

## Minutes of trustees' meeting on 18 January 2017, held at 148 Downton Avenue

In attendance: Beth Barber/Antonia Gross (Chair), Rosie Love (Treasurer), Liz Day, Derek Hoare, Martin Lewis, Rosie Love, Katie Styles, Kate Sebag (Director)

Apologies: Linsey Macdonald (Secretary), Lucie Russell, Chris Smith

Observing: Rory Harding

1. The minutes of the meeting held 16 November 2016 were approved.
2. Rosie presented the financial report. The Quickbooks system has been fully implemented and Rosie is developing mastery of the reporting functionality. She will improve the reports for March meeting to separate out reserved funds from general income and to create a report against budget.  
Income is healthy: we have received grant payments from Mark Leonard and WREF, income from corporate volunteering performed particularly well in November and there has been an increase in invoicing activity from the education team. Bad debts are to be reconciled against the new Quickbooks accounts and then Rosie to request the staff responsible to chase any invoices which are truly unpaid rather than just lost in the transfer between systems.  
Anyone who wants a log-in for the Quickbooks system (we have a license for up to 5 users) should contact Rosie to request a link.
3. There has been limited activity from the action groups: Marcomms had met and continues to function well. EAG had attempted to meet in December but the meeting had failed to happen due to competing diary commitments. Beth will chase Helen Atkinson to prompt a meeting for February half-term.  
Beth, Ant and Kate reiterated their commitment to present a paper for March meeting to discuss future role of the action groups.
4. Staff reports from EO, CG and Director were reviewed. Concern was expressed at continued low volunteer numbers on Fridays and Saturdays. Finding lead volunteer cover on Friday continues to be a challenge. Kate to ask Chris to produce some further analysis of volunteer numbers broken down by day of the week to assist future consideration of this issue.
5. Data protection  
Thanks to Martin for researching this issue presenting a brief paper outlining our obligations under data protection legislation. There is a degree of discretion to enable organisations to determine 'reasonable' practice in relation to their particular context. We should review our policy, make sure we communicate it and then stick to it. Staff/key volunteers should probably receive some training based around which can be downloaded from the Information Commission website. Martin and Ant to produce new policy guidelines to be presented to Trustees before being circulated more widely.  
Spent data to be shredded and then burnt. Martin and Ant to research shredder options and recommend purchase of this item as part of their review.  
Martin noted that we should subject our health and safety policy, procedures and practice to a similar review. As trustee with nominal responsibility for H&S compliance issues he (nobly) agreed to undertake said review and report back on his findings to a subsequent meeting of the Board.
6. Beth raised some concerns that while we are (more or less) collecting monitoring data for most of our activities we don't have an agreed monitoring and evaluation framework to slot that data into to demonstrate our impact. Kate and Beth are both attending monitoring and evaluation training over the next 6 weeks or so and it was agreed that they should meet, together with Katie and Liz who both expressed an interest in the topic, sometime in March to discuss this further with a view to adopting/adapting an appropriate framework.
7. Kate circulated a list of key dates shortly before meeting and all these were duly noted by trustees.  
Date of next meeting was changed to Wednesday 29 March.

Kate will be contacting various organisations with inspiring education buildings to arrange visits over forthcoming weeks. It was agreed that BPCG delegation should be limited to 4 representatives from the staff/trustee/volunteer body. Kate to circulate dates to trustees and other interested parties once dates are agreed with host organisations.

AGM 2017 agreed for Sunday 1 October, 2.30pm.

8. Liz raised concerns about the trip hazard presented by the former standing-out ground and while it was recognised that the whole Greenhouse floor requires some remediation, it was resolved to pave the sanding out area as an interim measure pending thorough flooring review.  
Liz also raised concerns about furniture in the Greenhouse but, after discussion, it was concluded that existing furnishing is appropriate given the multi-purpose nature of the space and the climatic conditions in the Greenhouse.
9. AOB:
  - a) Beth reported back on the City Bridge Trust strategic review meeting she had attended in December. The review process is not yet complete but some common themes are emerging. In terms of funding models: partnership working, co-production and collaboration remain popular; there is increased interest in place-based funding (more targeted than pan-London model) and blended funding (grant plus social investment) options. Third sector reps are keen that funders should recognise core costs and application/reporting processes should be proportionate to the amount requested. Topics identified as challenges for London 2018-23 include: homelessness, lack of access to the built environment, diversity, dementia and youth.
  - b) Concern was expressed that certain members of the volunteer body were heavily committed on site and the need to manage the expectations of all parties was noted.
  - c) Ant reported that Co-Chairs and Director had met for a formal review meeting. Revised Director's objectives for the next quarter to be circulated to trustees.
  - d) Liz raised the possibility of BPCG becoming a recognised Dementia Friendly organisation. Kate expressed concern that this might involve accessibility standards which we are unable to meet due to the constraints of our site. Liz to research further (and to discuss with Cat who has lots of experience in this area).
  - e) Rosie requested that Kate and Beth keep their eyes open for appropriate training courses for her as Treasurer.
  - f) BPCG website is due for review. All to consider user-friendliness/desirable new features etc as they use the site over forthcoming weeks and feed back to Kate/Chris.
  - g) Resolved that next Trustee meeting will be followed by low-key social event (take away and wine).
10. The next meeting of trustees will be on 29 March 2017, 6.30pm at 7 Stradella Road.

#### **Action points:**

- **RL** to produce more detailed financial reports for next meeting as per 3 above.
- **EB/AG and KSe** to produce brief paper outlining preferred options for continued functioning of action groups for March meeting.
- **CS** to produce breakdown of volunteer numbers by day.
- **ML and AG** to meet to determine 'reasonable' periods for BPCG to retain various categories of personal data held by the organisation and purchase shredder. Resulting guidelines to be circulated and staff/volunteer training initiated as required.
- **ML** to undertake review of relevant H&S legislation/regulatory frameworks and report back to the Board.
- **EB, KSe, KSt, LD** to meet in March with a view to developing an appropriate M&E framework.
- **KSe** to arrange visits to education buildings around south London and circulate dates.
- **LD** to investigate implications of BPCG acquiring 'Dementia Friendly organisation' status.
- **EB/KSe** to keep an eye out for appropriate training courses for RL.
- **All** to have think about wish list for BPCG website development.