

Meeting of the Shapinsay Development Trust
held on 12th March 2014
in the Office at 7.30pm

Present:

John Rodwell, Steve Bacon, Nic Thake, Graham Rendall, Steven Bews and Andy Spence Jones.

In Attendance:

Deborah Sarjeant, Eileen Phillips and Andy Makin.

John Rodwell thanked everyone for their participation and explained that all the staff was invited to the meeting to discuss the Public Engagement Event to be held on the 19th March 2014.

John Rodwell asked that as the board was quorate they consider the appointment of Andy Spence Jones and Simon Meason to be coopted onto the Board. All Directors were in agreement and it was resolved to appoint both candidates.

Discussion was held to decide the final wording of the questions which would be proposed at the Public Engagement on the 19th March.

The following points were noted:

There would be 4 Stances

Premises

Communication

Care

Training and Education

Each Stance would be led by a Director as follows

Afternoon Session

Premises – Steven Bews

Communication – Nic Thake

Care – John Rodwell

Training and Education – Andy Makin

Evening Session

Premises – Graham Rendall

Communication – Steve Bacon

Care – John Rodwell

Training and Education – Andy Spence Jones and Nic Thake

There would be an introduction from John Rodwell followed by 20 minute discussions with a Statement Proposal and a Question on each subject followed by open forum with notes made by lead director with assistance if required by staff.

After 20 mins the Facilitator would move to a different group and further discussion will begin.

The Staff would provide admin support and refreshments as well as welcoming and distributing the entry letters to all participants.

On exit it was agreed to have a post it wall for additional comments and the facility of a postcard which would be available for comments and would be distributed via the newsletter.

There would be a break after the first 40 minutes. It was agreed that comments would be taken but names not recorded.

Andy Makin would reword the document to reflect the suggestions from this meeting and circulate to Directors.

The directors were reminded that there would be an informal meeting on the 25th to discuss staffing requirement with Robert Allan of Plus Business Solutions. This meeting would start at 7.50pm.

At this point John Rodwell thanked the Directors and staff for their attendance and the meeting was closed at 8.30 pm

DONM: 2 April 2014