

Minutes of the M11 2023 Trustees' Meeting

Venue Online MS Teams	Date Tuesday 14th November 2023 6.30 pm
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Trustees Present Rosie Wheeler David Atkins Emma Welch Nick Daisley Richard Taylor	Also Present Tanya Parkinson
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Welcome.

Richard and David welcomed everyone to the meeting. Apologies had been received from Ian Matheson, Alistaire Knight, Neil Griffiths and Colin Bell.

Opening remarks from the new chair Richard Taylor: Richard thanked the outgoing chairperson Nick Daisley for all his work and dedication over two years in the Chair post. Richard, the new Chair and David, as Vice Chair, have agreed and circulated the share of duties going forward. David chaired the meeting for the evening.

1. Minutes of the 2023 AGM and the previous trustee meeting

The trustees present discussed the set of minutes that had been prepared by Emma Welch following the annual general meeting. Tanya made one small alteration, changing the word 'participants' to 'sessions'. It was agreed that the minutes were a true representation of the AGM. Emma will arrange for the minutes to be circulated to our members and published on the website.

Nick recommended one small change to the draft minutes of the Meeting M10 (October 2023). These minutes were agreed and ratified as accurate by trustees present, they can be moved published on the website.

Action Emma

Matters Arising

Tanya updated the board regarding the contract blacksmith. She has contacted funders and has confirmed that the grants received are available to spend on the forge. Therefore, Martin the professional blacksmith will be starting a new course in the forge later this year. It was agreed that this item would be removed from the progress sheet, Tanya will monitor the spend of this grant.

Actions have been recorded on the Progress Sheet for review next month. Two items remain on the Progress Sheet.

See Appendix A

2. Financial Review

There was no financial review at the meeting.

The trustees requested that sometime could be spent next meeting reviewing and exploring how to access files on the new Microsoft 365 Teams system. Emma will add this to the agenda for the December meeting.

Action EmmaThe Bank Account

Emma confirmed that the banking paperwork had been completed to add both Richard and Sarah Coleman, the new Office Manager, both as signatories and as having online access. It had also been agreed by the board that Joanna Sanderson would be added back onto the bank account as a signatory. Joanna has offered her services as a temporary/flexible Finance Officer should we ever have reason to need her. Whilst all have now been added back onto the bank account as signatories, none have yet received the security tokens to give them online banking access.

3. Operational Review

Recruitment update

Sarah Piercy started in October as the new Skills and Development Mentor. Sarah has settled well and is already getting to know and building trust with all participants.

Helen sadly had left Root and Branch because of changes to her personal circumstances but has offered to continue to do finance work for us until new members of staff and trustees receive security tokens from the bank. Sarah Coleman has been recruited as the new Business Coordinator in the office she will be working for 15 hours over three days of the week. We are delighted that Sarah has joined the team, she brings a wealth of experience in Office Management.

Nicola left Root and Branch on the 7th of November she was given a warm send off. Rosie Wheeler had been present on her leaving day to represent the trustees. Nicola has been a fantastic mental health key worker and will be missed by all participants. We are very grateful that Nicola has agreed to stay on as a volunteer, she will be working with volunteers to provide training.

A new fundraiser has been appointed and it is hoped but this new member of staff will work 16 hours per week. Tanya will keep the board updated as to how this new position progresses.

Managers' Report

Tanya had circulated her managers' report to the board ahead of the meeting. Tanya talked through the report. There are currently 22 volunteers and one returning volunteer who is qualified for PAT testing. Sarah P will mentor the volunteers as part of her new role. Colin has been working to rewrite the volunteer handbook and code of conduct. Tanya is currently reviewing the DBS process in the office.

Tanya reported that the visit from the National Lottery had been successful and very helpful. Following this visit she has applied for an uplift grant from the National Lottery. This grant could provide core funds that might allow for more office time to get on top of administrative tasks.

Currently there are 28 participants using 39 sessions a week. Tanya expects referrals to pick up after Christmas. Selena is making good progress with participant agreements and goal setting. There is a new cookery course starting next week that four participants have accessed. There have been four new signups for the gym and a new course in Indian Head Massage, offered by a volunteer, has been a success.

The working party/corporate day scheduled for the 16th of November has been postponed due to poor weather, but work will still take place R&B with participants and volunteers. The working party planned for the 27th is still going ahead. Tanya thanked Adam Twine for swiftly fixing tiles on the roof following the storms and also for putting up new security lighting in the yard.

The winter fayre is planned for the 3rd of December. All offers of help would be appreciated on the day. Everyone currently is busy at the centre preparing for the fayre. Both Yvonne and Nicola are coming back to help and all new staff and volunteers are involved to help make the day a success, both as a fundraiser and in raising our local profile.

Restore is due to visit Root and Branch in December. The Operations Manager at Restore has been in touch about information sharing. Sarah the new office manager will be given a handover and training in order that she can continue to upload required information. Tanya continues to apply for grants and has had recent grant success from the organisation 29th of May 1961. The trustees expressed thanks to Tanya for her work and to all our generous donors.

IT continues to improve with the offers of new laptops potentially from contacts within Root and Branch.

Action Nick.

Katie has recently graduated with a distinction in her diploma in Social and Therapeutic Horticulture. This is a fantastic achievement and the board would like to pass on their congratulations to Katie.

Training

First aid training and fire marshal training is being reviewed now that Tanya has new members of staff on the team. In addition, Rosie also recommended some online qualifications. David agreed that he could go through the staff induction programme when policies are reviewed early next year, this could be done for both staff and volunteers.

Health and safety will be treated as a priority. A new committee has been formed comprising off Rosie, Tanya and a volunteer (See Appendix A)

Neil will be asked to update the board on any progress he has made on 'Transport' at the next meeting in December.

4. Governance, Policies, Strategy

Emma and Richard conducted Tanya's end of probationary 6 month review meeting at the beginning of November. Richard confirmed that Tanya has successfully passed her probationary and is now a permanent member of staff. At the review meeting it was agreed that Tanya will meet with a trustee every other month by way of feeling supported. Objectives have been set for review next year in March. The paperwork from the review meeting will be circulated to the board.

action Emma

It was agreed that new roles would be established on the board now that the board is in place following the AGM. One trustee will take the lead on each of the following areas so that Tanya knows who to if she requires help, support or advice:

Health and safety	Rosie
Policies and Outcome Measurement	David
Fund Raising	Neil
Human Resources	Emma and Rosie
Safeguarding	Emma and Rosie
GDPR	Emma
Finance	Alistair
IT and branding/marketing	Nick
Volunteers	Colin
Maintenance	Richard and Ian
Clinical	Ian

Volunteer review.

Tanya updated the board that a process is now in place for onboarding new volunteers. Sarah and Sarah will work together to induct new volunteers who will have an interview with a trustee and be given a trustee as a mentor. Colin has reviewed the code of conduct for volunteers and Nicola will be giving training.

Christmas

The board agreed to purchase vouchers for staff at Christmas and write Christmas cards for all volunteers.

Action Emma

5. Date of Next Meeting

Date of next meeting will be Tuesday 5th December at Root and Branch, at 7:30 PM.

Items from the rolling agenda include dividing up the policies for review and a review of branding/marketing.

