
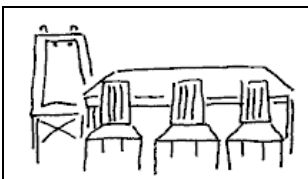

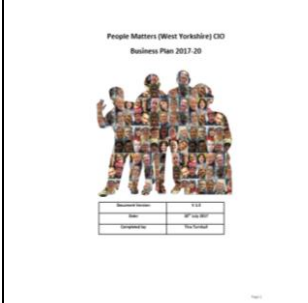
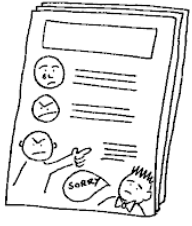
	People Matters Committee meeting	
	Tuesday 10 th October 2017	
People who came to the meeting		
Sally Jude	Diane Wilson	Steven Carter
Jonathan Cravitz	Susan Moreland	Catherine Ellis
Rowena Herbert	Elissa Matley	
People who wanted to come to the meeting but couldn't		
Terry King	Tina Turnbull	Brendan Cowey

	Conflicts of interest – None
	Notes from the last meeting are fine.




Actions from last meeting

	1. Still need new trustees and chair. Susan and Rowena are meeting 3 potential new trustees on 31/10/17. Norman has decided not to be the chair.
	2. Terry has got a job and may want to stop coming to meetings
	3. Still need to arrange ½ day to look at our Big Plan that helps us explain what we do, this is called a Business Plan. Wait until we have new chair and Tina is better.




Things that we always talk about





	<p>Keeping people safe – Talked to CQC about a member to confirm that the big organisation had reported the safeguarding issue.</p> <p>Keeping people’s information safe – nothing to report</p> <p>Health and Safety – Need to follow up the landlord about Fire Procedures as there has not been a fire alarm test for a long time. Or if the alarm goes off cannot contact landlord. All members who need a plan to help them in an emergency have got one, these are called PEEP.</p>
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Financial Report




	<p>We met Catherine Ellis who is helping us with our finances.</p>
	<p>The budget for 17/18 needs reviewing. Some of the numbers are not right, money from outreach is too high.</p> <p>We need to change how we split money across different projects – called apportionments.</p> <p>We need to think about where we put training costs when a member of staff works for more than one project.</p>
	<p>Lucy, Cath and Shabir are all working together to make sure that we have the right information about our money.</p>

What's happening at work

 <p>Leeds City College</p>	<p>Diane told us about the projects she is supporting:</p> <ol style="list-style-type: none">1) Supported Internships working with Nourishing People2) Preparation for work course <p>It is going well, but what is difficult is claiming the money back from the college which has to be done in 3 different ways. Diane is working with Catherine to ensure we bill the college at the right time.</p> <p>We are on track to have enough students for this year (ending July 2018). We are a little bit worried about recruiting students for September 2018, but have got a plan.</p> <p>Good staff team in place, Christine, Wayne and Sinead.</p> <p>Diane has been talking to the schools and will look at the SEND offer.</p>
 	<h3>Adult Learning</h3> <p>We are doing very well at getting men on our courses. However we have not been able to provide as many courses as we have been asked.</p> <p>This term we have 9 courses but we might only deliver 5 of these. We have asked lots of people for ideas of courses that we should put on. It is getting much harder to meet the rules that we get from our funders.</p> <p>The way adult learning is funded is changes next year so we need to make some big decisions at People Matters and think about what to do from September 2018.</p>

  	<p>Outreach No big changes since last report.</p> <p>Think an inspection by CQC will happen soon as they have asked for names and addresses.</p> <p>Need to do more direct observations of support staff at work.</p> <p>At the awayday staff said they wanted to meet with each other more. Have had recent team meeting.</p> <p>Need more support staff.</p>
	<p>Teens Project</p> <p>Ran out of time to look at this.</p> <p>Heloise is pregnant and will be going on maternity leave.</p>

Any other things to talk about

	<p>AGM – 7th December Hope it will be at Church of the Nazarene. Will have 2 rooms, one for AGM and one for the party. Discussed and agreed who would receive this years Trustee Award.</p>
	<p>Office Coordinator job Only one person said they coming to interview. A job with lots of different bits to it. We will interview and then see.</p>
	<p>Volunteer Coordinator We got a grant for 7 hours and 7 hours from Teens project – 14 hour post supporting volunteers for People Matters and helping people find voluntary work. Leah has got the job.</p>

Actions



1. Talk to the Peter about Fire Procedures for the building.
2. Have the budget for 17/18 ready by the beginning of December
3. To look at what financial support we need once Catherine has settled into her role and Lucy has moved into her new role
4. Ask Terry if he wants to stop being a trustee. If he wants to stop, staff to think about other members who would be good at the job.
5. Think about adult learning and make some big decisions
6. Have one page profiles completed for outreach staff



Date of next meeting – AGM Thursday 7th December, 7pm Church of the Nazarene.