

Minutes of the M2 2021 Trustees' Meeting

Venue Audio Call from R&B	Date Tuesday 9th February 2021
Trustees Present Lorraine Needham Emma Welch Kathryn Worthington Jess Day	Also Present Karen English Brian Mildenhall

Welcome.

Lorraine welcomed everyone to the meeting.

Apologies have been received from Ian Matheson, Nick Daisley and Ana Dotto

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

Minutes from the Meeting M1 (January 2021) 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, they remain on going and stay on the progress sheet to be reviewed at the next meeting. 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 to all trustees. Ruth has produced a Garden Report which has also been circulated.

Review of Staff performance/training needs to inform Pay Review

Karen is currently completing a review of performance versus measures of success with each member of the team, including the new recruits. The Garden Manager job description and measures of success will have to be reviewed to reflect the requirements of the Lottery Grant.

All safeguarding training is complete. Karen reported that no further training is required. There is only a need to refresh some first aid training later in the year.

Karen has circulated Ruth's garden review to the Board. Ruth has recently inducted new volunteers and the garden is currently tidy and well kept. Lorraine asked that all trustees feedback any comments from the garden report to her by email. **Action all trustees**

Joanna's performance in her role of Office Manager continues to be excellent. Karen made the trustees aware of some issues that she is finding problematic with our current online banking provider.

Extension to Remote Service

Karen updated the board on the current situation – The Project remains closed, and all support is remote. The staff have all received their first dose of the vaccine and so have many of the volunteers,

The benefit to service users of coming back will be significant and the Project will re-open as soon as it is safe to do so. The Trustees agree to review the date for re-opening on the 8th March.

3. Governance Policies and Strategy

Policies Review

Emma, Karen and Jess reported that the review and update of Policy numbers 3, 5, 6, 7, 8 and 9 is complete. The updated Policies will be uploaded to Dropbox and a hard copy will be kept in the Office.

Action Emma

Lorraine and Karen have completed the review of Policy numbers 1,2 and 11. They will send updated copies to Emma to upload to dropbox.

Action Lorraine and Karen

Kathryn with Ana will continue to work on the Privacy Policy (number 13) and the Trustee Handbook (number 14). Kathryn has reworded the privacy policy; Karen has reviewed it. It will be sent on to Emma for comment.

Action Kathryn

The review of policies 4, 10 and 12 remain ongoing.

Strategic Plan Review and update

The strategic plan is a document that was last reviewed and updated in September 2020 in time for the annual general meeting. As a board we looked through this document and commented on parts of it that are being achieved currently, for example the upgrade of kitchen

and dining facilities, and parts of it that are ongoing. It was felt that a 'traffic light' colour coding exercise would be useful. Emma will do this for the board and Karen will do this as an exercise with staff. The strategic plan will be reviewed again in the summer, at the trustee meeting in July or August.

Action Emma and Karen.

Risk Log Review

The board reviewed our one-page risk assessment document. The top three risks, pertaining to the funding at Root and Branch and the continuity of staff and volunteers at Root and Branch, remain the three most significant risks. Without money and good staff Root and Branch would not exist. The trustees agreed that we are focusing our attention on the right things by focusing on these top three factors. Currently the board works well with Nick as our fund-raising lead and with Rebecca working alongside the board in a fundraising role. It is suggested that at a later meeting this year we should unpick further how well our personnel are supported both physically and emotionally.

Action Lorraine.

CIO progress update

Jess updated the board on the progress of our application to become a CIO.

See Appendix A

Rebecca Brain's role

Lorraine updated the board on progress with Jane Selman the Lloyds consultant. Jane has offered to work with the board to formalise and document our fund-raising strategy. Jane would facilitate a board discussion. The board decide to have this session with Jane first and then establish a fundraising role for Rebecca at Root and Branch. Becky has offered to continue to help and support us, in particular when applying for large grants and awards. This offer is very well received, and the board would like to thank Becky for her own going support and hard work.

4. Financial Update

Brian had prepared and circulated a monthly financial report. Analysis of the monthly spreadsheet showed that we remain in a secure financial position to finish this financial year. There is remaining budget in the Loneliness and Isolation restricted funds. Karen and the board discuss how and when this could be spent in order to benefit our service users during this extended period of lockdown.

Action Karen

Joanna is on top of the accounting in the office, ready for the end of the financial year and ready to send the accounts off to the accountant at the beginning of April 2021. Brian advised that

once the accounts are completed we will be in a position to complete the annual report for the AGM.

Action Lorraine See Appendix A

5. Fundraising

Update

The Charities Aid Foundation Resilience Fund application has been successful (we heard this news on the 20th January). We have been awarded a grant of £14,000

The National Lottery bid has also been successful.

Update from meeting with Jane Selman

The board agreed that input from Jane would be very helpful. Lorraine will set this up.

Action Lorraine.

6. PR & Marketing

Fundraising Success Publicity

It was agreed that there should be some kind of publicity following our receipt of National Lottery funding, Kathryn suggested a press release. Lorraine will send to Kathryn all the information that has been received from the National Lottery. It is agreed that this would be good for our local profile and could be used to update our local supporters whilst hopefully encouraging new local support.

Action Lorraine and Kathryn

Annual Report

In the past the annual report has been produced as an A4 printed publication. the trustees agreed that It is a very useful resource to have. Kathryn has offered to work with Karen on producing the next report. The trustees agreed that we should not call it an annual report but come up with something more appealing. It will have similar format and content to previous reports. Karen will work on the content. Kathryn will investigate getting quotes from printers.

Action Karen and Kathryn

Re-Act/Digital Strategy Support

The trustees agreed that Kathryn should follow up a recent offer from a marketing company called Re-act. They have offered a small free marketing campaign on Instagram. This input is very welcome, It is thought this type of marketing could reach a younger demographic. Kathryn will investigate this further and update the board at the next meeting.

Karen advised that Lloyds have offered support to develop our digital strategy through Enhance support. The Board agreed that this offer should be taken up at the appropriate time.

Action Kathryn and Karen

7. Date of Next Meeting

The next meeting will be on Tuesday the 9th of March 2021 at 6:30 pm. This will be set up on Microsoft Teams.

Action Emma