

Note to board, following board meeting, 25th February 2020

Dear all,

We had a very positive meeting on Tuesday, although we were lower in number than usual. We were still quorate (current quorum is 4 trustees i.e. 1/3 of 12 trustees – we had 5).

I sent today a note to all staff – please see attached.

Wendy will draft a full action log, and decision log. For those who weren't able to attend – and for those who were! – my recollection, pending Wendy's draft, of main actions and decisions are as follows:

Decisions

- Board approved the proposal for reserves of £25,000, for 2020/21, as per Jonathan's paper to board on 25th February.
- Board approved the 2020/21 board forward plan, subject to inclusion of marketing strategy/plan review.
- Board approved the funding diversification outline plan. [Post-meeting note: I will look to amend the 2020/21 board forward plan to reflect the diversification outline plan.]

Actions

- Jonny and Devt Sub to continue to work on business plan, for board approval on 22nd April.
- Anne D was thanked for the draft budget. Anne and Jonathan M to finalise budget, including reserves, for board approval on 22nd April.
- Paul to assist in development of SafeSpace bid, in response to the delayed CCG/VAC procurement. [Procurement should have opened 3rd Feb – so the delay is already 3 weeks; continued funding of SafeSpace has been confirmed to end June at the earliest, and later if new service is delayed further than 1st July.]
- The current board competency, commitment, and range of skills is considered to be strong. Any enhancement should be to a) improve (ethnic diversity b) recognise need for succession planning. Action: Paul.
- Paper on Safeguarding to come to next board meeting e.g. what is it, what is required of HM, board safeguarding lead, training and support to lead (noting

Jen's email to trustees, 20th Feb; Naomi's email to Paul Jen, Jonny 18th Feb).
Action: Di (Kath or Cath, Kim), Paul.

- Paper on Policies review to come to next board meeting. Lead tbc (Action: Paul).

Risks

- Board identified additional/amended risk – resourcing the Forum.

Thank you for all your work towards achieving Healthy Minds' objectives. It is a privilege to work with such a strong board (trustees and attendees).

With thanks and best wishes,
Paul