

Minutes of the M9 2023 Trustees' Meeting

Venue Root & Branch Westmill	Date Tuesday 12 th September 2023
Trustees Present Colin Bell Alistaire Knight David Atkins (online) Rosie Wheeler (online) Emma Welch	Also Present Tanya Parkinson Neil Griffiths

Welcome.

David chaired the meeting in Nick's absence and welcomed everyone to the meeting. Apologies had been received from, Nick Daisley, Ian Matheson, Richard Taylor and Svetlina Jeanneret. Neil Griffiths was present at a meeting for the third time following his expression of interest to become a trustee.

1. Minutes of the previous trustee meeting

Minutes from the Meeting M8 (August 2023) were agreed and ratified as accurate by trustees present, These can be moved to the 'Approved Folder' in Dropbox and published on the website.

Action Emma

Matters Arising

Forge funding has been received, Tanya will double check the dates and conditions of the grants received to make sure we deliver.

Action Tanya

Actions have been recorded on the Progress Sheet for review next month. One item has been removed, this being the completion of the Diversity, Equity and Inclusion Policy. Seven items remain on the Progress Sheet.

See Appendix A

2. Financial Update

The board thanked Alistaire for providing a financial update prior to this meeting. It is agreed that whenever possible invoices will be directed to the charity and not paid for by individuals and claimed as an expense.

This year we are on budget regarding our own internally generated funds, but we are down on money generated by external fundraisers. The role of an internal appointment for fundraising is minuted with HR issues. The board thanked Tanya who continues to apply for grants.

Transport costs are currently being reviewed by Tanya and Helen in the office.

Alistaire is in touch with the auditors who are preparing the accounts ahead of the AGM next month.

Action Alistaire

3. Operational Review

The new Mental Health Support Worker, Selina, started on the 11th September. Yvonne will leave at the end of September. She will be dearly missed by all at Root & Branch, and the trustees thanked Yvonne for 20 years of service at R&B. Nicola has officially handed her notice in, but our service users are aware of Nicola's intentions and Nicola has managed this transition well. Selina will take on the full case load of service users and is contracted to work 21 hours per week. Nicola will not be leaving until the end of November so a long hand over period can facilitate this change. Nicola has offered to stay on as a volunteer and will help provide training for volunteers.

One member of staff is on long-term sick leave. The board agree to continue to pay full salary in September and will review again next month.

The volunteer day on the 6th September was a great success. There were 22 people present for the day of training. The board thanked Tanya, Richard, Katie and Nicola all who contributed to training on the day. It was agreed that any volunteer who missed the training would be offered this at another time.

Richard and Colin continue to help Tanya with the on boarding and training of volunteers. It is suggested that the new volunteer handbook be given to current volunteers by way of reviewing it.

A new 'Knowing Me' course will start at R&B this month. There will be a support worker in the room with participants taking the course and there will time to debrief afterwards.

The new IT has been set up in the office and another IT support visit is planned for this week to set up new computers that Nick has sourced. These machines have been donated by the University of Oxford and the board expressed their thanks for this donation.

Tanya talked the board through what has been a busy month and the full Monthly Managers Report will be circulated with the minutes.

The new Participant Contract has been approved by the board for use as part of the induction of all service users going forward.

4. Governance, Policies, Strategy

Preparation for the AGM

The Annual General Meeting will be held at Root & Branch on Tuesday 10th October at 6.30 pm.

Nick had written and circulated the Trustee's Annual Report ahead of the meeting. The report is excellent. The board all agreed that it was very good summary of the year's activities at R&B and approved it for use with the audited set of accounts to be filed with both the Charity Commission and Companies House. The trustees thanked Nick for the work he had put into the report this year.

Emma had written the Agenda and Notice, this will be sent to members on the 14th September.

Action Emma

The agenda was approved by the board and is as follows:

1. Welcome and introductions (Nick Daisley)
2. Minutes of last meeting (Emma Welch)
3. General report (Tanya Parkinson the new Centre Manager)
4. Financial report (Alistaire Knight)
5. The role of the Therapeutic Gardener (Katie Andrews)
6. Election of trustees (Emma Welch)

Under item 6, the three co-opted trustees have agreed to put themselves forward to be elected to the board. The current directors will nominate these individuals at the AGM. These are Richard Taylor, Colin Bell and Rosemary Wheeler.

In addition, the board have agreed (via email to Nick Daisley) to present Neil Griffiths at the AGM. Neil has agreed to join the board, therefore he will be nominated at the AGM and put forward to be elected.

Two trustees will be stepping down on rotation, this will be Emma Welch and Svetlina Jeanneret. Emma will be put forward for re-election. Svetlina will be will stepping down from the board at this time due to her increasing work and study commitments. The trustees expressed their thanks to her for the huge contribution she has made whilst being with the organisation.

5. HR. (Staffing Structure)

Tanya presented her plan for the staffing structure at R&B. It was an impressive plan taking into account the current staff, their skills and professional development.

The trustees agreed to increase the hours of the Therapeutic Gardener to 20 per week. This to reflect the level of expertise and skill shown by Katie, and also to allow her to expand the social and therapeutic nature of the garden. Tanya will develop a job description for this role to encompass more aspects of partnership working, fundraising and therapeutic horticulture.

The trustees agreed that the fifth member of the staff team would take on a role of Skills and Development Mentor. This will be a role of 20 hours per week. Part of this role will be to drive the exit strategy for our service users.

Finally, the trustees agreed to recruit for a fundraiser to work as part of the staff team. The role will be advertised as 16 hours per week. Tanya and Colin are working on the job description and advertisement for this role. It is agreed that the work of a fundraiser underpins the successful running of this new staff structure, so having a member of staff working on site is an exciting prospect. The fundraiser will not only look for grants, but will run fund raising events and work with local corporate partners and schools.

6. Date of Next Meeting

Date of next meeting will be Tuesday 10th October at Root & Branch Westmill at 7.30 pm. The meeting will follow directly after the Annual General Meeting.