

Minutes of the M11 2022 Trustees' Meeting

Venue Online MS Teams	Date Tuesday 8 th November 2022
Trustees Present Nick Daisley Emma Welch Svetlina Jeanneret	Also Present Karen English Richard Taylor

Welcome.

Nick welcomed everyone to the meeting. Apologies were received from Ian Matheson, David Atkins and Alistaire Knight . Richard Taylor sat in on a meeting for the third time following his expression of interest to become a trustee.

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

The minutes from the Annual General Meeting will remain unapproved until the AGM in 2023 when they will be ratified. For now, the unapproved AGM minutes will be circulated to all our members and will be published on the website as 'unapproved'. Emma had prepared this set of minutes and sent to the board on the 16th October 2022. The trustees present reviewed the minutes, and all agreed that they were a true reflection of the AGM and can now be put on the website.

Action Emma

Minutes from the Meeting M10 (October 2022) were agreed and ratified by trustees present. Emma will make two small alterations and then these can be moved to the 'Approved Folder' in Dropbox and published on the website.

Action Emma

Matters Arising

Emma reported that the Annual report and accounts have now been published on the Charity Commission Website.

Nick's update to the board on the professional fundraising is recorded in the Governance Section of these minutes.

Five items remain on the Progress Sheet.

See Appendix A

2. Operational Review

Karen had circulated her Managers' Report ahead of the meeting.

Staff Supervision

The trustees welcomed Karen's request for staff supervision: Working at R&B is both rewarding and challenging. The staff have to deal with daily, complex service user needs whilst balancing their own performance and workload. Providing some more formal supervision would support their professional and emotional welfare, helping them to build resilience both individually and as a team.

Karen has identified a local, registered psychotherapist who would be able to give staff supervision and who has offered us very generous reduced rates because of our charitable status. The trustees agreed to an annual budget of £600 for Karen to use for this supervision.

Social Media Volunteer

R&B has had the opportunity for a volunteer to support our social media messaging with the aim of broadening our profile to younger people, encouraging volunteer applications/referrals and fundraising. This will include:

- Gathering images and content while integrating with volunteers and service users during usual sessions
- Creating, expanding and linking capabilities with Facebook, Instagram, TikTok
- Trialling of craft sales on Etsy
- Creating QR codes
- Linking to a new website
- Promoting events

Karen answered questions at the meeting about the new volunteer. The volunteer has undergone the usual induction process, signed the volunteer confidentiality agreement and has been DBS checked. She will work within the confines of our data protection and GDPR guidelines.

The trustees agreed that this was an exciting new volunteer role for Root & Branch and would like to thank the volunteer for getting involved.

3. Governance Policies and Strategy

Volunteer Review

Karen had produced an annual review of the volunteers at Root & Branch. Our numbers of volunteers are up slightly (we have one more volunteer that last year in 2021 and 10 more

volunteers than in 2014) which is very encouraging. The staff and trustees appreciate everything that the volunteers do at the Project – without them the Project would not work. Karen and the trustees will discuss ways to thank the volunteers in the run up to Christmas and Emma will contact the Oxfordshire Recovery College and arrange some more volunteer training for 2023.

Action Emma

The trustee agreed that 'Volunteer days' for training and for social purposes were very valuable and should happen at the Project every 6 months.

The Trustees agreed that Karen's idea of a new role for 'volunteer drivers' should be explored. This will help with transporting service users to and from the Project.

Fundraising Review

Nick and Karen both reported that communication from the new Professional Fundraising company had not been regular or forthcoming.

Nick had, just in time for the meeting, received an emailed update from them, but he had had to chase them for this.

The update highlighted the grant applications that had been submitted and the ones that still required more work. Three applications have been submitted, three are in draft form and two submission deadlines have been moved. Two deadlines were missed because the fundraising company were waiting to receive supporting budget documentation. To date no money has been raised by the professional Fundraising Company.

The trustees have asked Karen to request regular contact with the company and suggested weekly on Wednesdays would be a good starting point.

Action Karen

5. Staff and Recruiting

A new Employment Coach has been successfully appointed. She has volunteering experience at Root & Branch and everyone at the Project is delighted that she will be joining the team. She will start on the 21st November and Rosie has agreed to come back and help with an induction day.

The trustees would like to officially thank Rosie for her fabulous contribution as the coach at Root & Branch – she will be missed by everyone. We hope that Rosie will stay in touch with us. Emma will organise sending a token of our gratitude to Rosie.

Action Emma

The Head Gardener has resigned from her position and her resignation has been accepted. Sadly, her resignation comes with a letter of grievance to which the board have responded.

The board take very seriously the letter, and have arranged a grievance hearing to happen on the 11th November. We absolutely have the best interests of all our staff, volunteers and service users at the forefront of our values at Root And Branch. Therefore we are determined to listen, investigate and put in place any measures that will continue to make Root & Branch a good place to work.

4. Date of Next Meeting

Date of next meeting will be December 6th at 6.30pm on MS Teams

Action Emma

Rolling Agenda Items for the December Board meeting:

- **Divide Up Policies for Review (@Emma)**
- **PR Marketing Review**
- **Thanking Staff and Volunteers (@Emma)**

Nick Daisley would also like to add 'Trustee Recruitment' to the agenda in December