
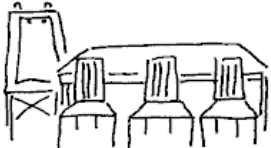
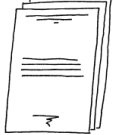



	People Matters Committee meeting	
	Tuesday 16 <sup>th</sup> June 2020. By video conference. Our rules say we can meet by video.	
People who came to the meeting		
Susan Moreland	Richard Firth	Jonathan Cravitz
Tina Turnbull	Michael Eastwood	Steve Carter
Georgina Turner	Maisie Hirschhorn	Clare Hirschhorn
People who wanted to come to the meeting but couldn't		
Rowena Herbert		

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

### **Actions from April meeting**

	1. The complaint we had has been looked at. Part of it was about another organisation. The other part was from a family member but it was most important for us to support our member.
	2. We will make our decision about staff pay changes in this meeting and approve the budget
	3. We have had several meetings with the council and are planning what to do about adult learning.



4. We have a possible agreement with the college.

## Things that we always talk about



**Keeping people safe** – nothing to report



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



**Health and Safety** – no incidents. We talked about how we are developing plans on how to manage groups and support safely as they restart.



**Complaints and compliments** – we investigated the complaint and decided we had done the right thing but apologised if the family member had been offended.

## Financial Report




We looked at the March and April accounts. Everyone agreed with the change we have made now we know what is happening with the college. Mike will get in touch with Anna about doing the financial accounts for the year.





We have changed how we share the office costs across the different services for the coming year. The surplus in April was bigger, we talked about how this happened. We stopped paying our rent to be safe and we need to make sure we can afford to pay if needed.



Mike told us about how our money is going in and out of the bank. This is called our cashflow. We looked at what we think will be happening


	<p>until the end of March 2021. It is still difficult to be exact. Things are looking better because of the grant we have from Lloyds Bank Foundation. We still need to keep watching this.</p> <p>We looked at the budget. We decided to agree this. It means the staff can have the pay rise we have planned.</p>
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**Other things to talk about**

	<p>We talked about doing a skills check for the board again. Tina will organise a template.</p>
	<p>Our grant bids are still going through.</p> <p>Lloyds Bank Foundation have given us a grant for 1 year.</p> <p>We are still waiting for news from the National Lottery</p> <p>Susan reported that the interview with Henry Smith seemed to have gone well. They questioned us on safeguarding. They will make a decision on our application in September.</p>
	<p>The college have increased their offer to us and the board have decided to accept it. Clare has written to them.</p>
	<p>We talked about the adult learning and employment reports.</p> <p>In adult learning the contract is paid normally based upon what we deliver. Term 2 was paid. In term 3 some development work is being supported. We can't deliver everything though. Some staff have been put on furlough.</p> <p>We have started to write the bid for the</p>

	contract from September 20. There is some worry about how we can deliver safely. We need to work on this.
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### **Actions**

 A hand-drawn icon of a notepad titled 'To Do List' with four numbered lines (1-4) and a hand holding a pen writing on the second line.	<ol style="list-style-type: none"><li>1. Make sure we receive the offer from the college</li><li>2. Ask Anna to do our financial accounts for 19/20</li><li>3. Change staff rates of pay from 1<sup>st</sup> August</li><li>4. Design a skills check for everyone on the board</li><li>5. Make sure we set aside the money to pay the rent we have missed.</li><li>6. Complete the adult learning bid</li></ol>
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 A hand-drawn icon of a calendar page with the word 'DATES:-' written at the top.	Date of next meeting – Tuesday 21 <sup>st</sup> July 2020
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