

## Minutes of the M6 2019 Trustees' Meeting

<b>Venue</b> Westmill Farm. Watchfield.	<b>Date</b> <b>Tuesday 9<sup>th</sup> July 2019</b>
<b>Trustees Present</b> Lorraine Needham Jess Day Ian Matheson Sarah Heardman	<b>Also Present</b> Karen English

### Welcome and Apologies

Lorraine welcomed everyone to her first meeting as Chair and asked her remarks are recorded. "My opening remarks are to Becky. I want to record the Board's appreciation for all her efforts, leadership and commitment over the last period as Chair, without which Root and Branch may not have been here today. For my part, now I've taken on the role, I aim to carry on the work that Becky has done to ensure the long-term viability of Root and Branch.

Clearly there are areas, along with all of you, I wish to explore on how the longer term strategy can be realised e.g. how we fully maximise our fundraising capability, where we sit in the mental health journey for people, documenting this for all our stakeholders explaining what we do, how successful we are and what it feels like to be part of the R&B community.

I've had 121's with some but not all of you yet to gain your input and I look forward to working together to move the agenda forward"

Agreement reached on holding a brainstorming session at one of the Board meetings to agree scope of work so that a sub group can progress. **See Appendix A**

Apologies received from Emma Welch and Brian Mildenhall

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

Minutes from the Meeting M5 (June 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, 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:

- Three policies have been reviewed, updated and approved: Recruitment of Staff and Volunteers, IT and Data Management and Privacy Policy.

## 2. Operational Review

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

Approval given for Electrics Work

**Action Karen and Ian.**

### R&B Unplanned Closure

Karen gave an update on the exceptional circumstances surrounding the above. Actions are already in place re recruitment of volunteers.

**Action Karen**

### Defibrillator

The Defib has been funded and will be purchased and installed, in consultation with Adam. Training will be taken as part of the First Aid Course. The trustees congratulated Karen on fundraising for this; her tenacity ensured that her wish became a reality.

**Action Karen**

## 3. Staff Matters.

Karen advised that she was holding 121's with all the staff to assist in the implementation of the Placement Policy. It was also discussed that places would become available at R&B as a consequence it was important that there was a plan in place to visit GP surgeries to raise awareness of our services.

**Action Karen and Ian**

## 4. Governance Policies and Strategy

### Policy Review

The lone working policy, which is incorporated in both Employee and Volunteer Handbooks, needs to have a general risk assessment undertaken to ensure that the mitigating actions in the policy are sufficient.

**Appendix A)**

**Action Karen (See**

Trustees agree to add a 14<sup>th</sup> Policy to cover Healthy Eating at the Project **Action Ian**

The Trustees approved recruitment of Staff and Volunteers and Privacy Policies.

### IT & Data Management Policy

Policy approved by the Trustees. Jess reminded Karen of her responsibilities and the information that needs to be communicated to the wider team. Record of key holders is Karen, Ian, Lorraine, Ruth, Yvonne and Nickie.

Risk Register

Rebecca has produced a one page Risk Register. The register highlights the 11 keys risks at the project. Each risk has been scored.

Trustees feedback and recommend:

- The impact and likelihood of each risk be scored on a scale 1 – 5
- The mitigation of each risk be detailed in the table before the final score (impact x likelihood) be calculated
- Any risk scoring highly be highlighted in an additional 'Action' column for extra measures

**ACTION Rebecca/Karen**

Becoming a CIO

Jess updated the Board on the benefit of moving to a CIO i.e. one set of governance to follow as opposed to two. We need to confirm that Companies House holds R&B's most up to date information and that we have a plan in place to discuss at AGM.

**Action Brian & Jess (See Appendix A)**

## 5. Fundraising.

Lorraine reported funds and donations received in June.

## 6. Finances and Accounts:

Insurance Review

The insurance will be renewed in July. Trustees agree to remain with Zurich. **See Appendix A**

A list of main items for contents insurance is required

**ACTION Karen**

## 7. Date of Next Meeting

It was agreed to amend the August meeting date to 6<sup>th</sup> as R&B closure coincides with the original meeting date. In addition the Board Meetings will start at 6.30pm and finish at 8.30pm at the latest.

## Date of the Next Meeting

The next meeting will be on Tuesday 6<sup>th</sup> August at 6.30pm, Root & Branch Westmill.