

## Minutes of the M1 2022 Trustees' Meeting

Venue	Date
Online on MS Teams	Tuesday 11 <sup>th</sup> January 2022
Trustees Present	Also Present
Nick Daisley Emma Welch Alistaire Knight Svetlina Jeanneret Ian Matheson David Atkins	Karen English Jane Selman

### Welcome.

Nick welcomed everyone to the meeting.

There were no apologies.

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

Minutes from the Meeting M12 (December 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

Finance: David and Alistaire plan to catch up this month so that Alistaire can talk David through the Monthly spreadsheet.

Action David and Alistaire

Four ongoing items remain on the Progress Sheet for ongoing review.

See Appendix A

### 2. Finance Review

Alistaire reviewed and reported the latest financial situation at Root & Branch which still looks good. In December spending was a little over budget, but our income was up due to the successful Christmas fayre and associated Christmas wreath sales. Therefore net result was a successful month. There was nothing received from the external fundraisers in December.

Alistaire continues to work with Joanna and Karen in the office this week to help with budgeting and forecasting.

### **3. Operational Review**

#### Dates for 2022 events and closures

Karen reported that there will be a one week closure from the 18th of April. No closure is planned in August, the staff had met and decided they could cover each other's summer holidays and that it would be better for our service users to keep the service open through the summer. The 2022 Christmas fayre will be planned for the first weekend in December and likely be held on the 4th of December and the project will be closed for Christmas from the 19th of December 2022.

There are no dates for plant sales as yet. Doing something in early June to mark the jubilee celebrations and national volunteer week has been suggested.

Karen will ask Joanna to put all dates on the website.

**Action Karen**

#### Blacksmith training

Karen has requested a continuation of funding for the training of our volunteer who has shown an interest in leading blacksmith activities. The trustees have asked Karen to find out exactly how much more training is required, how much this will cost and to establish how long the volunteer will commit to leading activities at the project afterwards.

**Action Karen**

#### Budget for advertising

The trustees agree to a budget of £100 for Karen to advertise in the Watchfield Defence Academy quarterly magazine and also request that she continues to advertise in other local publications.

A budget of £500 was agreed for advertising the Garden Manager post (See Human Resources Update below).

## 4. The internal fundraiser job description.

Jane Selman, the fund raising consultant from the Lloyds Foundation (Enhance Project) joined the meeting to advise the board on the internal fundraiser post at Root and Branch. Jane talked through the job description that is currently in draft form and gave her feedback.

Jane recommended some changes, and answered queries from the Board on aspects of the job description. Nick will re-draft the document accordingly, and submit to the Trustees for approval; then to Jane Selman for any further comments before advertising the post

**Action nick**

## 5. Governance Policies and Strategy

### Human Resources Update

Rebecca Brain, Garden Manager and fundraiser, has handed in her notice and will be leaving on the 15th of February. Svetlina is facilitating a smooth exit for Becky. Svetlina and Ian will meet with Becky to conduct an exit interview before she goes. Becky has requested some feedback from the board on her performance and leadership and that she would like the final meeting with Ian and Svetlina before the 15th of February.

**Action Svetlina and Ian**

Svetlina will also support Karen in the recruitment of a new Garden Manager. Advertising for the post will be focused in places that specialise in green care jobs such as Thrive. The board advises to also focus advertising in horticultural areas as it is considered that good horticultural experience is key to the role. Ideally, the board recommend to advertise now with a closing date for applications of the 31<sup>st</sup> January.

**Action Karen**

Before she leaves Becky will be asked to hand over anything relating to the Garden Manager role to Karen and asked to hand over the fundraising elements of her job to Nick.

As part of her new responsibility as HR lead on the board Svetlina would like to review all the job roles, and base this review around our strategic plan. The board is due to review the strategic plan in February therefore after this has happened Svetlina will lead a review of each job role.

**Safeguarding review**

Karen gave the board the annual safeguarding review. There has been one report in the last 12 months which has now been dealt with and the issue closed. All potential safeguarding issues, no matter how small, have been reflected on by staff throughout the year. Staff have remained vigilant to the importance of this as an issue and all staff training is up to date. It is suggested that a board member complete Level 3 safeguarding training. Emma has volunteered to take this on and will get in touch with the OSAB.

**Action Emma**

**Policy review**

Emma will create a file on drop box for all trustees to post the reviewed policies. The trustees have reviewed policies making recommendations for changes or additions in red, these changes and updates will be reviewed in the February meeting with the aim that each policy will be finalised by the end of February 2022.

**Action Emma**

## **6. Date of Next Meeting**

The next meeting will be on Tuesday the 8th of February at 6:30 pm. It will be held online on MS Teams.

**Preparation:** February rolling agenda items:

Policy review : For completion. **Action All Trustees**

Start of the annual pay review

Update and Review of the strategic plan (with each job role in mind).