

Minutes of the M1 2021 Trustees' Meeting

Venue Audio Call from R&B	Date Tuesday January 12th 2021
Trustees Present Lorraine Needham Emma Welch Kathryn Worthington Nick Daisley	Also Present Karen English Ana Dotto Brian Mildenhall

Welcome.

Lorraine welcomed everyone to the meeting. Ana is sitting in on a meeting for the second time following her expression of interest to become a trustee and following her trustee interview.

Apologies have been received from Jess Day, Ruth Laidler and Ian Matheson

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

Minutes from the Meeting M11 (November 2020) 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

Five projects were addressed, they remain on going and stay on the progress sheet to be reviewed at the next meeting. Associated actions are on the Progress Sheet and described in the minutes below.

See Appendix A

2. Operational Review

Karen has circulated her monthly management report to all trustees. The garden review was due to take place this month but has been postponed until later in the spring.

Decision on quotes for paving

Karen updated the trustees. Greg had been unable to commit to the paving work within our time frame, therefore Karen has had the work completed by Wilson construction. Trustees who have visited the site are happy with the quality of the work.

Lorraine asked for spend to date and projected spend to understand if the log cabin project is within budget. Karen will update the board of the position at the February meeting.

Action Karen

Dates for the year events and closures

The plant sale normally takes place in May, Karen has asked Ruth to come up with a contingency plan in case we are unable to open for the sale in May. Plants may need to be sold remotely, or sold on the roadside stall in order to still raise these valuable funds. Karen has a staff meeting this week, the trustees recommended that Karen and the staff discuss potential dates for the plant sale, the open day and the Christmas fayre as well as dates for holiday closure. The trustees would like Karen to go ahead with this as normal, but with the understanding that alternative dates may need to be found or things might need to be cancelled if the COVID-19 situation does not improve in time. The trustees have recommended a message on our website regarding our plan to be open as normal for 2021 events. However, everyone agrees that this will need to be reviewed and updated as the year unfolds.

Action Karen

Remote service

Following the start of the new lockdown on the 4th of January, trustees agreed for a two-week closure of the project. This closure will now have to be extended and will be reviewed again at the end of January. Trustees recommended that the project should stay closed until it is considered as being safe to reopen. Karen will discuss the possibility of offering a reduced on-site service for the very vulnerable at the staff meeting this week. During the closure staff will resume offering a remote service to service users at home.

Service User numbers

Following the discussion in November regarding service users, Karen has updated Restore and the Lloyds Foundation. Service user numbers have reduced due to implementing the new placement policy. Currently there are 8 new service users on the waiting list. Remote support for those on this list will start next week. It is likely that when we reopen, we will return to COVID secure numbers, this means a maximum of seven service users on site per day. Karen will keep Lloyds Foundation updated and we will return to our normal limit of service user numbers as soon as it is safe to do so. Lorraine extended her thanks to the staff for keeping things going remotely.

It is agreed that post COVID-19 the target will return to 32 service users at the project.

Employment coach hours

The trustees discussed our new employment coach who currently works 8 hours per week. There is a possibility that this can be increased to 10 hours. Karen will discuss hours with the new employment coach at her next review, find out how many hours she is doing currently, review the scope of her role and bring this back to the Board for a decision. The trustees discussed funding for this. Part of Rosie's role is around improving adult literacy, Nick suggested that there could be funding available for this.

Action Nick

Placement policy

Our new placement policy offers service users three years at the project. Karen reported that it is often hard for staff to implement this, to close a place for a service user who has been at the project for a long time. The trustees understood and empathised with this difficult situation. The trustees advised that expectations of Service Users should be managed carefully during their three years at the project. The key workers should be having these conversations with service users and it is suggested that the employment coach should get more involved with each service user who is in their final year, to help them move on. The trustees suggest that in a fourth year, a line of communication should be kept open: staff at root and branch could make a couple of 'checking up and checking in' telephone calls with service users who have left. We will always be there for service users who are in need. This will be written into the service user placement policy. The trustees reassured Karen that staff should continue to work at their discretion when implementing the placement policy.

3. Governance Policies and Strategy

Policies Review

The trustees have been allocated policies to review. Each trustee will send their recommendations for updates or alterations to other board members for approval. This will be done via email. Ian Lorraine and Karen will work together on this. Nick and Kathryn will work on this with Ana. Emma will work with Jess.

Co-opting Ana to the board

Ana Dotto has been interviewed successfully by Lorraine and Emma who both recommend her to the board. Ana will take on the treasurer role transitioning from Brian. This is proposed by Emma Welch, seconded by Nick Daisley. Ana is voted unanimously to the board.

Emma will update records with the Charity Commission and Ana will liaise with Joanna in the office to complete her DBS check. Emma will liaise with Lorraine to update records with Companies House.

Action Lorraine, Emma and Ana

4. Financial Update

This month the charity annual report and audited accounts must be filed with the Charity Commission..

Action Emma

Lorraine will check that Tom Case has also sent a copy of the audited accounts to Companies House and has completed the Confirmation Statement.

Action Lorraine

The trustees thanked Brian for preparing a financial report and monthly spreadsheet of accounts.

Brian had prepared a summary that enabled the trustees to compare the financial years ending in 2020 and in 2021, this helped recognise the impact of the COVID pandemic. During the pandemic there has been some effect on the income from our professional fundraisers but fundraising in other areas, our Just Giving Campaign and the fact that we had spent slightly less during the year, all help to give a positive projection for our financial situation in March 2021.

Analysis of the monthly spreadsheet showed that we are in a secure financial position to finish this financial year. Brian recommended that it would make sense to look back at donations received in previous years to see what can be repeated and what can be built on going forward into April 2021.

5. Fundraising

Nick presented a report itemising fundraising to date, he has posted his report on drop box. The trustees thanked generous donations received via the professional fundraisers at the end of 2020. Nick and Karen continue to work with the Lloyds Bank Enhance Project. Our application to the (Charities Aid Foundation) Resilience Fund has not been successful, however, we are still positive that the work Rebecca Brain is putting into our National Lottery bid will be successful.

Update 20th January 2021

The Charities Aid Foundation Resilience Fund application has been successful (despite not hearing as expected in early December, we have been notified on the 20th January). We have been awarded a grant of £14,000

The National Lottery bid has also been successful and Nick will fill us in at the next meeting in February.

Rebecca has also volunteered to assist us with the grant application to the Oxfordshire Community Foundation. Our Just Giving page is now at 82% of the way towards our notional target, Nick will update the page with a new target. The trustees thank all individuals and organisations who have donated via this fundraising page.

Action Nick

6. Date of Next Meeting

The next meeting of the trustee board will be on Tuesday 9th February 2021 at 6.30 pm. This meeting will be set up on MS Teams in February.

Action Emma