



## Board Meeting Minutes

**Venue:** Online, via zoom

**Date:** Wednesday, 24th August 2022

**Time:** 12 noon.

**Directors:** Hugo Besterman,(HB), Ryan Compton, (RC), Denice Houslin, Chair of the PSC (DH), Christopher Makin, (CM), Acting Chair, Jonathan Grosskopf, Treasurer.

**Minutes:** Elizabeth Wright, (EW).

**CEO** Paul Turner

**Apologies:** none.

Item	Notes	Topic
1.	CM welcomed everyone to the meeting.	<b>Introduction</b>
2.	No apologies were received. Jan was unable to join the meeting as planned.	<b>Present and Apologies</b>
3.	No conflicts of interest were declared. JG suggested having a register of Board Members interests. The Board approved. <b>Action: EW to circulate a register to the Board Members.</b>	<b>Conflicts of Interest Declaration</b>
4.	The Board agreed the minutes of the Wednesday 13 <sup>th</sup> July 2022 meeting subject to PT's amendments to the section on the FMC Rep.	<b>Minutes of the last meeting</b>
5.	JG referred to the question he asked at the previous meeting around extracts of the meeting minutes being posted on the website. PT advised that he wished to have the final review of any minutes to be agreed and published.  CM referred to the scheduling of a separate meeting for the PSC and the Board. DH advised she is yet to send a date range. EW asked for that date range to be sent to her rather than RM.	<b>Matters Arising</b>
6.	Not discussed.	<b>Accreditation Reform Group Report</b>
7.	JG asked about College outgoings. EW advised the College's biggest debtor is Equinox. They are to be paid in three instalments. EW advised she has just	<b>Treasurer's Report</b>

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	<p>paid the first instalment along with the accountant's fee. Other monies owed are small amounts for various training assessors.</p> <p>JG queried the limit on payments which EW can approve on the College's behalf. CM confirmed that anything above £250 requires his or JG's approval on behalf of the Board. JG advised membership targets should go on the website.</p>	
8.	<p>DH advised she and Paulette are to interview tomorrow.</p> <p>DH explained she will speak to EW about posting an advert for new members. She confirmed the terms of reference for the role do state experience is required. The Board suggested a minimum of 3 years.</p>	<b>PSC Report</b>
9.	<p>HB described a government Green Paper which proposes mandatory mediation for SEND disputes. He explained that the SEND Panel he sits on has been in contact with the DFE to voice their concerns and make suggestions such as an opt out clause for parents. Despite this he fears the DFE will still go ahead with the proposal. HB explained that whatever route the DFE take the demand for SEND mediation will continue to grow rapidly over the coming years with hundreds of people looking to re train as SEND mediators.</p> <p>HB advised that the DFV did agree that the quality of mediation being delivered should be regulated. At present there is a joint CMC/COM register of between 30 and 60 SEND mediators who meet the professional standards. To be on that register you must be a member of the CMC or the COM.</p> <p>HB advised that DFV are in favour of insisting that Councils only use SEND mediators on the register. In that case the number on the register will need to be in the hundreds. .</p> <p><b>Action: HB will put together a communication for approval.</b></p> <p>HB asked EW about issues with the joint register. EW advised the register is now up and running on the website and she will shortly contact the CMC for their latest information. EW advised the College's new version will hopefully be able to be updated by both parties.</p>	<b>SEND Update</b>
10.	<p>PT shared the FMC Rep Terms of Reference with the changes he has made which were requested by the Board at the previous meeting.</p> <p><b>The Board approved the changes to the FMC Rep Terms of Reference.</b></p> <p><b>Action: The Board agreed Appointment of the FMC Rep for 2023 should be on the agenda for the November meeting.</b></p> <p>JG suggested having a nominated person who could step in and attend FMC meetings on behalf of the Board if the FMC Rep is unable to attend. PT advised he would be happy to put that suggestion to the FMC and be that nominated person. The Board approved of the suggestion.</p>	<b>FMC Representative</b>
11.	<p>PT explained he has written to a Solicitor seeking sponsorship but has not yet received a reply. He would like to know the names of any suitable contacts people may have at law firms who could be approached.</p>	<b>Sponsorship</b>
12.	<p>EW gave a brief update on the website saying it is working well. She explained the renewing form is not working properly which she will investigate with Sheep. EW advised she has had little feedback from the members on the</p>	<b>Website and CRM Update.</b>

	website but she can see elements that are working such as the weekly newsletter. DH was pleased with the socials.	
14.	PT asked if everyone was happy with his job description. The Board confirmed they were. He suggested something be put on the website and in the newsletter. PT will send a short BIO for EW to update LinkedIn.	<b>CEO Contract and Job Description</b>
15.	EW advised there are no complaints to report.	<b>Complaints</b>
16.	RC suggested the College monitor free to use tendering portals and every few weeks or so gather all the tendering opportunities for the various types of mediation and put them in the digest or on the website. This would keep members updated on what's happening and what could be applied for in their field. HB advised regards searches, the term mediation appears in nearly all contracts whatever the subject.	<b>Pro Contract Notifications and Members</b>
17.	Covered under another agenda item. EW advised we do need a proper terms and conditions document for our membership. PT and RC agreed. <b>Action: PT will speak to Tracey after looking to see if there is anything that can be learnt or borrowed from other bodies T&amp;Cs.</b>	<b>Terms and Conditions for Member Sign Ups and Automated Statements.</b>
18.	RC advised this item is referring to finding other ways of generating income. He feels the College should be looking at workshops and generating income outside of the membership, through sponsorship etc. RC advised some prompt decisions are required from the Board and DH is in agreement.	<b>Changing the Scope of the College Training and Workshops</b>
19.	RC advised this item has already been agreed.	<b>Inviting the Advisors to Meetings</b>
20.	RC explained, PT has already said that we don't have to hold the AGM. It is a case of when we want to do one. There was a discussion around doing something not necessarily titled AGM at the beginning of the Conference if one is held which will feature good news items.	<b>AGM</b>
21.	RC advised that a Conference could be held in March or April next year. He felt that securing sponsorship was key. RC wondered if the Board were keen to hold the event. The Board were happy to help with an event. EW advised she could provide some staff on site who could help with directions etc.	<b>Conference 2023</b>
22.	PT referred to the information he has circulated and the section about Will Chalmers asking if the College is interested in helping with mock mediation, webinars and round table mediation sessions at the International Awareness Week held between the 7 <sup>th</sup> and 11 <sup>th</sup> of November. PT and CM described the scope of the event and its audience saying it would be a great opportunity for the College to spread its name internationally and potentially attract new members.  Will had suggested a webinar before the event to introduce the College. PT thought that could be himself, one other director and EW who could have a 15 minute slot to talk about the College and what we do. <b>The Board were happy to help Will Chalmers with the event. They will consider how they might contribute personally and who else they know who could be approached.</b>	<b>AOB</b>

	<p>PT raised Approval of Mediator Network Training saying Will is very keen on the College approving his training and individual mediators. PT advised he sees this as a good opportunity for the College.</p> <p>PT suggested he put DH in contact with Will so she can understand exactly what he is looking for in order to take it to the PSC.</p> <p>RC observed that if Civil mediators are to be encouraged to join the College it will need a standard. CM explained that one could easily be adopted modelled on the Mediator Network's Code of Excellence.</p> <p>PT explained his last point is to request permission from the Board for CM to make a gentle approach to people he knows at ICAW. If they show an interest PT will write to them formally to see if they would be interested in recommending the College as the body to go to when a dispute comes into them that they cannot handle. The College would then set up a Panel to handle those disputes. PT spoke about the time he worked for the ICAW and the benefits of gaining their recognition when trying to approach other professional bodies. CM/PT described the types of people who would sit on the Panel, profession, experience skills etc.</p>	
23.	<p>Date of the next meeting. 5<sup>th</sup> October 2022.</p> <p>HB advised he would be happy to Chair the meeting. JG advised he will not be able to attend but will send a report.</p>	<p><b>Date of Next Meeting</b></p>