
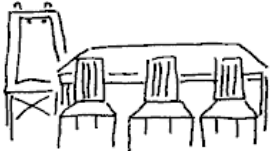
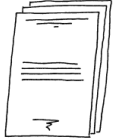





	People Matters Committee meeting	
	Tuesday 22 <sup>nd</sup> January 2019	
People who came to the meeting		
Susan Moreland	Clare Hirschhorn	Rowena Herbert
Tina Turnbull	Maisie Hirschhorn	Richard Firth
People who wanted to come to the meeting but couldn't		
Brendan Cowey	Jonathan Cravitz	Georgina Turner
Steve Carter		

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

### Actions from last meeting

	1. October's accounts are now on 3 Rings
	2. Susan and Steven have sent a letter to the funder about being paid more quickly
	3. Arrangements being made with the Co-op bank
	4. IT system visit to take place on 11 <sup>th</sup> February
	5. Meeting with possible partner to be rebooked



6. We are thinking about looking at the HR service we can use due to being a member of the Chamber of Commerce

### Things that we always talk about



**Keeping people safe** – we reported a concern about a member’s family to Children’s safeguarding



**Keeping people’s information safe** – nothing to report



**Health and Safety** – a visitor slipped at the entrance to Barkston House. We reported this to the council. Not everyone has done their fire marshal training yet.

### Financial Report



We looked at the November accounts. These were fine.



We will make a start on doing our budget for 2019/20




### What’s happening at work






We looked at the reports from staff on

- Nourishing People
- Administration
- Fundraising planning


Everyone talked about what has been happening. They said that


  	<ul style="list-style-type: none"> <li>• There were fewer people from the college than we would like on Nourishing People but that the people taking part were learning and doing a lot more since the staff changes.</li> <li>• Lots of different things have been done since the last admin report. Big areas of work are getting the new meeting room and making our IT better.</li> <li>• The fundraising plan still needed more work but it was good to see the targets and work being thought about.</li> </ul>
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### Any other things to talk about

	<p>We talked about where we had got to with thinking about our move. We decided to meet on 20<sup>th</sup> February and work on ideas.</p>
	<p>Our CQC report is now out. Everyone thought it read well. We are working on a plan to make some changes so it is even better next time.</p>
	<p>The council have asked us how we are getting ready for Brexit. We have sent them our risk assessment.</p>

### Actions

	<ol style="list-style-type: none"> <li>1. Finish organising the new meeting room</li> <li>2. Reach a decision on new IT system</li> <li>3. Carry on with working on fundraising and tell the board how it goes</li> <li>4. Meet on 20<sup>th</sup> Feb to work out what will be important for our move.</li> <li>5. Make a plan to work on the CQC report so we can be outstanding</li> </ol>
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	<p>Date of next meeting – Tues 12<sup>th</sup> March 2019.</p>
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