

Minutes of the M10 2021 Trustees' Meeting

Venue Audio Call	Date Tuesday 12 th October 2021
Trustees Present Emma Welch Ian Matheson Lorraine Needham Nick Daisley Kathryn Worthington	Also Present Alistaire Knight David Atkins Svetlina Jeanneret Karen English Rebecca Brain Brian Mildenhall

Welcome.

Lorraine welcomed everyone to the meeting.

There were no apologies. Alistaire, David and Svetlina were observing the meeting for the third time following their expressions of interest and successful trustee Interviews.

1. Garden Plan Review.

Rebecca Brain the new garden manager gave a report to review her first six months in the job. Becky showed lots of lovely photographs of activities in the garden. She has new plans for reshaping and redesigning parts of the garden, improving accessibility, increasing nursery work and introducing willow work. Becky has organised the Faringdon Rotary to renovate the gravel area at the front of Root & Branch and lay patio stones. Zurich have sourced and donated planters. Becky has suggested that a new scheme called 'Keep In Touch' days might be introduced to allow ex-service users back to the garden occasionally to visit and help with garden maintenance. Becky finished her presentation with an idea for a new funding opportunity called *Dream Big*. The trustees thanked Becky for her report.

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

Minutes from the Meeting M9 (September 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

There were no matters arising from the previous meeting in September.

One item was removed from the Progress Sheet: The item 'Monthly financial reporting/ new treasurer required' is now complete. Brian will work with Alistaire to introduce him to the treasurer role (see Governance Section minuted below).

4 ongoing items remain on the Progress Sheet to be reviewed again in November.

See Appendix A

3. Governance Policies and Strategy 1

The Board expressed their gratitude to Lorraine in recognition for all the work she has done as Chair of Trustees. Lorraine is stepping down from this role but remains on the board until Christmas to act as general trustee and advisor to the new chair.

Co-opting new trustee members to the board

Alistaire Knight, David Atkins, and Svetlina Jeanneret, have all observed three trustee meetings since submitting their expression of interest to become a trustee. All three have also completed successful interviews.

Lorraine invited each individual to join as a Co-opted board member. Alistaire, David and Svetlina all agreed that they would like to come on board.

Alistaire Knight was proposed by Lorraine and seconded by Nick Daisley.

David Atkins was proposed by Lorraine and seconded by Emma Welch.

Sveltina Jeanneret was proposed by Lorraine and seconded by Ian Matheson.

All three were voted for unanimously and therefore Co-opted onto the board. Emma will update the Charity Commission and Companies House with the details of the new trustee board.

Action Emma

Appointment of Board Roles

Nick Daisley was put forward to be the new chair of trustees, this was proposed by Emma Welch and seconded by Ian Matheson this was voted for by all board members.

Emma Welch was put forward to be the board secretary, this was proposed by David Atkins and seconded by Nick Daisley and voted for by the board. Emma will become the trustee to be first point of contact for staff.

Alistaire Knight was put forward to be the new treasurer. This was proposed by Emma Welch, seconded by Lorraine Needham and voted for by the board. Brian and Alistaire will connect this month to talk through some of the processes involved in this role.

Action Alistaire and Brian

4. Operational Review

Karen had circulated her monthly managers report to the board ahead of the meeting.

Garden Manager Role

Since the successful probationary period appraisal of the garden manager role it was suggested that the role be increased from 20 hours per week to 23 hours per week. This is to allow the garden manager to have more time on site when the Project is not open to service users, to allow for regular meetings with the Centre Manager and other staff and to allow for garden maintenance duties that are not done during the hours of therapeutic gardening. The trustees discussed the impact financially of this to the project and weighed it up against the benefits of having the garden manager work these extra hours and it was agreed to increase the hours. Lorraine will finalise a letter and ask Joanna to send this out to Rebecca Brain.

Action Lorraine

A review of all staff is due in January, it is agreed that Karen should work into this review process an appraisal of the hours for every role.

Action Karen

Service user numbers

Whilst the numbers of service users on site at any one time remains restricted due to COVID, Karen has recommended that it be increased to 9-10 per day. This will allow her to still minimise numbers and keep people distanced whilst also opening the project up for a few more places a week. All activities at the project are now reopened including cooking, craft, woodwork, forge and garden, this now allows the daily service user number to be increased without compromising this social distancing indoors. Karan plans to create small bubbles to minimise social mixing. Any unvaccinated service users will be notified that they may not be able to share certain bubbles or work in groups indoors.

Action Karen

Forge decision.

Root & Branch has received funding for 24 weeks (one day per week) for the professional blacksmith. The trustees thank Karen for obtaining this funding and agree to increase the contract blacksmith activity for this further 24 weeks.

E-cigarettes

Karen has produced a proposal and draft policy for E-cigarette use at Root & Branch. The use of E-cigarettes is proposed to be limited and used only as part of a planned 'giving up smoking'

regime for a service user. Ian has offered to work further with Karen on setting the limits for this new policy and procedure.

Action Ian

5. Governance Policies and Strategy 2

Marketing update.

Kathryn updated the trustees on her work with the organisation REACT. So far, the campaign has raised £326 and also raised awareness. Quotes from service users have been the most useful and powerful posts. REACT would like to do a festive campaign with Root & Branch and Kathryn recommends that we should work with them on this. The board agree for Kathryn to go ahead with this new campaign.

Action Kathryn

Emma updated the board that the staff have joined Root & Branch to the Social Farms and Gardens Network. This is a national network aimed at bringing together and supporting projects such as Root & Branch. Their aim is to improve the health and wellbeing of individuals, communities and the environment through nature-based activities. Appearing on their interactive map will increase our profile both locally and nationally. Emma will follow this up with staff.

Action Emma

6. Date of Next Meeting

The next meeting will be on Tuesday the 9th of November at 6:30 PM. It will be held on site at Root & Branch. Items from the rolling agenda:

Volunteer Review	action Karen
Monitoring and Evaluation Review	action Karen
Review of the fund raising plan	action Nick