

Minutes of the M4 2021 Trustees' Meeting

Venue Audio Call from R&B	Date Tuesday 13 th April 2021
Trustees Present Lorraine Needham Emma Welch Jess Day Ian Matheson Nick Daisley	Also Present Brian Mildenhall

Welcome.

Lorraine welcomed everyone to the meeting.

Apologies have been received from Karen English and Kathryn Worthington.

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

Minutes from the Meeting M3 (March 9th 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. Governance Policies and Strategy

Fundraising review

The trustees discussed Jane Selman's input from the March board meeting, updated Nick Daisley on progress and created a new fundraising plan for the year ahead. Jane has offered to stay involved and help when necessary, the trustees will take her up on this offer. The relationship with the professional fundraisers is important and the trustees will continue to develop this as part of the fundraising strategy. The professional fundraisers will be asked to focus their attention on raising money for capital projects.

In addition, another fundraising role will create the opportunity to coordinate a new group of fundraising volunteers and focus on one or two large bids this year. The trustees discussed ways to engage volunteers for fundraising: the website, social media, our newsletter and current membership list. The new role will also incorporate responsibilities of grant reporting, grant management and impact measurement.

See Appendix A

3. Operational Review

Karen has circulated her monthly management report to all trustees.

Reopening the service

The trustees have asked that Karen puts on hold any decisions on extending our current level of service until she has met and discussed a full risk assessment with Ian Matheson.

Action Ian

The trustees agree that staff and volunteers may provide a hot drink and soup service but that opening this up as an activity for our service users must await the decision from Ian and Karen.

Forge activity

The trustees agree to engage the blacksmith for another six week course. However they would like to establish the cost of fuel and would like to check back to see if any blacksmith time is still owed from previous engagement prior to the national lockdown. Emma will talk to Karen when she returns from her annual leave.

Action Emma

External tutors

The project has been offered external tuition from Abington on Witney college through the Oxfordshire Learning Network. The trustee board agree to cover the travel expenses of these tutors.

Action Karen

4. Financial Update

Brian circulated his report to all trustees and has thanked Joanna, the office manager, who has kept on top of all accounting and reporting this year.

Root and Branch are in a good financial situation going into the new financial year. Last year, having received two Covid specific grants, we are left in a comfortable position with a good reserve. Brian has forecast that for the year 2021/ 22, the cost of resuming our normal service remains similar to previous years. In the comfortable position that we find ourselves, the trustee board agree that it is a good time to start a new volunteer fundraising group, whilst there is no

pressure to raise large funds. The trustees agree that local fundraising this year should have an emphasis on (when safe and possible) enjoyable, social activities. We hope to be able to open the project for fundraising days later in the year, as soon as we are able given the current restrictions of the pandemic.

5. HR Matters

The Garden Manager role

Ruth the garden manager has resigned, she feels it is the right time to explore new opportunities closer to her home. The board of trustees will be sad to see her go and thank her for the improvements she has made to the garden. They wish her every success in her future endeavours. Ruth is working a notice period and will leave on the 10th of May. The board agree to advertise this role internally in the first instance. A salary scale was agreed, and the salary level offered will reflect the successful candidate's experience.

Action Emma and Karen

Trustee recruitment

Lorraine has received an expression of interest and a CV from a member of the Lloyds group for a position on the trustee board. The trustees agree to invite him to our next meeting.

Action Lorraine

The board continue to recruit for the treasurer role and will use REACH recruiting again to advertise.

Centre Manager review

Lorraine asked all trustees to email her with feedback for the Centre Manager's employment review.

Action all trustees

6. Date of Next Meeting

The next meeting of the Trustee Board will be on Tuesday the 11th May 2021 at 6:30 pm. This will be set up on Microsoft Teams.

Action Emma

Preparation required :

- Risk assessment review **action Karen**
- Marketing plan for the year **action Kathryn**
- Health and Safety review **action Ian and Karen.**
- GDPR review **action Emma**