

## Minutes of the M10 2022 Trustees' Meeting

<b>Venue</b> Online MS Teams	<b>Date</b> Tuesday 11 <sup>th</sup> October 2022
<b>Trustees Present</b> Nick Daisley Emma Welch Svetlina Jeanneret David Atkins Alistaire Knight	<b>Also Present</b> Karen English Richard Taylor

### Welcome.

Nick welcomed everyone to the meeting. Apologies were received from Ian Matheson. Richard Taylor sat in on a second meeting following his expression of interest to become a trustee.

### 1. Governance Policies and Strategy

Nick thanked everyone for their input at the Annual General Meeting. All trustees had been voted back to the board by the members at the AGM. Roles were assigned:

Nick Daisley: Remains in the position of Chair.

Alistaire Knight: Remains in the position of Treasurer

Emma Welch: Remains in the position of Secretary.

Nick would like to step down from the position of Chair this year. The possibility of forming a Co-chair position was discussed. All trustees will read the 'Responsibilities of the Chair Person' in the trustee handbook to consider the position.

**Action All Trustees**

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

Minutes from the Meeting M9 (September 2022) 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 (See Appendix A)

The forge remains closed. Karen would like to reopen it for the winter months but currently there is no funding. Fundraisers have been asked to raise funds for this as a separate project.

Recording and Monitoring Our Impact: David will continue to work on this with Karen. Karen has been attending a monthly workshop with mentoring, this she is finding very helpful. David continues to work on a clear strategy for impact measurement for the strategic plan and will share with the board ideas for measurement tools (ideas mentioned include measures of average user tenure, usage of resources and average cost per user per day, core funding measures and referral rates.

One item has been removed from the Progress Sheet (App A). This being to recruit a fundraiser. The fundraising consultants have now been engaged with us for two months and the trustees agree that the review of their progress can return to the Rolling Agenda schedule of quarterly.

Five items remain on the Progress Sheet.

**See Appendix A**

### **3. Finance Review**

Alistaire presented to the board. The finances remain in good order.

Alistaire has not seen an invoice from the fundraising consultancy yet. Nick will investigate

**Action Nick**

The 2021-2022 accounts have been fully audited and are signed off. Emma will file the annual report and accounts with the Charity Commission and will check this is in hand with Tom Case who reports to Companies House on our behalf.

**Action Emma**

### **4. Operational Review**

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

Root and Branch has been gifted a Polytunnel – the Board thanked the generous donor. Currently we have no space in the R&B garden but Karen is looking into other potential uses for it.

#### Recruitment and Staffing

Karen has received several requests for an application form for the Employment Coach position. The deadline for applications is Sunday 16<sup>th</sup> October.

Karen has started the interim probationary review meeting with the Head Gardener. The purpose of the meeting was to review the job description and measures of success, and identify some areas of improvement that are required.

Karen was not able to complete this review process because the meeting became upsetting for the member of staff. Therefore the meeting will be resumed at a later date, with the help of Svetlina. A performance development plan, which will allow Karen to support the member of staff in work related matters and track her progress, will be put in place. Karen will report progress back to the board of trustees.

**Action Karen and Svetlina**

## 6. Other Business

### Fundraising

Nick will circulate a recent communication from the fundraisers with the board by email.

The trustees agreed that we should share the 2023-2025 Strategic Plan Document with the fundraisers.

**Action Nick**

## 5. Date of Next Meeting

**The next meeting will be Tuesday 8<sup>th</sup> November.** This meeting will be online on MS Teams and Emma will schedule the meeting.

**Action Emma**

### **Rolling Agenda Items for the November Board meeting:**

- Review Fundraising (Nick)
- Volunteer Review (Karen)