

Minutes of the M2 2024 Trustees' Meeting

Venue Root and Branch, Westmill Farm & Online MS Teams	Date Tuesday 13 th Feb 2024 6.30 pm
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Trustees Present Rosie Wheeler Emma Welch Richard Taylor David Atkins Neil Griffiths Colin Bell Nick Daisley	Also Present Tanya Parkinson
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Welcome.

David welcomed everyone to the meeting. Apologies had been received from Alistaire Knight. Richard had apologised in advance for a late arrival to the meeting (Richard was in attendance from 7pm).

1. Minutes of the previous trustee meeting

The draft minutes of the Meeting M1 (January 2024) were agreed and ratified as accurate by trustees present.

Matters Arising

There were no matters arising from the January minutes.

Three items remain on the Progress sheet:

New Website - Nick and Richard have started to move forward with ideas for developing a new website.

Health and Safety Sub Committee - Rosie has met with Roger who is the Health and Safety Volunteer. A walk about on site is planned for the end of February. Emma will circulate the updated Health and Safety Action Plan.

Policy Review – This is ongoing. Two policies have been reviewed at this meeting and next month the board will review the Volunteer Agreement (Handbook) and the Staff Handbook.

See Appendix A for Actions.

2. Financial Review

Alistaire will be asked to share a financial update via email this month.

Action Alistaire

Tanya and Sarah have updated all finance spreadsheets in the office. They have uploaded and cross referenced the bank statements in preparation for the end of year accounting. Emma will be in touch with Alistaire with this information and to find out if he needs any other data in order to complete the financial year.

Action Emma

Fundraising Update

The trustees thanked the Highworth Gardening Club for a recent donation and Faringdon Town Council for a recent grant. Root & Branch have received a donation of two laptops from Ghyston Ltd, the staff are using these already and the Trustees expressed their gratitude for this gift.

After a very successful second round of advertising, we received applications from several strong candidates for the role of Fundraiser. Four candidates were invited to interview and all were exceptional. Tanya, Emma and Richard interviewed. We are delighted that Rachel has accepted the position and starts at Root & Branch on the 19th February. Rachel will be working for 16 hours per week. A second very talented individual has been invited back to do some tutoring at Root & Branch.

3. Operational Review

Tanya will circulate her managers' report to the board via email.

Action Tanya

The board were extremely impressed with the staff team for a recent busy and eventful month.

A medical incident at R&B was managed brilliantly and the board thanked the staff for their quick response, organisation and team work. Their swift action was praised by many who attended that day. As a result of the incident, Tanya and the staff team have started to review all Risk Assessments and this will feed into the annual Risk Assessment review that is due next month. The board approved Tanya's ideas to alter the format and layout of risk assessments to make them easier to use in a more accessible way. It was agreed that going forward our Participant Risk Assessments would be reviewed during one to one sessions with key workers to make sure that all the information we hold remains up to date.

A recent safeguarding incident has been recorded correctly and dealt with appropriately. It has been filed securely in the safeguarding folder.

Revised Structure, Growing Roots and Branching Out Programme.

This is going well and has been received positively by volunteers and participants. Some feedback has been taken on board and the trustees and staff remain confident that this 8 week programme of activity is an important way to implement our current strategy. There have already been several examples of positive change as a result of the Growing Roots

Programme. The trustees are delighted to hear that volunteers have been generally very helpful during this period of change. All volunteers have now been introduced to the new code of conduct document. It is hugely important that the staff feel supported by the volunteers, and where this is not the case, Colin (as the Volunteer Lead on the board) will help staff manage the situation.

Action Colin

Going forward there have been recent applications for new volunteers to join R&B and Neil offered to help interview potential new volunteers.

Neil offered to help source a minibus for a trip to Quenington.

Action Neil

The gym is now up and running as part of the 'Healthy Hearts' programme.

Tanya reported that Oxfordshire County Council (who awarded the Healthy Hearts grant monies) are coming to conduct an audit later in the month – Emma will be on site to help staff.

Trustee training/update for MS Office/ Teams and SharePoint

Trustees are now able to access the channels on Microsoft Teams – and this is now being used as our online filing storage system. Emma will email those trustees who are unfamiliar with this system and offer some further guidance or training.

Action Emma

4. Governance, Policies, Strategy

Richard updated the board, following a recent meeting with Ian Mattheson, Ian has decided to retire from his position as Trustee. Ian has been involved with Root & Branch since started, 20 years ago, and has done two lengthy stints on the board – this most recent stint being 6 years. His experience, sound advice, calm and kind approach to all issues has been hugely beneficial to the board. He is respected and appreciated by staff, volunteers and participants alike and he will be missed greatly.

The board will write to Ian to thank him personally for everything he has done and will mark his time on the board and his impact at R&B with some planting in the garden.

Action Emma

The board are extremely pleased to hear that Ian will continue at R&B as a volunteer and has offered to continue to advise on Health and Safety matters.

Emma will rewrite the advert for a new trustee (with preferable a medical background) and circulate to all (and advertise in the Highworth Link).

Action Emma

Policy Review

David talked through his review of the Diversity, Equity and Inclusion Policy. David will review any information also sent to him from Sarah C, to make sure we are in line with NHS guidance.

David will action a couple of changes that have been suggested by Nick and will send the updated Policy to Emma for circulating to staff and filing.

Action David

Rosie talked through her review of the Safeguarding Policy. Rosie has completed Level 3 safeguarding training and has updated the Policy in line with all recent guidance from the Oxfordshire Safeguarding Adults Board. Rosie will make some final updates to this document and then it will be circulated to all at R&B and filed. Nick will create a new email address: safeguarding@rootandbranch.org.uk which will be monitored by staff and by Rosie.

Action Rosie, Nick, Emma

Staff Supervision

Our current staff Supervisor has given her notice to end her supervision. Tanya will find details of three potential new supervisors and ask the staff to choose one who will take on this role going forward.

Action Tanya

Online Filing Storage System.

Emma will review and move material currently stored on dropbox into a confidential channel for Trustees on MS Teams. Material will be kept for the required length of time (6 years in the case of most personnel material) and then be permanently deleted. Emma reminded the board that any personal email record they may have concerning any past Root&Branch confidential business should be deleted.

Action Emma

5. Date of Next Meeting

Date of next meeting will be Tuesday 12th or 19th March 2024 at Root and Branch, at 6:30 PM. This will be confirmed as soon as possible and once we have received availability from all trustees.

Items from the rolling agenda will include:

- Staff pay review, (Budget and end of year accounts) @ **Tanya and Alistaire**
- Risk Assessment Review @ Rosie and Tanya
- Policy Review (Policies 2 and 3) – @ **Emma and Colin**