

Minutes of the M12 2023 Trustees' Meeting

Venue Online MS Teams	Date Tuesday 5 th December 2023 6.30 pm
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Trustees Present Rosie Wheeler Emma Welch Alistaire Knight Richard Taylor	Also Present Tanya Parkinson
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Welcome.

Richard welcomed everyone to the meeting. Apologies had been received from Ian Matheson, Nick Daisley, Neil Griffiths, David Atkins and Colin Bell.

1. Minutes of the previous trustee meeting

Rosie recommended one change to the draft minutes of the Meeting M11 (November 2023). These minutes were agreed and ratified as accurate by trustees present, they can be published on the website.

Action Emma

Matters Arising

Rosie and Emma will contact one another to discuss which parts of HR and Safeguarding they will each take responsibility for. Richard has also offered to help with HR. Emma will take responsibility for GDPR.

Action Emma and Rosie

It has been decided to have a trustee training session on using Office 365. We need to review how the system has been set up, and review which Trustees require access to which channels. We need to decide on access and pay attention to GDPR. This will be scheduled in January.

Action Richard and Emma

Two items remain on the Progress Sheet to be picked up in 2024.

See Appendix A

2. Financial Review

Alistaire reported from the October report which had been circulated in November. Spending remains on track and Alistaire and Tanya are working to understand spending within the restricted and unrestricted budgets.

Insurance has been settled for another year.

Accounts are now published with Companies House and Emma will publish the accounts with the Charity Commission.

Action Emma

Spending against each grant received is tracked on spreadsheets. Recent changes in the Office Manager position has meant that this needs to be updated and circulated to Alistaire. Currently Joanna has returned as a freelance Finance Officer to perform this recording whilst Sarah the new Office Manager waits to receive access to the bank accounts.

Alistaire and Tanya will meet to bring all understanding of finances up to date. They will find some time to get together early next year in January. With an aim to have it finalised by the end of February.

Action Tanya and Alistaire.

iZettle: This has been set up by a volunteer in order to take card payments during our events. This now needs to be taken on by the office before the next fundraising event.

Action Richard

Fundraising

Tanya updated the board on recent money coming in. Including donations from Hachette and the Oldhurst Trust. Tanya also informed the board that a Reading based company have nominated us as their nominated charity of the year for 2024. And Tanya has received a very substantial grant from the Oxfordshire Community Foundation for core costs.

The recent Christmas Fayre was a great success and has raised £3,550. It was a huge team effort, everyone worked very hard and Root & Branch looked beautiful. It was lovely to see many participants there on the day – both bringing their families and helping on the day. There has been some very positive feedback on Facebook.

We have been donated a hot air balloon ride, and received other donations following the fayre including money from Al from his record fayre in Faringdon.

This is all fantastic news and the board thanked all the donors and supporters and Tanya and the staff team for their hard work.

3. Operational Review

Managers' Report

Tanya gave an update to the board. The Sophos maintenance day was a great success.

The National Lottery have suggested we apply for an uplift in our current grant, taking into account the rising cost of living over the past two years. Tanya will look into this

The Project will close for Christmas on the 21st December and return back on the 4th January. There will be a Staff development day on the 3rd January. Everyone is invited to return on the 4th January.

Over half of the participant agreements are now complete and conversations are being had about goal setting and making exit strategies. Selina has been brilliant at moving ahead with this.

Transport Update (From Neil via email)

Neil has reported that his fundraising is able to cover all current transport costs for our participants and will secure funding on a quarterly basis.

Neil will also look into larger transport needs such as a mini bus.

Action Neil

4. Governance, Policies, Strategy

Recruitment update

The new Business Coordinator is in post. She has settled well and has already become part of the wider team at Root & Branch. She is enjoying the job and will bring a real strength to R&B.

The new fundraising appointment has not been filled, so R&B continues to look to make this appointment. We continue to advertise for a fundraiser to join the team and work 16 hours per week. A new application has been received. Rosie will help Tanya and Richard with interviewing.

Emma and Tanya will tighten up the employment contract going forward, to slightly modify conditions of employment during the probationary period.

Action Emma

Divide Up Policies for Review:

Emma divided up the Policies and asks that all trustees spend some time reading their allocated policy and making a review over the next couple of months. Each policy should be checked that it is still fit for purpose and up to date. Policy review should be complete by the end of February 2024 and has been added to the Progress Sheet:

Pol 1 Recruitment of Staff and Volunteers – Rosie

Pol 2 Employee Handbook –Emma

Pol 3 Volunteer Handbook – Colin

Pol 4 Confidentiality Policy - Nick

Pol 5 Complaints and Whistle Blowing - Nick

Pol 6 Health and Safety Policy (and e cigarette policy)– Rosie

Pol 7 Safeguarding Vulnerable Adults – Ian

Pol 8 Risk Assessment and Risk Management of Service users – Neil

Pol 9 Placement Management - Richard
Pol 10 Finance – Alistaire
Pol 11 Service User Involvement - Neil
Pol 12 IT Data Management – David
Pol 13 Privacy Policy (for the website) - Nick
Pol 14 Trustee Handbook – Richard
Pol 15 Diversity Equity and Inclusion - David

Emma will send each trustee their policies for review.

Action Emma See Appendix A

Branding Marketing Review:

It would be desirable to redesign the website and design leaflets. It is agreed that this is not a top priority at the moment. Tanya has other priorities for early 2024 (Objectives from her review meeting) But it is a project for 2024, and certainly building a new website is required. Nick is the owner of this project. Richard will touch base with Nick early next year.

Action Richard

Health and Safety – Rosie has met with Roger and they have agreed to meet again at the beginning on January.

Action Rosie

5. Date of Next Meeting

Date of next meeting will be Monday 8th January 2024 at Root and Branch, at 6:30 PM.

Items from the rolling agenda include:

Policy Review (Making a start)

Safeguarding Review

Fundraising Review

Setting Dates for the events and closures in 2024.