

Minutes of the M1 2020 Trustees' Meeting

Venue Westmill Farm. Watchfield.	Date Tuesday 14th January 2020
Trustees Present Lorraine Needham Emma Welch Ian Matheson Jess Day and Sarah Heardman	Also Present Nick Daisley Karen English Kathryn Worthington Kartik Raturi

Welcome and Thank You

Lorraine welcomed everyone to the meeting. Nick Daisley is sitting in on the meeting for the third time following his expression of interest and his successful trustee interview. Kathryn Worthington and Kartik Raturi are sitting in on the meeting for the first time following their expressions of interest to become a trustee.

The December 2019 Trustee Meeting was cancelled due to staff and trustee sickness. For this reason, items due to be discussed in December have been moved to this agenda.

Since our last meeting the Project has held a very successful Christmas Fayre. The trustees would like to thank Karen and all the staff and volunteers for the immense amount of hard work that was put into the fayre. The event was well publicised, well attended, well stocked and the Project was welcoming and looked beautiful. The fayre raised over £2,000.

Trustees, in December, agreed to the purchase of flowers for staff as a sign of our appreciation and Christmas wishes. The flowers were very appreciated.

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

Minutes from the Meeting M10 (November 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

Seven ongoing projects were addressed, two of which have been completed and have been removed from the Progress Sheet (see below). Five items remain on the progress sheet to be reviewed in February. One item, the annual Policy Review, has been added to the Progress Sheet.

See Appendix A

Completed Items:

The development of a Competency Framework for each role within Root&Branch: The final competency framework has been completed. We now have a framework for each role: Trustee, Volunteer and Staff. Lorraine and Karen have worked hard to complete this. The final

framework is that of the Administrator Role – this is now complete, and Joanna will be asked to sign this off.

Action Lorraine

Brainstorming Session with Sally Britton and the board: Following this useful session with Sally in Meeting M8 of 2019, the 'Service User Journey' is being completed by Jess, Lorraine and Karen. In addition, Sally, Lorraine and Sarah have set up a focus group for fundraising.

Action Lorraine, Jess, Karen

2. Operational Review

Karen has circulated her monthly management report to all trustees.

Health and Safety Accountability and Practice

It is agreed that the trustee board should:

- Accept responsibility for health and safety leadership
- Recognise health and safety concerns and make appropriate improvements
- Manage risk
- Carry out an annual policy review

Board members are aware and agree to the above. Karen English and Ian Matheson currently manage health and safety, they have made solid progress at ground level to ensure good practice amongst staff and volunteers. This adoption of due process and procedure gets the support of the trustee board.

A Health and Safety Lead on the trustee board would be best practice. Lorraine will consider this and approach board members to take on this role

action Lorraine

Health and Safety Moment

The board agree to undertake a Health and Safety Moment for the beginning of each trustee meeting. This can be any idea shared with the board to promote health safety and mental wellbeing. Sarah will provide the first moment for the start of the next meeting in February. This will then rotate amongst the trustees.

Action Sarah

Implementation of Placement Policy

Karen and key worker staff are working with the new Placement Policy that was adopted in 2019. Whilst this is clear cut to implement for new Service Users... putting it in place for some existing service users is not straightforward.

The trustees agree to support the staff to make the difficult decisions they feel are appropriate and to treat each service user individually and according to need. Extending the placement beyond three years is justifiable in cases where the service user has become dependent or has an increasing need for support. The board recommend that seeking advice from General Practitioners or CPNs might be useful to clarify the need of long-term users of the project.

Volunteer Vacancies

The Project is currently looking for volunteers – particularly for cooking on Mondays and Thursdays and for gardening activities on any day.

Volunteer recruitment needs to be proactive in 2020, trustees recommend a leaflet drop and another advertisement in the Highworth Link

Action Lorraine and Karen

Service User Statistics/Targets

Currently there are 26 Service Users, using 38 of the 45 possible places.

Target: To increase the number of Service users to 32 in 2020.

Process:

- Develop links with Social Prescribers in General Practice.
- Karen suggests performing assessments for new Service Users off site.
- Trustees suggest reviewing the referral criteria to reach more people
- Trustees recommend contacting new referrals by phone and text, not by letter
- Ian and Karen will visit Highworth GPs.

action Emma, Ian and Karen

Garden Report

Ruth's report has been circulated to trustees. The board show appreciation that Ruth is implementing the recommended changes and has created a 'menu' for the cooking activity that will seasonally reflect the produce from the garden.

Dates for 2020 Events and Closures

Will be emailed to the board for approval

action Karen

Volunteer Review

The review was completed in November 2019 and sent to all trustees.

3. Staff Matters

The Pay review has been scheduled for the February meeting.

Karen's monthly management report now includes a report of staff hours worked, annual leave used and time off in lieu (TOIL) accrued.

Karen has worked with Joanna to produce a new system for recording time sheets, annual leave and TOIL. The new system is easier for staff to complete and will make it easier for Karen to monitor and manage. Lorraine will be present at the staff meeting later this month to support Karen as she introduces this to staff.

Karen will reinforce the procedure for having TOIL authorised.

In addition, At the staff meeting, Karen will speak to staff about their role in recruiting volunteers. Karen will ask Ruth to be proactive in the recruitment of new volunteers for the garden.

action Karen

4. Governance Policies and Strategy

Root & Branch Risk Register

Sarah has rewritten the risk register. The trustees have been asked to review the numbers for each risk and feed this back to Sarah before the next meeting in February

See Appendix A

Fundraising meeting

Lorraine and Sarah met with Sally Britton to create a plan of action going forward regarding fundraising. The group have come up with a list of actions that will be circulated in full to the board. The group have already started to action some of the following points:

- agreed statutory funding from Restore for a further 2 years
- Karen English to be relationship manager with Restore
- Karen to assess the likelihood of continuation of funding from Lloyds
- Amazon smile: the board agree to use this fund-raising opportunity and tell friends and family. Karen will ask Jo to email members about Amazon smile.
- The professional fundraisers are still providing the service to the project on their original contract. There has been no official renewal of their contract. We would like to renew the contract and meet them Karen will email an invitation to the project.
- The board agree that we need to appoint a fundraising lead on the board.

Funds still come in regularly from the professional fundraisers, the board suggest that we stay in touch with these funders and build a relationship. Lorraine will ask Jo to create a new distribution list of past funders.

Action Lorraine

Becky Brain has been applying for funding. The application to Comic Relief was not successful. The application for lottery funding is still outstanding, we should find out about this in March.

Co-opting Nick Daisley to the board

Following several successful visits to the project the board invite Nick to join as a Co-opted trustee. This action is proposed by Emma Welch and seconded by Jess Day. Nick is unanimously voted to join the board of trustees. Nick requires a DBS check and access to drop box.

Action Karen and Emma

Annual policy review

All 14 policies will be reviewed this month. The policies have been divided between the trustees present.

See Appendix A

Each policy will be reviewed, and comments brought to the meeting in February. All policies are available on drop box.

Action all trustees

Ian Matheson has created a new policy to promote healthy eating at the project.

The aim is to approve all policies including the new healthy eating policy at the next meeting.

Trustee Recruitment

Lorraine has received CV's and applications from several strong individuals who have expressed an interest to join the board in capacity of treasurer, fundraising lead and general trustee. Lorraine will communicate by email her recommendations for next steps.

Action Lorraine

5. Fundraising, Finances and Accounts:

Jess reports that the accounts are well maintained. Accounts will be reviewed in February and Jess will start to tidy up year end with Joanna next month. **action Jess**

6. Date of Next Meeting

The next meeting of the trustee board will be on Tuesday 11th February 2020 at Root and Branch Westmill.