

Oakleaf Enterprise

Minutes of Board meeting held on 25 September 2017 at 101 Walnut Tree Close, Guildford

Present: Nick Powell (NP) - Chair
Paul Charlesworth (PC)
Laurence Church (LC)
Aileen Feeney (AF)
Matt Furniss (MF)
Alex Gerbasi (AG)
David Seall (DS)

Apologies: James Kindell (JK)
Richard Williams (RW)
Adrian Abbott (AA)

In Attendance: Clive Stone (CS)

		Action
1	Welcome & Apologies - NP	
2	Approval & Sign-off of minutes from previous meeting – 24 July 2017 Following clarification of one item by PC, the minutes of the meeting were approved.	
3	Actions Arising from Previous meeting - CS CS spoke through actions that were outstanding with the following additional detail: 6. Laurence will review the policy on holding of medication on Wednesday 27 th & then forward to Clive. 9. Photos completed prior to meeting - one remaining trustee bio outstanding 12. Meeting with Maltings - Outstanding 13. Status of the proposal to establish volunteer focus group to be chased prior to next meeting. 19. AG gave insights into a meeting she attended about Board effectiveness. There was nothing she felt we needed to change as a consequence. All other actions were complete	<p>LC</p> <p>AG</p> <p>DS/CS</p> <p>CS</p>
4	Finance & Budget 2017/18 - NP The Finance sub-committee met last week. Events is currently the biggest area for concern. Clive to share updated Precipice and Abyss. The next event is the combined choral concert in December at the Baptist Church, which will also include Oakleaf guitar group. Fundraising are to put more focus on Corporate Sponsors. There is an opportunity to make use of IoD lists	CS

	<p>It was suggested that Clive could put on another event with the IoD in the spring focusing on Mental Health First Aid for businesses. This could be an opening to promote the sale of Health Audits. Clive to discuss with CFS if Oakleaf can be central and supportive to all mental health initiatives.</p>	<p>CS</p> <p>CS</p> <p>CAS</p>
5	<p>Approve annual accounts and fix AGM date</p> <p>The accounts have been approved and dated and passed to the auditors.</p> <p>The AGM will be held as part of the November Board on 27/11/17</p>	
6	<p>Lottery Underspend – CS</p> <p>A review has been undertaken. It is estimated that we may have an underspend by the end of the project c.£10k on £300k.</p> <p>Year 3 starts in October 17 and includes a higher level of spending. We will be submitting an application in 2018, which will need to be ready for submission by March. Trustees have been asked to join Clive, Adrian and Moyra in planning for the next submission.</p> <p>We will need to plan and build into our budgeting process, how the projects started with the lottery funding will continue to be funded moving forwards. This potential could be included as a 'crisis call for action' in a fundraising campaign.</p> <p>An update on new and existing lottery funding to be included on the agenda for each meeting.</p> <p>Clive to ensure sufficient time for final review from all Trustees, prior to submission</p>	<p>All</p> <p>CS</p> <p>CS</p>
7	<p>CEO report</p> <p>CS presented his update and added the following details:</p> <p>The Guildford Borough Council horticultural contract will run for 3yrs + 1 and potentially includes an additional £60k for client training. The horticultural team has enough staff/vans, but needs more clients. The funding for client training may attract more.</p> <p>Safe Haven - MF advised that the housing dept. are made award of all homeless people attending the Safe Haven. CAS also advised that a 'Respect Programme' is being launched as a way of providing a transparent process to work with clients who do not adhere to behaviour guidelines-</p> <p>Queen's Awards – The Trustees congratulated CS on the success of the Queen's awards celebration held at the Guildhall. MF reminded</p>	

	CS that he can arrange hire of the venue FOC.	
8	<p>KPIs KPIs were reviewed – August saw over 1000 unique visits for the 1st time since March 17.</p> <p>It was requested that a view of cumulative in year visits is created</p>	AG
9	<p>Property PC reminded the meeting that the risk policy states that the property sub-group meets every 3 months. Since there are no current issues to discuss, PC will write and inform them accordingly.</p> <p>MF informed the meeting that Guildford BC is looking for a site to house all the local charities together and will update as any news emerges.</p>	PC
10	<p>Taking mental health days off work – MF MF proposed that we create an education package for local businesses regarding mental health days off work, and that we carry out a pilot at Guildford council.</p> <p>CS will check the Oakleaf Health & Wellbeing policy to see if that could be used as a model policy that could then be used as a template for other organisations.</p> <p>PC to check CIPD to see if there is any data on mental health days off work</p> <p>AG to analyse any available data/statistics to understand the potential benefits to businesses of introducing a policy on mental health days of work</p>	<p>CS</p> <p>PC</p> <p>AG</p>
11	<p>Grant Applications -MF MF raised that Guildford Borough Council are awarding grants to other organisations, funds which potentially could be coming to us.</p> <p>As part of the strategy sub-group, this was also discussed and a mapping/competitor analysis exercise needs to be undertaken to identify opportunities to collaborate (or compete) with other organisations for funding and delivery of services</p>	CS
12	<p>Changes to GBC external appointments MF informed the meeting that external GBC appointments will be extended to 4 years from 2019, and deputies will be nominated. Deputies will attend meetings as observers if the appointee is not available.</p> <p>David Wright has been put forward as deputy for Matt Oakleaf policy will need checking to see if any amendments are</p>	JK

	required to re-align.	
13	<p>Recruitment – Chairperson - PC Process has been agreed and an application pack created with a closing date of 17th Nov.</p> <p>It will be advertised shortly and is anticipated that a new chair will be appointed by end November.</p> <p>Pack to be given to CS to upload on SharePoint</p>	PC/CS
14	<p>Trustee Awayday – NP No suitable date has been found yet. CS to circulate an updated doodle poll to find date.</p> <p>MF confirmed the council offices will be available to use FOC.</p>	CS
15	<ol style="list-style-type: none"> 1. CS to circulate details of the IoD event to be held on 11 October. Trustees are encouraged to attend 2. DS advised that QFC Ltd, a furniture manufacturer for JL/DFS, has offered materials for upholstery and also a factory tour. AF queried where GIK, such as these upholstery materials, appear in the accounts. 3. NP advised that Adrian Abbott had stepped down as a regular board member. The trustees agreed they would like to recognise his contributions (Life Patron was proposed). CS/NP to agree what form the recognition should be. 4. Trustee vacancy – An applicant has been interviewed, and is recommended that she be invited to the next meeting. 	CS/ALL DS RW CS/NP NP
16	Next Meeting: 27 th November 2017	