

Brockwell Park Community Greenhouses

Minutes of Board Meeting



Date:	29 January 2026
Location:	BPCG Barn
Present:	Georges Mikhael, Carla Clarke, Jamie Laing, Lauren Brownlow, Omar Alghali, Rebecca Thomson (Observer)
Apologies:	Samantha Faulkner, Gam Jhutti, Deborah Ajia

Blue text - Action items

1. GM Report

Rebecca delivered the General Manager's report and the quarterly update. Main takeaways:

- a. Volunteers: Volunteering hours consistent with the last quarter. Quarterly feedback forms are being circulated amongst garden volunteers, with the first round of responses recorded in the Q3 Gardening KPIs. This is a positive first step towards regular feedback collection and responses were very encouraging.
- b. EDI: For the year ahead, EDI Goals will be benchmarked against the 2021 Lambeth Census where 57% of people identified as non-white or disabled. This is a starting point and we will work on improving how we capture BPCG's 'diversity' over the coming months, and how this is aligned with our strategic goals regarding outreach and serving the local community.
- c. Accounts: Management accounts for Q3 are pending.
- d. Action Plans 26/27: Drafting the 26/27 Action Plans, which form the basis of the departmental quarterly reports, is underway. A realistic target is to have these finalised by the end of Feb, to inform the 26/27 budget (to be approved at the March board meeting).
- e. Policies & Procedures: Most historic policies and procedures are now up to date. Volunteer handbook, kitchen standard operating procedures, finance policy and procedures, and adverse weather policy being prepared or updated.
- f. Kitchen & Shop: Rebecca is working with chef Rachel to update and develop all the relevant and necessary legal paperwork in preparation of the next Environmental Health inspection, produce costings for all recipes, and recommend approaches for the way forward which would feed into the shop and kitchen's community plan. Generally speaking, coordination between kitchen and shop is improving.
- g. Challenges: encouraging more volunteers to work in the shop (consider pairing people up so it is more entertaining), and delays on quarterly management accounts.
- h. Looking ahead: Priorities for the next quarter are
 - i. making sure the basics are in place (i.e., volunteer handbook, budget and plans for FY26/27),
 - ii. grant writing,
 - iii. shop and kitchen developments,
 - iv. interim C&F programme cover and induction.

The board shared positive feedback on the progress made in the past quarter, and generally speaking on the continuous improvement of the quarterly reporting. Areas for additional improvement include:

- a. Restructuring the reports so that learning is a critical component (i.e., not just sharing successes and failures, but how have we learned from these to continuously improve

moving forward). The quarterly reports are a good opportunity for the team to step back and reflect / analyse on progress to date.

- b. Consider using more attractive signage to pull people into the space.

A question was also asked as to whether things are made that do not sell in the shop. Generally speaking, there is not much stock.

2. Fundraising Plan:

- a. Rebecca has been working with Deborah on a fundraising pipeline for the year ahead. The main goal is to apply for around £600,000 of funding over the next year, with the aspiration that approx 15% would be awarded.

- 3. Children and Families Programme Manager Recruitment Update:** Flora Medford has been selected as our new Education Programme Manager. The title of the role has been changed to give her a broader remit to support the organisation by strengthening its education focus beyond just children and families. [An announcement of her recruitment will be made after she joins.](#)

4. Trustee Recruitment:

- a. [Georges and Jamie will be interviewing potential candidates for the position of secretary in February, hopefully recruiting by next board meeting.](#)
- b. It was agreed that for the time being, no additions will be made to the board. This can be reconsidered in the future. When recruiting again, take into consideration our own strategy and feedback from the AGM, particularly around strengthening our diversity and representation of our local community (ethnically, economically, etc.).
- c. [At the next board meeting, agree a rota to be shared with volunteers for 'trustee drop ins'. This could be once a month where a trustee can be on site for at least a few hours and where volunteers can engage / ask questions \(e.g., first Saturday of the month\).](#)

5. AOB:

- a. [Save the date: Spring Celebration](#) is pencilled in for the 3rd May 2026. Engagement by and representation from the board is always encouraged.

6. Next Board Meeting: Proposed schedule for next board meetings:

- a. 19 March 2026: 25/26 Q4, approve 26/27 budget
- b. 16 July 2026: 26/27 Q1
- c. 15 October 2026: 26/27 Q2, approve annual report and AGM preparation
- d. 21 January 2027: 26/27 Q3
- e. 18 March 2027: 26/27 Q4, approve 27/28 budget.