

Paper 1		Minutes 8/11/18
Author: GM		
8/11/18		
For information and agreement		
Summary of Actions	<ul style="list-style-type: none"> • KW discussed safeguarding issues and reporting of serious incidents. She will forward Cambridge House's policy • KW discussed ethical fund raising policies – she will send a copy of Cambridge House's policy along with their fundraising pledge. • Board to adopt approaches to encourage greater team working on the board • Skills audit to be circulated via Survey Monkey to the board • Concerted effort to recruit new board members. 	
Attendees	<ul style="list-style-type: none"> • Matthew Guest (MG) • Jacky Bourke-White (JBW) - chair • Nicola Howard (NH) • Khosi Manaka (KM) • Karin Woodley (KW) • Maisie Anderson (MA) 	
Staff in attendance	<ul style="list-style-type: none"> • Gordon McCullough (GM), Rachel Henry (RH), Catherine Negus (CN) 	
Apologies	<ul style="list-style-type: none"> • Mark Parker (MP) • Michael Bukola (MB) • Ruth Driscoll (RD) 	

Agenda Item 1 – Welcome & Conflicts of Interest

JBW welcomed the trustees to the meeting and asked whether there were any conflicts of interest. KW reported usual Cambridge House (tenant/landlord) conflict and that one of the candidates for the CEO post is also a Locality Trustee.

Agenda Item 2 – Healthwatch Southwark

Catherine Negus (CN) described the work that HWS has undertaken since the last board meeting. CN covered work the team are doing with UCL and it was suggested CN speaks to the advocacy team in Cambridge House. MG spoke about the government's industrial strategy and the potential with AI around patient diagnosis and healthy aging. HWS will be focusing on its mental health work and carers survey over the coming months.

Agenda Item 3 – Minutes

The minutes were reviewed and then approved.

Agenda Item 4 – CEO report

GM gave an outline of the activities in Waltham Forest, and provided two reports from the social action team on its impact and from Southwark Giving on its first full year of activities. The board wanted to note their thanks to Truly and Helen for all their work in those areas.

Action: KW discussed safeguarding issues and reporting of serious incidents. She will forward Cambridge House's policy

Action: In relation to Southwark Giving and the stated ambition of increasing fundraising, KW discussed ethical fund raising policies – she will send a copy of Cambridge House's policy along with their fundraising pledge. The board, working with Helen Atwood, will agree to a Community Southwark policy position on both these issues.

GM outlined that in the new year there would need to be a discussion about the Waltham Forest contract and its future renewal. The contract expires in October 20189 (with a possible two-year extension). GM also highlighted the need for a decision about the contract with Southwark Refugee Communities Forum (SRCF) in relation to the delivery of support for refugee community organisations. This is a three-year contract and is tied to the core contract. It expires on 31st March.

Agenda Item 4 – Annual Accounts

The board agreed the annual accounts and trustee report that will be presented at the AGM on 3rd December.

GM then presented a risk based reserves policy that looked at the likelihood of certain income streams and their reliability. Based on this analysis a more proportionate and realistic level of reserves was set. The board agreed to this approach and analysis of the reserves. It will be reviewed on an annual basis.

Following a recruitment exercise involving NH and MG it was decided to reappoint our current auditors (Haines Watt). Given changes in leadership in Community Southwark it was agreed this was the most prudent course of action. A meeting will be arranged with the auditors and new CEO when in post.

Agenda Item 5 – Funding update

GM gave an overview of the current fundraising position and was able to report that the City Bridge Funding for Southwark Giving and the Big Lottery funding for social action support for TRAs and PPGs were both successful. The funding was for five and three years respectively.

There has been no further confirmation of the terms of the single provider negotiation with the council for the core contract. However, indications suggest that the annual value will remain unchanged. Southwark Council are also discussed a four contract for the management of the Southwark Emergency Support Scheme to run alongside the core contract.

The Invitation to Tender for the Lambeth support contract has not yet been issued. GM was informed it would be issued on 20th November.

Agenda Item 6 – CEO recruitment

GM gave an overview of the recruitment process and progress to date. A discussion followed about the composition of the interview panel and the need to ensure a mix of gender and diversity. KW felt it was important that the panel was mixed in terms of ethnicity and agreed to sit on the panel. It was agreed that the panel would be made up of RD, JBW and KW with Andy Matheson from the council acting as an observer.

Agenda Item 7 – Governance

Following a discussion about the code of good governance and some areas for attention on the board the following actions were agreed – primarily to assess the board's effectiveness.

Action: board to adopt approaches to encourage greater team working on the board

Action: skills audit to be circulated via Survey Monkey to the board

Action: concerted effort to recruit new board members.

Agenda Item 8 Membership approval

All members were approved and the criteria for membership were agreed.

AOB

None