

## Minutes of the M2 2022 Trustees' Meeting

<b>Venue</b> Online on MS Teams	<b>Date</b> Tuesday 8 <sup>th</sup> Feb 2022
<b>Trustees Present</b> Nick Daisley Emma Welch Alistaire Knight Svetlina Jeanneret David Atkins	<b>Also Present</b> Karen English

### Welcome.

Nick welcomed everyone to the meeting.

Apologies have been received from Ian Matheson.

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

Minutes from the Meeting M1 (January 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

There were no matters arising.

Four ongoing items remain on the Progress Sheet for ongoing review. One new item has been added for review next month.

**See Appendix A**

### 2. Finance Review

Alistaire presented the Charity finances by way of the monthly spreadsheet but also included slides to highlight:

- Year to end projection to show reserve (this year comfortably ending the year with the reserve in excess of expectations)
- Current spending recorded in each area of restricted funding
- Budget Projections for the next financial year.

The Board agreed that the presentation of the finances was excellent and thanked Alistaire for his work. The Board requested one further piece of information to be made visual in the presentation: that of 'time remaining' of each of the core funding grants.

### **3. Operational Review**

Karen had circulated her monthly Manager's report ahead of the board meeting. The report highlighted some recent successful outcomes with one service user getting back into full time employment and two others leaving the Project to pursue voluntary positions with other organisations.

There is now a steady flow of new referrals and Karen has recently shown professionals from local mental health teams round Root & Branch, with a view to increase referrals from community mental health services.

#### Blacksmith training

Karen updated the board: One volunteer has completed a training course and is looking into further training. A second volunteer has shown an interest in training. Karen recommends to the Board, following advice from the professional, that the professional blacksmith should remain the only individual at this current time who is able to lead activities in the forge and teach service users.

Karen will clarify the available uses of our current forge funding, to see if some could be used for further the training of the volunteers.

**Action Karen**

#### COVID Measures

The trustees agree that COVID measures should remain in place in February, with a view to getting the project back to normal opening hours by the end of March.

#### Lease

The 10 year lease is due it's 5 year review. Emma will contact Adam Twine to arrange a time to meet and discuss.

**Action Emma**

#### Healthy Hearts Funding

Karen would like to apply for some funding, the staff have ideas as to how a Healthy Hearts Grant could be used to increase physical activity for Service Users. Nick will help Karen with this application.

**Action Nick and Karen**

## 4. Governance Policies and Strategy

### Policy Review.

All the Policies have been read and amended by trustees. Policies 13, 12, 11, 10 and 9 were reviewed at this meeting. Trustees recommended changes to bring all our policies up to date. Emma will make the changes and sign off each policy and update the Version Control document on Dropbox. Once complete, a hard copy of each updated policy will be kept in the office.

**Action Emma**

Policy 12 – The IT and Data Management Policy requires further work. It is a useable document in its current form, but Nick would like to rewrite it to make it more purposeful for our organisation.

**Action Nick**

Policy 11 – The Finance Policy - Alistaire has recommended changing the wording to make our policy on staff overtime and remuneration more user-friendly.

**Action Alistaire**

The Policy review will continue via email this month.

**Action All. See Appendix A**

### Annual Review of the Strategic Plan

Our current Strategic Plan, updated last year to bring us forward to 2023 was reviewed. Svetlina has recommended that it be reviewed this year against each job role at The Project and recommends that the Board and Staff this year bring the strategy in line with a long term vision for Root & Branch. This requires a longer piece of collaborative work. The Board have agreed to hold a half day working party. It is agreed that we will get together as a Board on a Friday in the Spring, Karen will join us and other staff will be invited. Svetlina will email a choice of dates so that we can book the working party into the diary.

**Action Svetlina. See Appendix A**

## 5. Human Resources

### Recruitment of a new Garden Manager

Karen has received four good applications for the Garden Manager position. Emma and Svetlina agreed to help Karen look through the application forms and invite shortlisted candidates for an interview. The board advised that interviews should be face to face at Root and Branch and could start straight away.

**Action Karen, Svetlina, Emma**

### Recruitment for the Internal Fund Raiser.

The Job description for the new role of Internal Fundraiser has been agreed. Nick and Svetlina will turn this into a job advertisement. The Trustees agreed to advertise this job on the Charity Jobs website and on the Swindon Volunteer site.

#### **Action Nick and Svetlina**

Nick and Svetlina will send the job advertisement to all so that everyone can circulate it on their social media and Joanna will send the job vacancy details out to our members and subscribers and put it on our website.

#### **Action All**

### Annual Pay Review

Alistaire asked Karen to recommend whether she feels an annual pay rise should be a 'flat rate' consistent across the whole staff or whether there is anyone on the staff team, who may have fallen behind, who needs to be brought up. Karen will review this and email this recommendation to the Board.

#### **Action Karen**

## **6. Date of Next Meeting**

The next meeting will be on Tuesday the 8th of March at 6:30 pm. It will be held online on MS Teams.

**Preparation:** March rolling agenda items:

- Complete the annual pay review
- Risk Assessment Review – **Action Karen**
- Health and Safety Review - **Action Karen and Ian**