

Minutes of the M9 2022 Trustees' Meeting

Venue Root & Branch Westmill Farm	Date Tuesday 20 th September 2022
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Trustees Present Nick Daisley Emma Welch Svetlina Jeanneret Ian Matheson David Atkins Alistaire Knight	Also Present Karen English Richard Taylor
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Welcome.

Nick welcomed everyone to the meeting. There were no apologies. Richard Taylor was welcomed and introduced. Richard sat in on a first meeting following his expression of interest to become a trustee.

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

Minutes from the Meeting M8 (August 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

Insurance

Joanna has received the renewal letter and quote from Zurich. The trustees agreed to accept this quote and remain with Zurich (the premium has not got up significantly from last year.)

Action Emma and Alistaire

Dust Extraction

Ian has purchased and installed a dust extractor in the Woodwork area as agreed. There is an issue with its function and Ian is planning to contact the supplier.

Action Ian

Log Burners

Fundraising for core funds is a priority but replacing the log burners has been given to the new contract fundraisers as a Project to raise funds for (See below).

Fundraiser

Nick updated the board. The fundraising consultancy is now working on our behalf to find grants that will provide both core and restricted funds. The consultancy will send applications

through to the Root & Branch office before submission. Some donors will require measurable impact feedback. No applications have been submitted yet, but Nick is due to have a phone call catch up this week and several applications are expected to be completed. The Fundraisers have been given core funds as a priority but also given a list of Projects to raise funds for (including the replacement of the log burners).

See Appendix A

Six ongoing items (Including the recruitment of the fundraiser) remain on the Progress Sheet for review.

See Appendix A

2. Finance Review

Alistaire presented to the board. The gap in core funds is now reduced to £16,000 thanks to our own fundraising and also to reduced spending at the Project.

Alistaire has sent the completed set of accounts (2021- 2022) back to Tom Case to iron out one small element. Accounts will be ready to publish and made available at the AGM.

Alistaire is preparing a financial update for members to present at the AGM.

The trustees agreed that our reserves (6 months of running costs) should be updated to £60,000 to reflect our bigger operational and higher staffing costs going forward into 2023.

3. Operational Review

Karen had circulated her Managers' Report ahead of the meeting. Karen is now running monthly maintenance days at the Project – this involves all the service users and encourages care for and maintenance at the Root and Branch premises. This has been successful, gives all involved a sense of pride in the Project and, therefore, involves a therapeutic element of 'giving back'.

Karen's report highlighted Lamplight: A New database implementation from Restore. Joanna and Karen are receiving training and support. Further work is required to understand how it could support outcomes and data capture for R&B. Trustees expressed concern of the sharing of data, this appears to be a GDPR issue and Karen will contact Restore and express these concerns.

Action Karen

Recruitment and Staffing

The employment coach is leaving Root & Branch at the end of October 2022. Whilst we are all very sad to see her go, the trustee board expressed their thanks for all the work she has done and also wishes her luck as she moves on to an exciting new project. This leaves a vacancy on the staff team for an employment coach who will, ideally, also be able to take on deputy manager duties.

The position will be advertised as a permanent, part time role at 20 hours per week in the first instance. Karen has also advertised internally amongst current staff and volunteers.

Whilst it would be ideal to find someone with experience of therapeutic horticulture, it was decided that, for now, this is not essential to the role (we know how difficult it was to recruit someone with this background whilst recruiting for the garden manager position). The trustees recommended that, for now, this gap might be plugged by asking for assistance/consultancy from Bridewell or Restore.

Action Karen

Supervision

Root and Branch has been contacted by a professional, in the first instance as an expression of interest to become a trustee, who could provide supervision for the staff team. Karen will find out more from the applicant and bring more information to the next trustee meeting.

Action Karen

4. Governance Policies and Strategy

Preparation for the AGM

The AGM will be held on Tuesday 11th October on ZOOM.

Nick has prepared the Annual Report of the Trustees and has circulated this to all trustees. This document will be filed with the Charity Commission and is a public document. Nick has included some testimonials so that it becomes a useful tool for our fundraising efforts. Nick has asked all to read and send him feedback before the end of September. Svetlina offered to help with the formatting of this document.

Action All Trustees

Emma has produced an AGM agenda, and this has been sent to all members, along with voting information and an invitation to the AGM. This was emailed to all members on the 16th of September, giving everyone the required 21 days notice.

The meeting will start with Nick's welcome and Emma will ratify the minutes from the 2021 AGM. This will be followed by Karen's Manager's Report, in which David will talk through the new strategic plan (see below), and Alistaire's Financial Report. Nick will then lead the final item which is voting for members of the board.

The New Strategic Plan 2023 - 2025

David had sent his proposed plan to all trustees ahead of the meeting. The board thanked David for all his work putting together this Strategic Plan for the Organisation 2023 – 2025. David has taken on board suggestions and input from both the staff and the trustee board during sessions lead by Sally Britton. The final product is a 6-slide visualisation of the next 3 years at Root & Branch. The trustees accepted the plan with only one very minor addition. David will present the plan at the AGM.

The first slide presents an overview of the strategy, then expanding on each concept in the five slides that follow. The final slide, that of impact measuring, remains work in progress. The trustee discussion on impact measurement continues and will be tracked on the Progress Sheet **(Appendix A)**

Trustee discussion: Measurement should be both objective (Recovery star. REQOL scores) and Subjective (Gathering Stories). The employment coach continues to gather stories at the Project on a weekly basis. Root & Branch needs to find a balance between building stories and collecting metrics.

'We measure what we can, but appreciate that a lot of what we do is immeasurable'

5. Date of Next Meeting

The next meeting of the board will be **Our Annual General Meeting and held on Tuesday 11th October on ZOOM**

This will be followed by a meeting for the trustee board on MS Teams for which the agenda will include redesignating the Board Positions.

@ Emma

Rolling Agenda Items for the October Board meeting:

- Appointment of Board Positions
- Seasonal Review of the Garden