**People & Planet Board of Trustees Meeting, 15th June 2024 11:00am – 4:00pm**

Acronyms BoT (Board of Trustees), MT (management team), Campact (Campaign and Activism team), DB (Divest Borders), FFC (Fossil Free Careers), FFD (Fossil Free Divest)

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| Time | Item |
| 11:00 - 11.05 | **Item 1: Welcome, Apologies, Declaration of Conflict of Interest**  Apologies: Annie Pickering, Lavanya Rajendran, Floyd Codlin, Paris Palmano, Cora Morris  Attendee: Ellen Carter (Chair), Peter Ferguson (Vice Chair),Kate Tokley (Treasurer), Ria Patel (Vice Treasurer), Audrey Opara, Diana Volpe, Christina Laird, Sam Gee, Adam McGibbon  Staff in attendance   * Virginia Moffatt (as Company Secretary) * Josie Mizens (FFC) * Laura Clayson (FFD) |
| 11:05 -  11:10 | **Item 2: Action Points from previous meeting**  **~~AP: Virginia to raise the issue of campaigns sharing student photos with MT.~~**  This was discussed at MT. There were two issues.   * The Divest Borders team had used images from the Oxford group in the Action Guide without checking. This was because the Oxford group had shared them so they assumed everyone had consented. * Some of the Oxford Group hadn’t taken part in the day of action because they thought the information in the press pack meant it was likely their photos would be taken. The DB team were very sorry about that. The press pack was done for us by GSCC and it was not intended to make everyone participating think they’d be in photographs.   Andre has also confirmed since BoT meeting that he has added these points to recommendations for improvements going forward.  Diana also raised the fact that one of the photos in the action guide was the Oxford group attending another organisation’s event and she felt it wrongly gave the impression it was a P&P event.  **AP: Diana to send Virginia the photos in question so we can ensure this year’s action guides are up to date.** |
| 11.10-11.20 | **Item 3: Updates**   * **HR sub group (verbal update)**   Trustees have attended trainings on HR & procedures and complex facilitation. Everyone who attended appreciated them and felt it was very useful. Both staff and trustees said how good it was to do a training together.  Virginia noted that these were so successful, she will be discussing with MT about future joint trainings.  The sub group met in April and reviewed changes to the Staff Handbook. These are currently with MT who are also doing some work around well being policy.  We are also looking at some indicators for staff well being (monitoring 121s, checking trends in struggles in WUW, reviewing any conflicts that have happened, monitoring A/L and TOIL and going forward checking trends on capacity/workload from 121s).  Fergus Green (Climate Justice Officer) has handed in his notice, after working for People & Planet for 3 years.   * **Governance Group (verbal update)**   Governance group has had one meeting due to trustee capacity. People were tasked  looking at sections of the trustee handbook for revision.   * **Union Liaison Group**   Group has met to talk about pay increase (union requested 4.5%, we offered 4% to be  reviewed in September. The group also talked about 4 day working week (on the agenda).   * [**Strategy**](https://drive.google.com/drive/folders/1JSxS2J1HNDxMz4zJRPErxgN-na70y12W?usp=drive_link)   The latest Quarterly Review was held on Tuesday. There was a good conversation about  campaign aims.  All trustees are welcome to QR meetings. The next one will be September12th 10-1.  We are also planning a mid-point review of the strategy which will be an in person meeting  in November. Trustees will be invited.   * [**Risk Register**](https://docs.google.com/spreadsheets/d/1H528XdqlbBzt9xpJ5xySnlZiS2QhL8-beiNkV77a5wg/edit?usp=sharing)   This has recently been reviewed and some slight amendments made. MT have it on the  agenda for every meeting. |
| 11:20 -  11:30 | **Item 4: Ratification of non student trustees**  It was proposed to appoint Damon Boughen and Thomas Guilbert-Newell as non student trustees.  **This was approved with full consensus.**  **AP: Trustee signal admin to add them to the Signal Group, Virginia to sort out Next Cloud and P&P email list.**  Annie is stepping down in September so it was agreed to keep the advert up on the website. Virginia has been approached by someone who is interested. She will collect applications till mid July and let applicants know that there might be a wait getting back to them. It was also agreed this role should be ring-fenced for a woman, so Virginia will amend the website.  **AP: Virginia to collect trustee applications till July and update trustees.**  Christina noted that in future years it would be good to advertise during volunteers week. |
| 11.30-11.40 | **Item 5: Election of Chair and Vice Chairs**  The following candidates stood for the roles.  Chair – Peter Ferguson  Vice Chair (student)– Audrey Opara  Vice Chair (non student)- Annie Pickering (till September)  **These were all elected with full consensus**  There was no candidate for the role of vice treasurer (student position). This might be filled after people have had finance training and feel more confident.  **AP: Finance training to be rescheduled.** |
| 11:40  12:10 | **Item 6: Finance**  **Paper 6.1 End of year accounts 2023/4**  End of year accounts are looking good. We over achieved on income and made savings on expenditure (salaries due to staff leaving, website development cost less, we didn’t need to pay any legal costs and we underspent on the in person meeting budget).  Accounts are now with the auditor who will finalise the exact amount we will bring forward (somewhere between £23K and £26K).  **Annie: What is the £57 unrestricted from Paul Hamlyn - seems so tiny, error or just strange?**  It’s just tidying up the accounts. Because of the split of grant over 3 years with slightly different amounts each year, it didn’t quite tie in,so Ian has allocated a small amount to unrestricted to make it all add up.  really good to see a decent amount of income for MB and DB as well as FF.  **Annie: What was/how did you get the £3k in consultancy for the uni league?**  Universities pay Jack to help them look at ways they can improve their scores  **Peter: What were unnamed prospects?**  When we set the budget in 2023, we were still identifying prospective funders, so we had a budget line for unnamed funders.In the event, we didn’t find any new funders but over-achieved on ETF and Patagonia, so more or less broke even on prospects.  **Ria: What was the result of the appeal Paula ran before Easter?**  Unfortunately, this did not generate huge amounts of income, though we did pick up some new regular donors. The individual fundraising group reflected that it may have been the timing as so much fundraising is going on for Palestine at the moment. What was really helpful was that we now have a template for doing fundraising appeals. We will be running another phone fundraiser later in the year. The other really useful thing Paula did was sort out all our data so Ian could put in a gift aid claim and we can continue to do that more effectively going forward.  Trustees noted that they would like to be involved in fundraising for the February event.It might make sense to set up a fundraising sub-group to focus such work.  **AP: Virginia to raise with IFG.**  Annie also noted that really good to see a decent amount of income for Movement Building and Divest Borders as well as Climate Justic**e.**  **Paper 6.2 Management accounts April/May 2024**  It’s too early in the year to be particularly meaningful, but income and expenditure is as predicted. Due to Wallace Global money coming in, we were able to appoint a 3rd intern, which keeps the deficit at £24K.  **Annie:Brought Forward from 2023/24 it looks like you were hoping to bring £26k or £23k (which one?) forward from last year, and haven't.**  We are waiting to have confirmation from auditors for the exact amount, so it will be in the budget.  **Annie: Beginning of the year so not too concerned about the budget shortfall so far. How likely are you to get in the budgeted funding this year? Any concerns?**  Not presently. At the time Ian put the management accounts together we’d achieved £55K out of £64K in our prospects budget, and this week gained another £6K. We have a number of applications in process and are prospecting for new funders.  Next year may be more challenging as Gower Street and Wallace Global will no longer be funding us, and we are not clear yet about ETF, our biggest funder.  **Paper 6.3 Cashflow April - June 2024**  Cashflow is good and the position to September is strong. |
| 12.10-12.25 | **Break** |
| 12:25-13:25 | **Item 7: Campaign Update, Fossil Free Careers and Fossil Free Divest**  **Paper 7.1 Fossil Free Careers**  Josie presented the FFC report. She also highlighted that Fergus had done a great job covering J’s sabbatical and the period before Josie started, with support from Maddie.  Highlights:   * At the time of writing there were 7 wins, this is now 8 as Goldsmiths have published their policy now. * Uptick of negotiations with staff, with Goldsmiths, Stirling and Royal Academy of Music being particularly positive. * Student groups increasingly active, 5 groups disrupted careers fairs in the Autumn and there have been a range of actions in the Spring term eg UCL week of action, Leeds occupation. * Increasing numbers of post 92 universities are now running FFC. * Increasing the weighting of FFC in the UL has led to increase in universities wanting free ‘consultancy’ on the issue and re-opened inside track negotiations. * Growth in solidarity with Palestine campaigns. * Engagement with international groups such as Campus Climate Network in the US. * Wallace Global provided another year funding despite having said they wouldn’t.   Risks:   * The Higher Education Freedom of Speech Act has caused some concern from some universties. * Funding. We will not have Wallace Global, ETF or Gower Street next year. Gower Street is helping us identify new funders and Graham is currently prospecting.   Year ahead.  The aim is to get:   * first Scottish win * first university of London win (already achieved!) * first Russell Group.   Planning to support groups to escalate and run a month of action at careers fairs in October.  **Peter: Are universities just hiding behind the FoS Act to avoid having to have a FFC policy?**  A: Our legal advice is that the campaign cannot challenge an organisation’s opinion, but we can directly challenge their business as it is counter to our aims of reducing reliance on oil, gas and mining industries.  **Sam: This all looks very exciting. We should also be making the moral arguments that continuing to use fossil fuels will lead to climate deaths. Interestingly the DoE has just made a statement that could be helpful** A Department for Education spokesperson said: "While universities are autonomous, they should consider the ethical implications of any donations they are offered including on their duties regarding free speech and academic freedom.  <https://www.opendemocracy.net/en/dark-money-investigations/academics-university-transparency-secret-donations-dark-money/>  **Q: Can Wallace Global offer more funding?**  No, but well be asking them for advice on other funders.  **Q: What’s the most likely Russell Group?**  We think KCL as they’ve got keen staff and students are also working on leverage. Leeds is also looking promising.  **Q: How will the month of action be advertised?**  Information will be going out with fresher’s packs and we’ll be working with Rosie on comms.  **Q: What’s happening with Post 92s?**  Liverpool Hope is very strong, Sheffield Hallam and Glasgow Caledonian also have groups.  **Q:Is there anything trustees can do to help?**  Maiinly amplify the messages and share with student groups.  **Q: Are there links happening with encampments?**  MJ has done most of this, but we’ve visited UCL and SOAS.  **Q: How are we communicating historical wins?**  Lots of Barclays divestment happening, would be good to highlight our previous involvement in the campaign.  **Q: Have redundancies in higher education had an impact on university staff engagement?**  Yes in some places as teams have been reduced. Conversely some of the smaller universities are creating departments.  **Q (from Annie):When you say 'we have had promising conversations with Goldsmiths etcs that students have had these convo's, or P&P staff?**  **This has been inside track negotiation, which has achieved the win.**  **Other comments from Annie**  Great update and reminder of the wins you've achieved n the first 3 years - congrats!!! Sounds like a great strategy and plan going forward. Let us know if we can help amplify stuff in October.  This paper and the level of activity feels like pre-pandemic levels of student activity - LOVE IT.  **Paper 7.2 Fossil Free Strategy 2023-24**  This paper has been pulled together by Laura and Regina who worked really hard on it.  Things to highlight:   * Post 92 course been very successful with 6 people staying the course, feedback that it was invaluable and all choosing to get involved with P&P. (Thanks to Rosie for support with recruitment) * 3 new post 92s in the network as a result of the course * Strengthening of groups, at Imperial, LSE (through encampment), University College Birmingham linking to other unis, thanks to Regina. * Getting an agreed approach to how to ensure accountability for divestment commitments in the University League for 2025. * Working in partnership with others on the BDS bill, which has been cancelled due to the election.   Excited for the year ahead with a new intern starting (Bea Grant). Plans will be to:   * strengthen and consolidate groups * embedding Post 92 trainees in the network * build regional links in advance of February event * increase solidarity work with EACOP Uganda, Palestine Solidarity Campaign, We the People (Niger Delta).   **Q: What work are you doing with EACOP?**  Solidarity event in October targetting one Fossil Fuel target on our divestment list and one local to Uganda. Aiming to get 1 million signatories for a petition.Laura will send information.  **Q: What is your strategy to develop/support weaker groups?**  4/5 groups in this category. Depends on group.  Eg Heriot Watt got a divestment but seems only partial but students moved on, Royal Academy of Music small so difficult to get groups, so moving to more inside track negotiations.  With others trying to build up via freshers fairs.  **Q: EACOP looks great, but there is a danger of getting overwhelmed with wider international issues eg Palestine and burning out so not able to work locally.**  This is always challenging, we’re careful to focus on campuses where it doesn’t detract from the campaign eg encamplent at LSE. We’re working closely with Palestine Solidarity Campaign, ensuring collective care and how to help each other. Also not always bad, historically Imperial pivoted to other campaigns and came back. |
| 14:00-14.20 | **Time without staff**  Trustees would like to be involved in fundraising, maybe we could have a sub-group.  **AP: Virginia to raise with Graham how to effectively involve trustees in fundraising.** |
| 14.20 -14.40 | **Item 8 Staff Survey**  **Paper 8.1 Update on action plan for 2023/4**  **Paper 8.2 Staff survey 2024**  **Paper 8.3 Staff Survey action plan 2025**  Virginia presented the staff survey report and action plans. 2024 has seen an improvement in all areas after a difficult year last year. The survey action plan has identified some places that need attention.  **Questions from Annie**  **Tiny suggestion: how long are meetings, by default in calendars in P&P? If meetings were**  **default 45mins (not 1hr) that might help with the level of meetingness. And 121 calls (not actual management 121 calls) to 30mins or somethin**g?  We will be looking at meetings as part of the planning for the 4 day working week pilot. There is no specific length for meetings, but ¾ hrs for most meetings probably would be too short, so we’d have to be careful about being too prescriptive.  *‘****There is still work to be done around performance management, although I would say that P&P has come quite a way with it in the past year* - this is positive to see.Has the understanding of difference between officer and senior officer been understood/resolved? Does anything need to change?**  There was some confusion last year with roles due to lots of people acting up, although the job descriptions were really clear. The plan going forward is to create a folder where people can see job descriptions easily.  ***‘There are some systems (which in many cases are being worked on at the moment) where improvements could make work more efficient or straightforward - e.g. improvements to the calendar or ensuring that programmes like the database are being used consistently.’ -*Good to hear there is going to be work on this. Hopefully easy to resolve but I can imagine a little frustrating that if these are small but important things, these haven't been sorted before**.  It hasn’t always been clear what process things haven’t been working for people, to identify how to address them. The calendar has been a frustration, but has been delayed as we’re currently getting rid of the intranet. Rich has now found a solution with Next Cloud that we’re discussing at MT.  **Suggestion of a 2yr internship? It’s not really an internship if 2yrs, also not so good for skilling up more students. I think Board should discuss this more, not so positive about this idea initially.**  **(This point was echoed by Board members).**  This request was made last year and stems from the fact that induction of interns is very intense and has often coincided with very busy Power Shift so managers have found it difficult to take leave in the summer. Also concerns raised about loss of knowledge as staff leave.However, MT concluded it wasn’t feasible due to the fact it wouldn’t be an internship, and contractual issues. We agreed to keep it under review and will bring it back to BoT if the situation changes. |
| 14.40-15:00 | **Item 9 Four day working week**  **Paper 9.1 Proposal**  The Board were asked to agree the proposal for a 4 day working week for 6 months, which would mean a temporary change of terms and conditions for staff.  The union have requested clarification of the impact on leave and for it to start in July. MT will be discussing these points with them.  **The proposal was agreed with full consensus.** |
| 15:00-15:15 | **Item 10 Working Groups 2024/5**  The following were appointed to the working groups.  Union Liaison Group Sam Gee (1 vacancy)  HR Sub Group Peter Ferguson, Kate Tokley  Governance Sub Group Audrey Opara, Paris Palmano, Lavanya Rajendran, Diana Volpe  If someone else can join the HR sub group, Kate will move back to the ULG |
| 15:15-15:30 | **Item 11: Any Other Business**  **Dates of next meetings:** 21st September, 30th November  **Climate Right’s Forum:** Sam highlighted this group are looking for partner organisations to sign off on a campaign against Elsevier  **Outgoing trustees:** Ellen, Ria, Cora and Christina were thanked for all their hard work on the Board and everyone wished them well for the future. |