

BF Committee

31st May 2022

On-line Teams

Minutes

Present:

Caroline Allen
Julie Simmonds
Jayne Jones
Katy Park
Shane Owen
Simon Poole

Apologies:

Jamie Owen
Ken Lewis

Matters arising:

Change of core systems - SO advised that all employees and Trustees now have full access to Microsoft Office 365, training is being arranged for everyone to help with the transition, this is partly peer training and partly online Microsoft Training. Office 365 business suite has been installed and configured on all employee laptops, Trustees advised of login details or can bring in their work tablets next Friday to have the new software installed and configured.

Following KP's previous update on the "update and recommendations" from the last meeting, SO has contacted Cranfield to undertake the Journey to Excellence project. Cranfield Trust have allocated a volunteer to support this project over the coming months. KP to arrange training on minute taking for JO.

JS advised she has made a start on new employee supervisions and update Trustees on how this will develop, the charity will now be using the new HR systems from Citrus HR. Citrus HR provided a list of recommendations to be introduced as policies, all Trustees have a copy of this to review, CA, JS and SO will study this in more detail over the coming weeks and feedback at the next meeting.

Group discussed on creating a new purpose, vision, mission document to define Brighter Futures more clearly

SJ has reported that TNL require additional information mainly around consultation and is feeding back to them, he will update Trustees via email. SO and JJ offered to help if required.

KP, JJ and SJ have completed final discussions with group leaders and members regarding the completion of merger, all groups to fully complete mergers by July 2022

Discussion on finance improvements, all Trustees agreed to ask KL to join the board to assist with monitoring and reporting.

Financials

April finance report issued, discussion on the new layout, both versions work better for different people, KL to be consulted and decision on which to go with decided by the next meeting.

SO feedback that TWF have been contacted to request a slight change to the project to allow/enable youth consultation to be expanded, TS will be asked to lead on the new consultation event.

JO explained new funding of 5k from the FF, this is to be allocated towards core costs between now and the end of the financial year, with this in place (assuming no unexpected costs arise and regular social enterprise income) the Charity now has all core costs covered until the end of the financial year and work on building a reserve can start.

No update was available from BP as yet on the amount held in cash, this will be forwarded by email to all Trustees within the 48hrs.

Various grant funding further discussed and prioritised, SJ is continuing to feedback additional information to TT and THF.

Safeguarding, Health & Safety

New training for all Trustees is ready via NSPCC, trustee to complete this as and when time allows.

All Enhanced DBS checks for employees have been completed.

CP Policy still requires review in-light of new punishment laws for Wales, SO to contact WCVA for guidance on this.

Quote has been obtained from QTS for FRA review and H&s policy review, at this time due to financial restrictions the renewal will be set back by 6 months, in the meantime internal review will be undertaken by HSC.

Building matters

Programme of works funded by WG CFP have begun, new induction hob has been installed but needed emergency attention as the cable feeding the cooker could not hold the load and consistently trips the electrics, Wyn Edwards Electrical has been asked to replace the cable to the oven as soon as possible.

New insulation has been installed into the loft, tis goes beyond the recommended depth and has been protected from damage with raised flooring by loft solutions NW.

All Technical are currently installing a new extraction system for the oven and fully replacing and insulating the roof over the toilets, this includes strengthening of the roof to be able to hold the future ASHP.

EAP work continuing, update report will be emailed by SO this week.

No lift progress, as yet nothing productive to report.

Building refresh (repainting and a deep clean is to be booked for June/July by SJ.

A new filing / recording system has been created to evidence daily safety and security checks, BP is completing these checks every morning and will upload reports once a week into the new staff reports folder.

Any other business

SJ and SO have now begun work on Green Dragon and sent in the forms.

KP, SJ and SO have booked a meeting with WCVA to begin the IIV journey, feedback will be provided at the next meeting.

Need for "space" and "time" is mission critical for the charity going forward to allow for individual development and governance for both Trustees and staff, further discussion should be prioritised by an informal Trustee and employee get together in the Summer, KP and JJ to feedback on ideas and any progress at the next meeting.

Next meeting

Next meeting is to be in July, date TBC.

**BRIGHTER FUTURES
Board meeting agenda**

Date:	MAY 2022
Time:	2hrs
Location:	BRIGHTER FUTURES (ONLINE WITH TEAMS)

Item	Description	Action	Time allotted
1	Present and apologies		5
2	Declaration of interests		5
3	Review of actions from previous meeting		10
4	Approve minutes of previous meeting		5
5	<i>Operational plan update</i>		20
6	<i>Financial update</i>		15
7	<i>Projects update</i>		15
8	<i>Health, Safety & Safeguarding</i>		15
9	<i>Building update</i>		15
10	Any other business		15
	Next meeting [Time, date and location of next meeting]	TBC	

2hrs