

Minutes of the M3 2024 Trustees' Meeting

Venue Online MS Teams	Date Tuesday 19 th March 2024 6.30 pm
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Trustees Present Rosie Wheeler Emma Welch Richard Taylor David Atkins Alistaire Knight	Also Present Tanya Parkinson
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Welcome.

David welcomed everyone to the meeting. Apologies had been received from Neil Griffiths, Colin Bell and Nick Daisley.

1. Minutes of the previous trustee meeting

The draft minutes of the Meeting M2 (February 2024) were agreed and ratified as accurate by trustees present.

Matters Arising

Health and Safety Action Plan: Rosie reported that the walk about is complete and the action plan has been updated. Rosie will circulate this document to all via email. There is lots of work happening on site to address Health and Safety Action points. Food Hygiene courses are being booked and work has begun to change the entrance to the toilet. The trustees thanked the staff and the volunteers (particularly Jo and Peter and Roger) for all their work in addressing Health and Safety requirements.

See Appendix A for Actions.

2. Financial Review (and Pay Review)

Alistaire had shared the financial update which brought accounts up to date to the end of February 2024. The year to date accounts show that Root & Branch is having to use some reserves for core cost but that there is still a large amount of restricted funding that needs to be allocated and spent. Currently our costs are on budget, but our income is not on budget.

The board discussed and are fully aware that this balance needs to be addressed for the next financial year. We are delighted to have on board now our own member of staff dedicated to fundraising. Rachel has joined the team with a background in fundraising for Cancer Research

and the Children's Society. Rachel will be given, as priority, the task of raising core costs for the next financial year.

Core costs will increase due to rises in utilities and energy and staffing costs. We have already received grants from the National Lottery and Oxfordshire Community Foundation to help fund these increases.

The budget for salaries was discussed for 2024/2025. The trustees are very aware that the staff are extremely committed and dedicated and would like to match an annual salary increase that is being given by other similar organisations. Nick had researched pay structure within the NHS and Emma had done some research in the private sector. Rosie and Emma will be in touch with Restore and Mind and an annual pay increase will be confirmed to Andrea in Payroll ready for April 2024. The trustee board agreed that an annual rise of between 3.5 – 4 % will be given.

In addition to this rise, Selina, who has very successfully and ably completed her 6 month probationary period, will be offered the deputy role and responsibility, which was offered to her during recruitment. This will come with a rise in pay to reflect more responsibility. Emma and Tanya will communicate this to Selina.

Action Rosie, Tanya, Emma

Rachel, the new fundraiser, will be invited to the next trustee meeting, in April at R&B, to meet the trustees and talk about fund raising for the year ahead.

Action Tanya

3. Operational Review

Tanya talked through her managers' report.

Tanya thanked all who had helped with the recent review of the premises and Health and Safety risk assessments.

Following the first aid incident from last month Tanya confirmed that more training was arranged and scheduled to instruct staff with the use of the Defib machine. The staff had also gathered information from all participants to enhance the current risk assessment information with all medical needs. A personal alarm for high risk participants is being investigated and counselling had been offered to staff who had been present during the incident.

Fire marshal training and food hygiene training is planned and the trustees would like to thank Neil who has funded the renovation project for the kitchen area. Work has already begun in the planning of this using the expertise of volunteers Jo and Peter who are both architects.

Tanya and Sarah have spent several overtime hours in the office to make sure that we are completely GDPR compliant. The trustees thanked them for this extra work.

Tanya would like to ensure that we are also electronically complaint and asked that a trustee checked that the old BTConnect email address was now completely out of action

Action Nick

Emma will continue to work through archive material in Drop box and delete or move information to Channels in MS Teams.

Action Emma

Volunteers

Richard is giving Tanya support with managing Volunteers. We are currently looking to recruit new volunteers for the woodwork area. Last month saw long term volunteer Ray retire. He was given a lovely send off from the Project and the trustee board extended their thanks to him for all his work over the years. Ray has been asked to stay in touch and we hope to see him at our open events.

Trustee training/update for MS Office/ Teams and SharePoint

All trustees bar one are now able to access MS Teams.

Action Emma

4. Governance, Policies, Strategy

Policy Review

Emma has created a new folder in Teams for the review of 2024 Policies. The review of the safeguarding policy and diversity policy are now complete. In addition, Emma talked through the updates to the staff handbook and will circulate to all trustees for any further comment. Colin had started to work on a new volunteer agreement and this will ultimately replace the volunteer handbook. For the purposes of being able to use a document now, Emma had brought the current Volunteer handbook up to date.

Emma will work with Sarah in the office to print out copies of all policies so that updated versions are circulated to all current staff and volunteers. A printed set of all current policies will be available at all time in a central place at R&B.

Action Emma

5. Date of Next Meeting

Date of next meeting will be Monday 22nd April 2024 at Root and Branch, at 6:30 PM.

Items from the rolling agenda will include:

- Fundraising for the year ahead. @ **Tanya (invite Rachel)**
- Policy Review (Policies 4,5, and 13) – @ **Nick**