

Minutes of the M5 2021 Trustees' Meeting

Venue Audio Call from R&B	Date Tuesday 11 th May 2021
Trustees Present Lorraine Needham Emma Welch Jess Day Ian Matheson Nick Daisley Kathryn Worthington	Also Present Brian Mildenhall Karen English David Atkins

Welcome.

Lorraine welcomed everyone to the meeting.

David Atkins joined us for the first time following his expression of interest to become a trustee.

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

Minutes from the Meeting M4 (April 2021) 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

Seven projects were addressed, they remain on-going and stay on the progress sheet to be reviewed at the next meeting. Associated actions are on the Progress Sheet

See Appendix A

2. Financial Update

Brian circulated and talked through the published annual set of accounts. He answered questions and explained the document. The new log cabin building remains on the balance sheet as a fixed asset which will reduce over the next four years. As usual, the report includes a comparison to previous years, this is a requirement for statutory reporting. The board thanked Brian for all his work in preparing these accounts for publication. Lorraine will now work on the annual report to accompany the accounts this will include information for potential future donors.

See Appendix A. Action lorraine

3. Operational Review

Karen has circulated her monthly management report to all trustees.

Renewal of Lease

The lease is due for renewal next month. The trustees agree that a discussion needs to be had with our landlord Adam to make sure everything is insured and to agree the amount for rent payments going forward. Emma will have these discussions and the trustees agree that a new 10 year lease should be discussed and agreed.

Action Emma

Plant Sale

The trustees agreed to the holding of a plant sale at the Project on Sunday the 23rd of May. This will be advertised locally, to our members, via local social media and word of mouth.

Action Karen

Garden Manager – Update

The vacant garden manager position was advertised internally last month. Rebecca Brain applied, was offered the position and has accepted. There were no other internal applicants. Rebecca has settled back into the role and everyone is enjoying having her back directly involved at Root & Branch. She has prepared enough plants for the upcoming sale. Rebecca will combine this role with her continued work as a fundraiser for Root & Branch. As garden manager, she will report to Karen and as fundraiser she will report to Nick Daisley.

DropBox

The trustees on the board who are still using the free version of dropbox are starting to run out of storage space. Historically, Rebecca Brain established the use of the upgrade version for the charity at no cost. Karen will ask her how she negotiated this so that we can find out if this could be offered to trustees on the board.

Action Karen

4. Governance Policies and Strategy

Marketing Plan for the year

Kathryn will share her strategy with the board via email.

Action Kathryn

Kathryn and Karen are making good progress with the production of the annual report, with an aim to publish it in September. They also update the website on a regular basis and are building up a good bank of images. Kathryn reported that the use of Facebook is now excellent and they are creating some targeted messages for use in our fund raising. The React publicity goes live at the end of this week and they are moving forward on a National Lottery press release. The trustees thanked Kathryn for her input and discussed how best to produce our publication in September, it was agreed not to call it 'annual report' but instead something like 'community update' was suggested. It will also bear a tagline along the lines of 'growing good mental health'.

Health & Safety Review

The health and safety review is in progress. Ian and Karen have inspected all spaces at Root & Branch to assess our level of Covid-19 security. Karen and Ian will make sure that we can operate safely and protect others. All staff and volunteers have been vaccinated and perform twice weekly lateral flow tests. Ian also suggested introducing temperature measuring as people arrive on site. Karen reported that she continues to reinforce good habits despite the relaxing of national restrictions. Karen is keeping the risk assessment for Covid up to date alongside her Covid action plan. Rebecca will review the garden risk assessment and Roger, volunteer, will be asked to look at risk assessments for other workspaces.

Action Karen.

GDPR Review

Emma circulated the annual GDPR review to all trustees and asked for any questions. The Information Asset Register is still a useful working document, one that Joanna uses regularly in the office. The only addition this year has been the 'visitor health screening questionnaire.' Our shredder remains in good working order and Joanna is happy with her current level of support. There have been no data breaches in the past twelve months.

5. Fundraising

Nick has posted his recent fundraising report onto drop box. He talked us through the report and will now review it given the new situation of the recent formalisation of a fundraising role for Rebecca. The trustees agreed that the JustGiving page has been very successful and thanked Nick for his work on this. Nick reported that the appeal to the Oxford Community Foundation was unsuccessful on this occasion, but that we should re-apply next year.

The trustees suggested also asking for potential donations of useful items rather than cash, examples given were approaching Hobbycraft and Travis Perkins for supplies.

Nick will continue to work on an updated Fundraising strategy for this year following input from Jane Selman. Jane remains in touch and has offered four more days of consultation.

See Appendix A. Action Nick

6. Date of Next Meeting

The next meeting of the Trustee Board will be on Tuesday the 8th June 2021 at 6:30 pm. This will be set up on Microsoft Teams.

Action Emma

Preparation required :

- The insurance Review action Emma
- The Monitoring and Evaluation review action Karen
- The planning for the AGM. (added to the Agenda)