

Minutes of the M6 2020 Trustees' Meeting

Venue Audio Call from R&B	Date Tuesday 9th June 2020
Trustees Present Lorraine Needham Emma Welch Kathryn Worthington Matt Cliffe Ian Matheson Nick Daisley Sarah Heardman	Also Present Karen English

Welcome.

Lorraine welcomed everyone to the meeting. Matt has joined the meeting for the third time, he joins the board from the Oxford Hub Young Trustees Programme.
Apologies have been received from Jess Day.

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

Minutes from the Meeting M5 (May 2020) were agreed and ratified by trustees' present. These can be moved to the 'Approved Folder' in Dropbox and published on the website.

Action Emma

Matters Arising

Five projects were addressed, all five remain on going and stay on the progress sheet to be reviewed in July. Associated actions are on the Progress Sheet and described in the minutes below.

See Appendix A

2. Operational Review

Karen has circulated her monthly management report and a draft reoccupation plan to all trustees.

reoccupation plan

Trustees raised any comments to the plan and thanked Karen for her work. The only concern is the use of toilet facilities. Karen will ensure that this follows government advice. Karen is in close discussion with Restore and Bridewell and following their own plans. Currently there is

no date for reopening the project, Restore have stated that they will not reopen before the 1st of July.

Insurance requirements

Emma will call Zurich the insurance provider and check that we cover all insurance requirements before re opening the service.

Action Emma

Policies and procedures

Nick has consulted the ICO website and advises that there is no requirement to update our published policies however, risk assessments and an impact assessment should be performed before reopening. The risk assessment should cover each member of staff, volunteer and service user. Karen is working on a simple health questionnaire that will gather the information needed to implement this. Nick will help Karen create the impact assessment Emma will support the health questionnaire.

Action Karen, Nick , Emma

Annual leave statement

If government policy remains in place regarding a 14-day quarantine when returning from abroad, this should be taken as annual leave if it affects staff at Root and Branch.

The use of PPE

Trustees recommend every care should be taken to protect staff and volunteers. Therefore, PPE should be worn especially when working one to one and particularly when giving first aid. Karen informs the board that this protective equipment is available from the Oxfordshire mental health partnership and can be collected from Littlemoore.

Smoking policy

The size of the smoking shelter does not allow for appropriate social distancing; therefore the smoking shelter will be closed when the project reopens. The trustees agree to trial this new smoke-free policy for one month. Nicotine replacement therapy can be sourced as required, free of charge, from Smoke Free Life Oxfordshire.

Outdoor classroom

There is additional Lloyds funding available. Karen will apply for this with the support of Becky. It is proposed that funding is used to create an outdoor classroom space. The trustees support this action.

IT security

Karen requires help to review security and backups. Nick Daisley has offered to visit the office to help with this.

Action Nick

The 'new normal'

Karen's reoccupation plan considers what the new normal will become for the Project. Trustees agree that several things will change for the long term, including the use of online platforms to provide remote support. This will be considered in the July trustee meeting with the strategic planning.

Karen and the staff will meet at the project on the 30th June to walk around the site and consider the reoccupation plan from a practical perspective.

Zoom Calls

The trustees approve funding to cover upgrading our contract with zoom. This will enable staff to increase the use of remote working and offer more online classes and group support. Zoom art classes are proposed.

3. Governance Policies and Strategy

Risk Register Review

Sarah has reviewed and updated the current one-page risk register to incorporate new risks relating to Covid-19. Sarah will appoint an actionee to each risk on the register and circulate to all trustees

Action Sarah

GDPR Review

Emma has circulated the annual review to all trustees. The report was considered and compiled during a meeting between Emma and Joanna. No data breaches have occurred this year and the asset register remains fit for purpose. Extra consideration has been given to data collection and storage whilst staff are working from home. Advice has been circulated to all staff.

Dropbox Access Review

Further to the review of drop box access at the May meeting, Emma has been in touch with Becky who still uses several documents stored on drop box. Trustees agree to maintain Becky's access to all the operational folders but to remove her from the 'trustee only' folder.

Action Emma

JustGiving Page

The trustees would like to thank Roger, volunteer, for his review of all organisations offering the online donation platform. Trustees decided to use JustGiving to create a new online donation opportunity. Matt has created a new JustGiving page, this will be linked to our website. The only work remaining is to link the JustGiving page to the charity bank account. The final form

that is required to be completed will be reviewed by Nick Daisley. The trustees thank Matt for his work on this.

Action Matt and Nick

4. Fundraising:

Fundraising Progress Update (Nick Daisley)

Nick has recommended that our fundraising be stored on a purpose-built database. Nick has offered to build this database from scratch. The database will allow us to easily produce reports, link donors and gifts, and analyse the fundraising activity. The database will start simply and the scope of it can become more sophisticated overtime. The trustees thank Nick for this offer and ask to see an example in order to ensure its clarity of purpose.

Action Nick

The trustees all approve the new sample fund raising approach letters that Nick has written. Nick will send the letters to our professional fundraisers.

Action Nick

5. Finances and Accounts

Some actions remain to finalise the annual accounts and submit them to the Charity Commission and Companies House. However, work is on track to submit the accounts in plenty of time. Lorraine thanked everyone for their input particularly Brian for preparing the accounts.

Action Lorraine

Joanna has started work on the current year's accounts. Going forward, Joanna will create a one-page monthly report for the trustee's meetings.

There has been some lost income this year particularly due to the loss of the plant sale. Although sales at the vegetable Hut have raised £250. Nick suggests contacting a local therapeutic garden centre to build a link

Action Nick

The trustees would like to thank Adam twine for reaching out to the project with office of support during this time.

6. Date of Next Meeting

The next meeting of the trustee board will be on Tuesday 14th July at 6 pm.

The meeting will be set up on Microsoft Teams

Action Emma