

Minutes of the M12 2022 Trustees' Meeting

Venue Online MS Teams	Date Tuesday 6 th December 2022
Trustees Present Nick Daisley Emma Welch Svetlina Jeanneret David Atkins Alistaire Knight	Also Present Karen English Richard Taylor Colin Bell

Welcome.

Nick welcomed everyone to the meeting. Apologies were received from Ian Matheson. Richard Taylor sat in on a meeting for the fourth time following his expression of interest to become a trustee and following a successful trustee interview. Colin Bell sat in on the meeting for the first time following his expression of interest to become a trustee.

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

Minutes from the Meeting M11 (November 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

The new social media volunteer is settled and making progress in her role.

Emma has spoken to contacts at both the DWP and the Oxfordshire Recovery College about providing training for staff and volunteers in 2023. Emma will update Karen at Root and Branch on the 8th December.

Action Emma

Five items remain on the Progress Sheet. Karen and David continue to work to finish the final slide of the new strategic plan.

Action Karen and David See Appendix A

2. Financial Update

Nick thanked Alistaire for his November financial update that was circulated to all trustees by email. Emma will forward this update to Colin Bell.

Alistaire will update the board by way of a December Report via email later in the month (this meeting, being one week earlier than normal, was too early for the report to be produced).

Action Alistaire

3. Operational Review

Karen had circulated her Managers' Report to all the trustees ahead of the meeting. Emma will forward this report to Colin Bell.

The trustees congratulated Karen and the team of staff, volunteers and service users who ran a very successful winter fayre. The event was busy, festive and cheerful and has already raised £2700 for the Project.

Placements

Currently we have 38 placements per week being used, and there is room for accepting new referrals. Karen continues to work with GP surgeries. Emma will share with Karen the new contact made within the Dept for Work and Pensions in Oxfordshire.

Action Emma

Transport Decision

The trustees approved the finance for supporting a Service User to access Root and Branch via taxi on one day per week. Karen will continue to research the possibilities of using a volunteer driving service to help with transport.

It is suggested that our stance on transport for service users should be made policy and should be incorporated into the Service User Involvement Policy. This document is being reviewed by Nick (see later section on Policy Review).

Action Nick

Recruitment Decision

The trustees decided to start to recruit in the New Year for a new member of staff to manage the garden and run gardening activities. Emma and Karen will work on this, consider the current vacancy and how best to fill it.

Action Emma and Karen

4. Governance Policies and Strategy

Trustee Recruitment

Richard Taylor, having expressed interest to become a trustee has now sat in on three board meetings and has met with Nick Daisley and Emma Welch for a trustee interview. Following this successful interview Nick recommended to the board, via email on the 10th November 2022, that Richard be co-opted to the board. Emma seconded this proposal.

The decision to co-opt Richard was put to the vote and Richard was voted to the board by majority vote.

We are delighted to have Richard join us on the board – and Nick welcomed him formally.

Richard has already received a copy of the Trustee Handbook and has signed and returned the trustee agreement form. Emma will now complete the formalities by adding Richard to the Charity Commission Register and will make the required adjustments to our records with Companies House.

Action Emma

Policy Review

The policies were divided up for review according to the schedule in **appendix A**. Trustees responsible for reading and checking each policy, will bring any recommendation for updates to the next meeting in January 2023. The policy review will be added to the Progress Sheet and we aim to have it completed by March 2023.

Policies are available on dropbox, and Emma will also email each trustee, with the policies they have agreed to review, attached in word form.

Action All trustees See Appendix A

PR and Marketing Review (Trustee Discussion)

Nick met with the new social media volunteer on the 1st December, she has settled and is already making progress. Her aim is to reach a younger public, to raise awareness that the service exists and to expand volunteering possibilities. Nick will forward her work plan to the board.

Action Nick

Karen will also continue to use the Highworth Link and the Faringdon advertiser to maintain our local profile.

Going forward into 2023 we wonder if it is the 20th anniversary of the charity. Karen will investigate.

Action Karen

The board would like to update and improve the Root & Branch website. Svetlina and Karen have already started to collate ideas for this. The board would like to thank the volunteer who has also had a go at designing a new-look website. The board agree that we would like to stick with our current website building tool – one that is known to us and known by the office manager who has to regularly make updates to the site. In order to populate the website a sub committee will form to steer this in the right direction for the charity into 2023.

Website Subcommittee: Nick, Svetlina and Richard. David will also have input in order that the website ties in with the new strategic plan. The subcommittee will meet in the New Year to start to move forward with this exciting new project. Progress will be tracked on the Progress Sheet.

See Appendix A

Christmas Greetings

The trustees would like to wish all the staff, volunteers and service users a very happy Christmas. Karen has secured funding to provide a Christmas lunch on each of the days that we are open in the week running up to Christmas.

It is a time of year when we reflect on all the hard work of our incredibly dedicated team of staff and volunteers, and the board thank them all for their commitment. The trustees will organise a Christmas card and expression of thanks to all volunteers and the board agreed to purchase a small voucher for each member of staff as a Christmas gift.

Action Emma

5. Staff and Recruiting

(Discussion for board members only.)

Due to staff confidentiality this trustee discussion cannot be minuted. However a full and inclusive report is being prepared by the board and will be circulated to all individuals who are concerned.

Action Emma

6. Date of Next Meeting

Date of next meeting will be January 10th at 6.30pm on MS Teams.

Action Emma

Rolling Agenda Items for the January Board meeting:

- **Policies Review (@Emma)**
- **Safeguarding Review (@Emma)**
- **Fundraising Review (@Nick)**
- **Set Dates for 2023 events and closures (@Karen)**