

Minutes of the M10 2018 Trustees' Meeting

Venue Westmill Farm. Watchfield.	Date Tuesday 6th November 2018
Trustees Present Rebecca Brain Emma Welch Lorraine Needham	Also Present Greg Burton Sally Britton Karen English Heidi Black

Welcome and Apologies

Rebecca welcomed everyone to the meeting.

Greg Burton continues to sit in on meetings as an individual who has expressed an interest in becoming a trustee.

Heidi Black is sitting in on a meeting for the first time following her expression of interest to become a trustee.

Apologies received from Ian Matheson, Jess Day and Brian Mildenhall. Apologies also received from Petra Sugdon who has submitted an expression of interest to become a trustee.

1. Minutes of the previous meetings considered for accuracy and Matters Arising.

Minutes from the Meeting M9 (2nd October 2018) were ratified by trustees' present. These can be moved to the 'Approved Folder' in Dropbox and published on the website.

ACTION Emma

The minutes from the Annual General Meeting (2nd October 2018) have been circulated to all trustees and Centre Manager Karen. All agree that the minutes can be uploaded to the website as 'Unapproved 2018 AGM Minutes' and the members will be notified to read. These minutes will be ratified at the 2019 AGM.

ACTION Emma

Matters Arising

Four ongoing projects were discussed.

See Appendix A

Two items have been removed:

The premises maintenance is in hand. Paths are being reconstructed during the week of the 5th November and external painting is complete. All premises maintenance can now be monitored monthly by the Premises Subcommittee and can be removed from the Trustees' Progress Sheet.

The smoking shelter is being built during the week of the 5th November and can be removed from the Trustees' Progress Sheet.

Karen will chase Jamie Goddard from Shield Safety Training regarding the new Health and Safety Policy. This item remains on the Progress Sheet.

ACTION Karen

The change of payroll provider remains on the Progress Sheet to be actioned at the end of the financial year. **ACTION Brian**

2. Operational Review

Karen's Centre Manager's report has been shared and read by all trustees.

Annual Volunteer Review

The annual volunteer review has been completed by Becky Brain and Karen English. The report is attached to these minutes as Appendix B.

The purpose of the review is to highlight what we can do better and to ensure we create a good volunteering experience at Root&Branch.

The review has highlighted the need for a Placement Review – and this will happen in February 2019. **Appendix A**

Trustees agree that there is also a need to introduce a Competency Framework – to establish a level of experience required for each role within Root&Branch. This includes volunteers, staff and trustees. The purpose is to aid attraction, recruitment and retention whilst identifying gaps in knowledge and the need for training. Lorraine will start to work on this with the help of Sally Britton. **Appendix A**

Sally recommends that the Chair conducts an annual review with each trustee and that Karen conducts an annual review with each volunteer. This is currently underway. Karen will find out from volunteers who would like further training and in what areas. **ACTION Karen.**

The Review has also highlighted the need to create a fund or annual budget to pay for teachers/course leaders to lead activities when there is not a full complement of volunteers. European Social Fund grant money is available for this. Becky will discuss the value of this annual budget with Brian. **Action Becky**

Volunteers will be thanked at Christmas and invited to a meal out in the New Year. Trustees agree a budget of £25 per head for the meal out.

European Social Fund (ESF) Grant Update

In the absence of Rebecca Brain, all other trustees agree the resolution to employ Rebecca to monitor and evaluate the ESF Grant. The resolution is attached to these minutes as Appendix C.

Rebecca has started to make headway with the compliance paperwork. Each Service User/Beneficiary of grant money requires a 10-page learning plan. Ultimately Rebecca will work closely with the new employment coach in order to glean a thorough understanding of the learning needs and wishes of each beneficiary.

Courses offered to beneficiaries can be both external accredited course and internal non-accredited. We can award our own internal certification for our own courses.

Courses on offer so far are Beginners and intermediate Blacksmithing, Green woodworking, horticulture and Cookery lessons. Abingdon and Witney College are also to providing an Employability Skills course at R&B.

R&B administrator Joanna is successfully getting on top of the financial reporting associated with the ESF Grant.

Extension to the Lease.

Adam Twine has agreed to review the lease agreement in order to support our intention to extend and refurbish the kitchen. Advice from a solicitor will be required.

ACTION Becky Appendix A

3. Staff Matters.

Recruitment of Employment Coach

Interviews were conducted by Karen, Lorraine and key worker Yvonne. A new employment coach has been appointed and will start on the 3rd January.

Garden Manager Probationary Review

Ruth will have a 6-month review on the 8th November with Lorraine and Karen. Trustees recommend extending the probationary period by a further 3months with monthly reviews.

ACTION Lorraine

Personnel Files

Following advice from Sally Britton, staff personnel files on dropbox now have restricted access and can be seen by the Chair of Trustees, Trustee responsible for HR (Lorraine Needham) and Centre Manager only. Other trustees can be copied files as and when required. This practice will be updated on the Information Asset Register.

ACTION EMMA

4. Governance Policies and Strategy

Trustee handbook

The draft handbook has been circulated to all trustees and Sally has received feed back. This document will be added to the Policies folder on dropbox as pol-014 so that it can be added to Version Control and reviewed/updated with each annual policy review.

ACTION Emma

The trustee handbook will be presented in a ring binder with other information (including the Strategic Plan) to new trustees after they have sat in on one meeting. The Confidentiality Agreement will still be used at the beginning of the expression of interest process. Heidi Black has signed a confidentiality agreement at this meeting which will be uploaded to dropbox.

ACTION Emma

Trustee Skills (Trustee Discussion)

Skills and experience needed on the board of trustees:

Human Resources

Finance

Publicity/Promotion

Fund raising

Event Management

Health and Safety

Legal/ Data Protection

Psychiatry/medical/social work.

Whilst Health and Safety and Legal advice can be sought externally – it was concluded that the skill gaps currently on the board at Root&Branch are Fund raising and Publicity and Promotion.

The skills of Event Management and Fund raising could be utilised on the trustee board but also could be incorporated into the creation of a Friends of Root & Branch group. This group could co-exist alongside the trustees and act to support the organisation with events and fund raising. The creation of this group would utilise the skills of individuals with an expressed interest in being involved without being on the board. Currently we have 4 expresses of interest to be on the trustee board with only 3 places to fill. Could the fourth individual be involved in a 'Friends Of' group?
ACTION Becky

Policy Review by Sally Britton

Sally has reviewed the Finance Policy and the Complaints Policy. Policies have been checked by Karen English and by 3 trustees. Jess Day has made a few minor alterations to the Complaints Policy. Both new versions have been signed off and can be uploaded to drop box.
ACTION Emma

Next month Sally will review the Safeguarding Policy.

Trustees agree that during a review, a new version should be checked by 3 trustees so that it may be signed off.

Greg Burton is to be given shared access to the Policies Folder.

ACTION Becky

Visit to Bridewell

Becky Brain and Greg Burton are to make separate visits to Bridewell.

Complaint record files

Following advice from Sally Britton, complaint record files on dropbox now have restricted access and can be seen by the Chair of Trustees and Centre Manager only. Other trustees can be given access to files as and when required. This practice will be updated on the Information Asset Register.
ACTION EMMA

It is agreed that Karen should enter the number of any new complaints received and the number of unresolved complaints onto her monthly report.

5. Fundraising, Finances and Accounts.

Rebecca Brain reported funds and donations received this month. Any queries of the accounts will be carried over to next month when Brian will be present.

6. Date of the Next Meeting

The next meeting will be on Tuesday 4th December 2018, 6.15 pm at Westmill Organic Farm.

At this meeting Sally Britton will spend 90 minutes working with the board, covering issues of governance and trustee roles.