alina will do the sending out, if directors will provide addresses.
- Cilla thinks it would be good to have a face-to-face meeting to build a mailing list together.
- When people register, we'll need to check the bank statements to see whether they've paid before they jump on the course (since we don't have internet banking).
- In the future, Andy could set up GoCardless payment system.

6. Membership certificates

- Cilla and Janet met very briefly this morning and Janet put together a membership certificate.

7. Membership pitch

- Mick did a draft of the pitch. Andy will work with that. It needs a logo on it and other things.

8. Other

- Andy met with Steven Swift (ex-tutor, trade unionist) from Workers Education Association (he covers Lancashire and Cheshire) and he wants to energise it and work with us on topics of employability, history, politics, anything creative, including arts and crafts, which they can fund tutors for.
- Aniela is in the Basque Country at the moment. We're expecting some interesting news from her when she comes back.