

Meeting

1.30pm, Thursday 15th June 2017

Room 1.14, City Hall, Leicester City Council, Charles Street, Leicester, LE1 1FZ

Attendance: Margaret Fleming (MF Associates), Lee Jowett (Leicester CC), Andrew Reeves (DMU), Claire Plumb (LMLG), Bobbie Harvey (FACE), Mark Lemon (DMU), Chris Southwood (Learning 2B Sustainable), Sarah Walton (Change Agents), Cathryn Gathercole (Cultivating Communities), George Greaves [via Skype] (Derbyshire CC), Emma Fieldhouse (Future We Want)

Apologies: Rob Bowden (Lifeworlds), Hugh Fenton, Ruth Godfrey (University of Leicester), Evelyn Clawson (Brambleside Primary School), Sarah Eames (Sandfield Close Primary School), Sarah Gretton (University of Leicester), Jo Johnson (University of Leicester)

Minutes

1 Introduction Margaret Fleming

Margaret suggested that the draft terms of reference circulated to the group define a structure for the group while it is going through a process of transition. These were sourced by Margaret Fleming and supported by RCE London. They do a number of jobs. It defines a structure for decision making [for which more than 2 people are needed] and strengthens this process; it allows for flexibility and better reflects the diversity of experiences and needs; it clarifies the governance/decision making and allows us to focus on planning and delivering activities.

The draft TOR were **agreed in principle from 15th June 2017**, with the following people in position:

Chair – Lee Jowett

Vice Chair – Claire Plumb

Secretary – Cathryn Gathercole

Co-ordinators – Margaret Fleming, Hugh Fenton

There was further discussion about the wording later in the meeting see below.

2 Feedback from RCE-EM Survey Margaret Fleming

Margaret took the group through the summary of the questionnaire which had been circulated during May [see attached document]. There was a general discussion, in which the following points were raised:

- Overall, there was a poor response. There was no response from some areas such as Nottingham/Nottinghamshire, where there had been some activity in the past. Other areas like Lincolnshire had been less active, and so their response was not unexpected. How can we contact people not already involved? And how much energy should we spend trying to do this?
- There are a number of active groups with complementary agendas who we should be in touch with. Those of particular interest include Forest Schools Groups in local areas who use an open access website to share information; environmental representatives from the 9 East Midlands Universities meet regularly, although the

focus is on estate rather than curriculum matters; local authorities have a variety of groups across their employees. Are there any others we know about?

3 Options for RCE-EM - Lee Jowett

Lee outlined a number of options for the EM RCE

- 1) Set new governance structure using the present model, refresh objectives as per the description of an RCE circulated [and incorporated into the Terms of Reference (TOR) below]
- 2) Restructure organisation to be more localised, refresh objectives
- 3) Dormancy (as per RCE North East /Manchester and Wales)
- 4) Other options discussed include:

The group focus on a common project or activity such as an annual conference, which could be led by and held in a particular locality. The event could focus on the strengths within that region, and start with the area where there is the most activity. It was suggested that we plan for 3 events over 3 years, with a review after the second year to decide on the longer term future. A matrix of themes against sectors would allow participants to map a route through the event which addresses their needs and concerns. Funding would be held by the main/lead partner. The target audiences would be schools, HE, community, lifelong learning. The events would be an opportunity to showcase activity, and take part in professional development, with an emphasis on transformative education. There is the possibility of involving exhibitors and corporates.

Linking activities in to the SDG's/Global Goals, and in particular target 4.7: *'By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights,, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of cultures contribution to sustainable development'*. This could be a driver for engaging the wider education community, in particular government and UN groups who have a role in monitoring and reporting against this and all other targets. NFER and the Institute for Outdoor Learning might be useful organisations to find out more about in this area. Use of the RCE logo on projects and by organisations is one area the group needs to keep control of.

It might be useful to have a shared site for information about activities.

The group discussed and agreed the following **Terms of Reference for the Regional Centre of Expertise in the East Midlands (RCE-EM)**:

- 1 **Term:** This 'Terms of Reference' is effective from 15th June 2017 and will be reviewed by members annually.
- 2 **The role of the RCE-EM:**
 - a. The RCE-EM will provide strategic direction and leadership to a network of members that facilitate learning in formal, non-formal and informal settings towards sustainable development in local and regional communities. RCE-EM is part of a worldwide network of RCE's that constitute the Global Learning Space for Sustainable Development.
 - b. RCE-EM sets out to achieve in the following 4 areas:
 - Governance:** provide a clear structure, terms of reference, membership criteria and transparent decision making process to ensure good management and leadership of the RCE-EM;
 - Collaboration:** enable opportunities for actors from formal, non-formal and informal education to engage with the RCE-EM and collaborate with other members;

Research and Development: address the role of research and it's inclusion in RCE-EM activities where possible. Contribute to the design of strategies for collaborative activities, including with other RCE's

Transformative education: contributing to the transformation of the current education and training systems to satisfy ambitions in the region regarding sustainable living and livelihoods.

- 3 **Membership criteria:** Membership of RCE-EM will comprise any individual or organisation within the East Midlands Region of the UK, who agrees with the direction, and who make an active contribution in the areas specified in 2. Membership is ongoing and allows the members to use the RCE logo [with approval from the Steering Group] to badge events and activities. Membership will be revoked by the Steering Group if members act contrary to 2.
- 4 **Steering Group:** The Steering Group shall comprise Chair, Vice Chair, Secretary and 2 Co-ordinators. They will be elected annually, and may stand for re-election. The Steering Group will have responsibility for overall leadership and direction of the RCE as set out in 2, to include providing secretariat for meetings, communication, and approving the use of the RCE logo. The first elections were held on 15th June 2017, and the following were elected to the Steering Group:
 - Chair – Lee Jowett
 - Vice Chair – Claire Plumb
 - Secretary – Cathryn Gathercole
 - Co-ordinators – Margaret Fleming, Hugh Fenton
- 5 **Meetings:**
 - a The Chair or Vice Chair will chair Steering Group meetings
 - b A quorum of 3 out of the 5 Steering Group members will be needed for meetings to be held and decisions made
 - c Meetings will be open to all members to attend and contribute to
 - d Meeting agendas and supporting papers will be provided by the Secretary at least 7 days prior to meetings. All papers will be circulated to all members.
 - e Meetings will be held at least 3 times per year.
 - f Decisions will be made by a consensus of all participants where possible. If this is not possible, the Steering Group members will decide by a simple majority, with the Chair having a casting vote if required.
 - g Working groups will be set up by the Steering Group as required for task and finish activities. The times, location, topics and frequency of Working Group meetings to be agreed by members of that group, and secretariat functions provided by them. They will report back to the Steering Group meetings on their activities.
- 6 **Amendment, modification or variation:** These TOR may be amended, varied or modified in writing after consultation and agreement with members annually.

4) Working group

Volunteers were asked for the working group who will start the process of the conference. It was agreed we would aim for March 2018 for a conference. Proposed the week beginning 12 March 2018 or 19 March 2018. Lee to look at potential use of City Hall.

Claire, Lee, Bobbie and Margaret volunteers at the meeting to be part of the working group. Others who weren't present are asked to contact Lee if they are interested. Lee to circulate a doodle poll of dates for the working group meeting and next RCE-

EM meeting for September 2018. Proposal that 1 meeting will take place during the annual conference. Please forward suggestions for venues. Claire offered Forest Lodge Education Centre for the working group meeting.

5) Any Other Business

Margaret reminded people about the opportunity of RCE Youth network (18-35 years old). All RCEs are expected to have a representative <http://www.rcenetwork.org/portal/we-are-looking-youth-coordinators-%E2%80%93-global-rce-youth-initiative> Lee said he would be interested.

Proposal of setting up a way of communicating within and outside of the group – could use WordPress or Facebook. Lee to look into options for the next meeting.

RCE-UK meeting to be held in Edinburgh 20-21st June, unfortunately no funding available.

European RCE meeting – will take place in Dortmund, Germany 8-9 September 2017, funding may be available if people are interested in attending.

It was noted that DMU paid for refreshments during the last meeting at the Leicester Depot.

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