
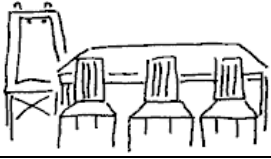
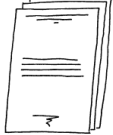


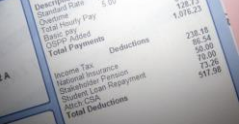



	People Matters Committee meeting	
	Tuesday 21 st July 2020. By video conference.	
People who came to the meeting		
Susan Moreland	Richard Firth	Jonathan Cravitz
Tina Turnbull	Michael Eastwood	Steve Carter
Georgina Turner	Maisie Hirschhorn	Clare Hirschhorn
Rowena Herbert		
People who wanted to come to the meeting but couldn't		






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

Actions from June meeting


	1. We have agreed the offer from the college
	2. Anna is being asked to do our financial accounts for 19/20
	3. Staff rates of pay will change from 1 st August
	4. We have a possible skills check for everyone on the board. We need to check it and complete.

	<p>5. The money needed for the rent payments has been saved.</p>
	<p>6. The adult learning bid has been finished and sent in</p>

Things that we always talk about

    	<p>Keeping people safe – one member has worries about their mental health. We have supported them to be referred. We decided that the trustees should do some training on safeguarding and their responsibilities.</p> <p>Keeping people’s information safe – nothing to report</p> <p>Health and Safety – a member of staff has COVID and is off sick still. No one else in People Matters caught it too. Tina is keeping in touch with the member of staff.</p> <p>Complaints and compliments – we have looked at how staff have been feeling about the lockdown and their work. We want to say thank you to all staff for what they have been doing.</p>
--	---

Financial Report

	<p>We looked at the May accounts. It was another good month but we need to remember we are not paying our rent at the moment. We have had some grant money because of COVID. Some staff have been furloughed as we are not doing group activities in the same way.</p> <p>We have changed how we share the office costs out between the different services because support has grown since last year.</p>
---	---



Mike told us about how our money is going in and out of the bank. This is called our cashflow. It is still difficult to be exact. Things are looking better because of a grant we didn't expect. We have been told about another COVID grant. There will be rules about how we spend this when we get it. We need to check if we can use it to help with IT costs because of reducing how we use the office.

Other things to talk about



We talked about Barkston House. Our rooms aren't big enough, especially 67b. The council have offered us a unit on the ground floor but it needs a lot of work. We are getting the costs for doing this. There might be a chance to move too but its just an idea at the moment. Steve, Richard and Susan said they would support Tina if there were any big decisions that had to be done quickly so we can be ready for September.



We looked at the skills audit for the board. We decided it needed some extra things in it before we all complete it. Tina will make the changes.



We talked about the Nourishing People report. All the members are being supported at home during the lockdown. People aren't buying the snacks at the moment. We will collect them up.



The staff have been working hard to keep everyone safe. There are new risk assessments and new safe systems of work instructions for support and activities at Barkston House. Social groups in the community ones are still to do.

Any other business



Steve told us that he needed to stop being treasurer because of his work. We need to find a new treasurer



We won't be able to do an AGM like normal we need to think what to do instead.

Actions



1. Send staff survey results out to trustees
2. Send thank you notes to staff
3. Everyone needs to do safeguarding training or send evidence that they have already done this
4. There needs to be some training at a board meeting on trustee safeguarding responsibilities
5. We need to start looking at how our money compares with our budget again
6. Check if we can use the infection control grant money on IT to help with remote working and support
7. Find out how much it will cost in total to repair the ground floor unit at Barkston House
8. Property group to support Tina in what to do about making property changes. Especially if the cost is large.
9. Find a new treasurer
10. Discuss at the next meeting how to hold our AGM in December



Date of next meeting – Tuesday 8th Sept 2020