

## Minutes of the M7 2019 Trustees' Meeting

<b>Venue</b> Westmill Farm. Watchfield.	<b>Date</b> <b>Tuesday 6<sup>th</sup> August 2019</b>
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<b>Trustees Present</b> Lorraine Needham Jess Day Emma Welch Sarah Heardman Brian Mildenhall	<b>Also Present</b> Karen English
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## Welcome and Apologies

Lorraine welcomed everyone to the meeting. Apologies received from Ian Matheson

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

Minutes from the Meeting M6 (July 2019) were ratified by trustees' present. These can be moved to the 'Approved Folder' in Dropbox and published on the website.

**Action Emma**

### Matters Arising

Ongoing projects were discussed and updated, five of which remain on the Progress Sheet.

Ongoing items for action are individually highlighted on the sheet.

**See Appendix A**

The following items have been completed and removed:

- The Policy Review is complete. Updated policies will be uploaded to dropbox and a paper copy stored in the office.

**Action Emma**

- Review of Office IT software and hardware is complete.
- The insurance review is complete and premium renewed for another 12 months.

## 2. Operational Review

Karen's monthly report had been circulated and read by all trustees.

**Boiler:** Trustees agree that the work required to upgrade the boiler can be organised and decided upon by the premises team

**Action Karen and Ian.**

**Wednesday Courses and Pilot Project at the Pump House:** The trustees recommend that Karen continues to offer one course at a time on a Wednesday at Root&Branch. Currently, the courses and tutors are booked up until November. After this the trustees recommend that

the courses are moved to the Pump House in Faringdon and that we pilot the idea of offering courses at this more accessible location. The PumpHouse has offered the venue and Root&Branch will fund the course tutors as part of our Loneliness and Isolation Funding. The trustees also agree that some of this funding can be allocated to transport costs, if Service Users are finding it hard to get to the Wednesday courses. **Action Karen**

Referral Numbers: The trustees recommend that Karen focuses on making contacts at the three most local GP practices; Shrivenham, Faringdon and Highworth. By forging relationships with each surgery (with link workers and social prescribers) and attending practice meetings it is envisaged that referral numbers will start to increase.

**Action Karen**

### 3. Staff Matters.

Keyworker/Employment Coach hours: Karen recommends that the employment coach hours be spread/extended over the three days that the Project is open – allowing Emilia to work more closely with all service users and both Keyworkers. The trustees ask Karen to follow this up with the staff members, to come up with a proposal of working hours that is suitable and present this plan to the trustees so that a decision can be made.

**Action Karen**

Employment Coach Probationary Period: This has now come to an end – A recent review indicates that the new employment coach is settled and performing well in her new role.

### 4. Governance Policies and Strategy

#### Fundraising and Communication Strategies

Sally Britton will lead a Strategic Planning session at the next trustee meeting on Tuesday 17<sup>th</sup> September.

#### Policy Review and Lone Working Risk Assessment

All 2018 Policies have been reviewed and updated.

As part of this review the Lone Working Policies (found in the Staff handbook and the Volunteers handbook) have been reviewed. Karen has completed a Lone Working Risk Assessment. New guidelines for lone working will be incorporated into the two handbooks and circulated to all staff and volunteers.

**Action Lorraine/ Karen/ Emma**

#### Risk Register

Rebecca is completing the one-page generic Risk Assessment document for the organisation as a whole.

**Action Becky**

#### Premises Review

The premises review will take place in September when Ian returns.

#### Recruitment

Enhance funding has been allocated to help recruit trustees. In particular we are looking to recruit someone to the trustee board who could take the lead in fundraising. In the interim

period Rebecca has agreed to remain a trustee and will continue to take the fundraising lead. The board thanked Rebecca for this. The board have approved that Rebecca will remain, as a non-attending trustee, she will read the minutes but not attend the trustee meetings.

Emma will attend an event in Wantage on the 21<sup>st</sup> September with the aim to raise the profile of Root&Branch and advertise the vacancy on the board.

Sarah suggested the Shrivenham Christmas Fayre as another opportunity to raise the local profile and fundraise. Sarah will find out when the Fayre is.

**Action Sarah**

## **5. Fundraising.**

Lorraine reported funds and donations received in July.

## **6. Finances and Accounts:**

Brian presented the year to date accounts. Trustees spent some time looking at the cashflow forecast for the remainder of the year. This was a useful exercise as it highlighted the fundraising requirement for the remainder of this financial year.

## **7. Date of Next Meeting**

It was agreed to amend the September Meeting date to coincide with the visit from Sally Britton

## **Date of the Next Meeting**

The next meeting will be on Tuesday 17<sup>th</sup> September at 6.30pm, Root & Branch Westmill.