

Minutes of the M6 2022 Trustees' Meeting

Venue Online on ZOOM	Date Tuesday 14 th June 2022
Trustees Present Nick Daisley Emma Welch Svetlina Jeanneret Alistaire Knight David Atkins Ian Matheson	Also Present Karen English Sally Britton Laura Johnson

Welcome.

Nick welcomed everyone to the meeting.

There were no apologies.

Laura Johnson joined the meeting following her expression of interest to become a trustee. Sally Britton joined the meeting to lead a strategic planning exercise exploring the Theory of Change.

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

Minutes from the Meeting M5 (April 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

Agreeing the Budget: this was dealt with in the finance section of the meeting and is minuted below.

Six ongoing items remain on the Progress Sheet for review.

See Appendix A

2. Operational Review

Karen reported that all monitoring reports have been submitted to our funders and that she has been working hard to engage the services of a fund raiser (trustee discussion minuted below). There were no operational items for trustee decision this month.

3. Financial Review.

The board thanked Alistaire for his presentation of the current financial situation. April and May 2022 had been useful months that had generated £8000 of unrestricted funds from the professional fund raisers and our own fund raising.

Alistaire had asked for confirmation on the severity of Health and Safety spending requirements: in particular of ventilation in the woodwork room and redesign of the kitchen / toilets, and hence the priority these need to take. Ian reported to the board and the trustees decided to prioritise the ventilation of the wood work area at a projected cost of £2 -3,000. Additional funds will be raised to cover this cost, this fundraising requirement will be given to the new fundraiser as a priority.

Action Karen

The trustee board all unanimously agreed and accepted Alistaire's budget for the financial year.

Fundraiser Recruitment

Svetlina and Karen have continued to work with the fundraising recruitment professionals. The trustees agreed that, in order to build a resilient fundraising structure whilst raising some immediate funds, we should recruit the services of a fundraising consultant. The consultant will be paid on a retainer and not on commission, they will work collaboratively with the staff and visit the Project. Following trustee discussion and useful input from David and Laura the board decision is to recruit the consultant for 2 days per month for an initial period of 6 months, at which point the relationship and outcomes will be reviewed.

Karen will share the details of this appointment and the Terms and Conditions of the contract with Nick and Alistaire

Action Karen/Nick/Alistaire

Nick will get in touch with the Professional Fundraisers who currently raise for Root & Branch to work through ceasing our relationship with them in a diplomatic way.

Action Nick

4. Governance Policies and Strategy

Theory Of Change

Sally Britton joined the board to lead this very useful discussion in setting both long and short term goals and discussing good practice for Root and Branch. Sally had run the same session with the staff team in order that she can now amalgamate agreed outcomes from both sessions to create a Theory of Change document for Root & Branch.

A 'Theory of Change' sets out how the long term goals of an organisation (the changes we want to see) will be achieved by delivering activities and services. It looks at the short, medium and longer term to identify the impact, outputs and outcomes – for our service users and often for the wider community too. It can be used for both planning and evaluation. It is a short document, ideally just a side of A4, summarising key points. This makes it visually easy to follow and also encourages careful thought about what is really significant.

The process of thinking this all through was both useful and enjoyable. All the trustees agreed that it was important that both board members and staff were part of this discussion so that all of us are committed to the same outcomes. Sally will now produce the Theory Of Change document and we will use it to create the new Strategic Plan for the organisation.

See Appendix A Action Karen/ David/ All

5. Date of Next Meeting

The next meeting of the board will be at Root & Branch Westmill on Tuesday July 12th at 6.30pm. For those unable to travel to Westmill, we will set up a hybrid meeting that can be accessed on MS Teams. **(Action Emma)**

Preparation: July rolling agenda items:

- Fundraising Review **(Action Nick)**
- PR and Marketing Review