

Minutes of the M4 2022 Trustees' Meeting

Venue Online on MS Teams	Date Tuesday 12 th April 2022
Trustees Present Nick Daisley Ian Matheson Emma Welch Svetlina Jeanneret David Atkins	Also Present Karen English

Welcome.

Nick welcomed everyone to the meeting.

Apologies have been received from Alistaire Knight.

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

Minutes from the Meeting M3 (8th March 2022) 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

Lease Review: Emma met Adam Twine on the 10th March to review the Root & Branch lease. The lease has reached its 5 year break, therefore Adam is reviewing our rent payments and will be in touch once he has a new rent value to propose to the board. Emma has made Alistaire aware that rent will increase this year.

The Policy Review is now complete and has been removed from the Progress sheet. Emma thanked all the trustees for their input, in particular to Nick who has rewritten the IT Policy. All updated policies are published on dropbox and Joanna will print a copy of each to hold in the office

Action Emma

The Trustee Strategy Working Party took place on the 8th April. All trustees and Karen were present. It was an extremely successful day. The trustees would like to thank Svetlina and Karen for organising the day, Sally Britton for visiting to help lead the trustee discussion and appreciate the important contribution from Lesley Dewhurst, Chief Executive of Restore.

Three ongoing items remain on the Progress Sheet for review. As a result of the Working Party, four new items have been added to the Progress Sheet.

See Appendix A

2. Operational Review

Karen had circulated her monthly Manager's Report ahead of the board meeting.

The board agreed to Karen's request of using some of the Enhance budget for more time spent with Sally Britton. Karen agreed to also determine our remaining budget for Lloyds Enhance Support.

Action Karen

Svetlina would like a little information from each trustee to add to the Root & Branch Website alongside photographs of the board. Svetlina will email all with some ideas of what to include.

Action Svetlina

3. Governance Policies and Strategy

Working Party for Strategic Plan Review

Following the Working Party on Friday 8th April 4 items have been added to the Progress Sheet:

- Recording and Monitoring Our Impact (turning current evidence into data)
- Recruitment of the Internal Fundraiser
- Review of Staffing Roles and Staff structure
- Creation of the next 3 year strategic plan.

Please see the **Appendix A** for actions.

Action All Trustees

Health and Safety and Risk Assessment Review

Karen requires Nick's signature on the overall Risk Assessment document. Karen will send this to Nick to review and sign.

Action Karen and Nick

4. Date of Next Meeting

The next meeting of the board will be on MS Teams on Tuesday 17th May at 6.30 pm

Preparation: May rolling agenda items:

- Financial Review and Update (**Action Alistaire**)
- Annual GDPR Review (**Action Emma**)