**People & Planet Board of Trustees Meeting, 30th November 2024 11:00am – 3:00pm In person Resource for London**

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| Item |
| **Item 1: Welcome, Apologies, Declaration of Conflict of Interest**  Apologies: Adam McGibbon, Ketan Jha, Lavanya Rajendran  Attendees: Peter Ferguson, Kate Tokley, Sam Gee, Paris Palmano, Jane Baston (observing), Diana Volpe, Floyd Codlin, Damon Boughen  Staff in attendance  Virginia Moffatt(as Company Secretary)  Ian Williams Finance Manager  Jack Ruane University League Manager  Sam noted that he is on the finance committee for Campaign for Climate Nature which applies to some of the same funders as P&P. |
| **Item 2: Action Points from previous meeting**  **~~AP: Virginia will make amendments to Trustee Handbook and Governance Sub-Group will check over and bring final version back.~~ - see comments in Governance Group update**  **AP: Virginia to ask Ian to explain about budget variance column at the next BoT. (this didn’t come up at finance section, not sure if it is still an issue).**  **~~AP: Virginia to send out some suggestions for times for sub groups for BoT to approve.~~** |
| **Item 3: Updates**  [**HR Sub Grou**](https://docs.google.com/document/d/133Vdz8l2d2YhpZaVR-Z23jceQDCLIV2YikQOcLxUqZ4/edit?usp=sharing)**p**  **Governance Group**  Updates have been made to trustee handbook. Governance  wheel is on the agenda.  [**Quarterly Review of Strategy**](https://drive.google.com/drive/folders/1TKH6M4r6OgCGDGtmN5mb-LBKfxnApIVL?usp=sharing)  Most recent meeting was September – instead of a QR for December we’re holding a  strategy review day.  [**Union Liaison Group**](https://safe.peopleandplanet.org/s/qLWdjeXyPaRCAjE)  Following the last ULG, MT have developed the first draft of the budget (on the agenda). MT wrote to  ULG outlining the pressures we are facing. The letter caused some concerns and MT have  apologised to one individual. The union have written with a series of questions which MT are  responding to.  [**Risk Register**](https://docs.google.com/spreadsheets/d/1H528XdqlbBzt9xpJ5xySnlZiS2QhL8-beiNkV77a5wg/edit?usp=sharing) |
| **Item 4:**  **Ratification of New Non Student Trustees**  Kate and Paris reported we had received 4 applications, and 3 people were interviewed. Jane and Ketan were judged to have the strongest appications.  Jane has chaired Young Greens and works for a trade union as a local organiser. She is strong on charity law and staff well being.  Ketan had done his research on P&P. He is a law lecturer specialising in climate justice and has fundraising knowledge.  Trustees agreed Jane and Ketan were excellent candidates for taking on the role of trustee and they were ratified with full consensus. |
| **Item 5: Finance**  **Paper 5.1 Management accounts April - October 2024**  Ian reported a strong position. Unrestricted funding is £6K less, restricted funding breaking even.. Prospects were £78K and we’ve achieved £58K. Expenditure has been lower on salaries (£3,5K under budget but this should change following 4 day working week changes). Non staff expenditure is £15K less due to IT projects and professional fees costing less. We’ve carried over surplus from last year so this means on current spend we should break even, rather than end the year on the predicted deficit of £16K.  Ian noted that even if performance gets worst till the end of the year we’ll only be where we predicted we were.  Q: Where are we on UL fees?  A: Had 3.5K in November for full data sets , there’ll be more to come in.  Q: How has gift aid increased?  A: We’re getting better at claiming.  Ian can offer training for anyone who needs.  **Paper 5.2 Cashflow November 2024 - February 2025**  Cash flow is solid for this period.  The issue remains that we have more than £80,000 in each of our two accounts so if there was a financial crash we might not be able to recoup this. We have struggled to find an ethical third bank, CCLA which was a possibility breached 3 /4 of our ethical criteria. We have to manage the risks of reputation (if we use an unethical bank) versus financial losses (in times of a crash).  Suggestions made to help try and solve this:     * Club together with other charities * Talk to Green Party, CND to see what they do * Try building societies or Metro * Try United Trust – haven’t taken on new investments but haven’t divested old?     **AP: Virginia and Ian to look into these and come to a position at MT about the balance of risks which we’ll bring back to BoT.**  **Paper 5.3 Audited Accounts April PAPSAL April 2023 - March 2024**  **Paper 5.4 Audited Accounts P&P Ltd April 2023 - March 2024**  These were approved subject to the following tweaks before submission:  Ian to check with auditor what needs to be included in trustee renumeration and expenses.  Ian to check that trustees who have donated don’t need to be declared.  P&P Ltd has traditionally had non student trustees on to minimise the amount of changes to be made at Companies House.  It was agreed that going forward, trustees on this account would be the Chair, Vice Chairs and Treasurer.  **AP: Virginia to make the amendments at Companies House to P&P Ltd.**  **Paper 5.5 Draft 2025/6 budget.**  **Paper 5.6 Budget Narrative**  The current draft of the budget is projecting a £160K deficit. This is very early in the process and there is still a lot of work to do.  As the paper outlined, we’ve had a couple of really good years, and are now in a situation where we have lost some core are uncertain what ETF are going to give us, and have expanded the staff team, raised salary levels over the last few years. This paper has been shared with the union as noted above.  In order to address this deficit we are looking at income predictions, and ways to reduce expenditure, including operating costs and number of temporary posts after current contracts end in July.  Budget includes 2% pay rise, each extra 1% would add £8K to the budget.  Q: What approach did MT take to communications?  A: We communicated with staff via the union to invite them to be part of this discussion. We recognise that even though we had flagged this was a possibility at the ULG our email caused concern to staff. We apologised to one individual and are responding to the union email.  Q: What’s the approach to income predictions?  A: We use a sliding scale of 12.5% for cold bid, 25% for bid where we are just starting conversations or new to funder, 50% for existing funder where we are in conversation 75% for contracts nearly signed.  Q: Do you still look at what David (former finance manager) did?  A: No, because this does seem to work, but could revisit.  **AP: Virginia to discuss income predictions with Graham.**  Q: Individual fundraising is low, are we addressing this?  A: We’ve been working on improving systems in order to stabilise then increase going forwards. This will link to communication strategy for growing our email list. |
| **Item 6: Exit Interviews**  **Paper 6.1 Staff Exit Interviews**  General picture is very positive. 3 people on temporary contracts and 1 on permanent contract left and all had good experiences and were happy to recommend P&P to others.  Virginia highlighted a couple of points that she felt required a response:  **A comment that there were insufficient processes to hold MT to account**. This was in response to one person’s observations of a particular situation without them knowing the full picture. There are a number of mechanisms by which all staff, including MT can be held into account which include mediation, accountability meeting, appraisal and 121 feedback, grievance and disciplinary. By their nature these things are confidential, so it is unlikely anyone would know about what processes are being used except the staff involved.  **Diversity.** Another key comment was about the diversity of P&P in terms of people of colour and those from working class. Our recruitment processes do follow good practice guidance (eg anonymous shortlisting, questions before interview etc) but we are limited in what can do within **employment** law. We aim to challenge each other on power within the organisation eg by having regular sessions on power & privilege and making space for these conversations but will take this back to MT for further discussion.  **AP: Virginia to work with MT to draw up an action plan for exit interviews.**  **Paper 6.2 Trustee Exit Interviews**  Again this is a very positive picture. Trustees enjoyed their time on the board, with student trustees particularly appreciating opportunities to learn skills. Virginia has not analysed this as it feels like it should go to governance group.  Some points to highlight:   * There was a comment that it is difficult that only one person from MT comes to BoT as there’s a danger it gives a limited perspective. This is a fair point and it’s due to staff capacity. Everything Virginia brings to BoT has been signed off by MT, who are open to look at other ways to get perspectives eg BoT coming to meetings like Strategy Day, other MT members presenting MT papers etc. * There was a suggestion that when Power Shift was discussed it was only a summary view presented by Virginia and not the whole view of Campact Managers. Again, papers brought were Campact views, and we organised two meetings with Campact Managers and trustees in 2023 to discuss the issues which helped trustees understand where the team was coming from. * Finally there was a point that BoT should feel able to be robust about challenging MT eg over Power Shift and a staff issue. This is acknowledged by MT but it is important to consider how that challenge is made as both of the egs did cause upset that could have been avoided if the issues had been raised more sensitively.   **AP: Governance Group to discuss trustee exit interview paper.**  Trustees noted that there might be a need to improve buddying and mentoring an dthis should be on the agenda for next time as it’s a lot of work.  **AP: Agenda buddying/mentoring for next BoT** |
| **Item 7: Time without staff**  Trustees fed back that they understood MT's aim in emailing about the budget was to be transparent but reminded them of the importance of ensuring communications on such issues are empathetic.  They also noted some issues that needed to be discussed at ULG eg, how payrises are calculated. |
| **Item 8 : University League**  **Paper 8.1: 2023/4 University League**  Jack presented a paper on the University League 2023/4. Things to note:   * It’s been a busy year with 70/80 volunteers which meant training was intense. Jack is planning to streamline next year. * Jack is piloting advertising with one company. He has done due diligence on them (Water Scan) and will review how this goes as it is a potential funding stream. * This year being in the Sunday Times Good University Guide has been a huge achievement and lots of universities and Vice Chancellors have commented   Jane: It’s great to be in the ST Good University Guide. Might it have an impact on take up of data packages?  A: We’re seeing increased engagement so hopefully this will increase revenue. We’ve sold our first webinar to Royal Holloway.  Floyd:Was it a worry that it might have a negative impact? Would they try to use it to undermine us as being so ‘woke’  A: Initially we were very wary but in fact they haven’t made any demands and have presented data as is, so it’s been positive. They seem to want to be fresher for students and know that students care about thse issues.  Sam: This is all cool. Does due diligence include tobacco?  A: We checked on ethical investments.  Sam: What’s the press coverage?  A: We publish with Guardian and send press release out and usually get coverage in national and local press. We had a contact from BBC South get in touch about research earlier in the year, so they may follow up. We’re expecting a firm date from Guardian shortly, it’s been affected by the strike.  Sam: Are you familiar with Climate League Oxford and Cambridge? If not I can put you in touch.  A: No, so yes please do connect us.  Paris: Could you reach out to other university guides if interested?  A: No, because it might jeopardise ST. Guardian is closest to us politically but they want to keep their distance a bit.  **AP: Sam to give Jack details of Climate League Oxford and Cambridge.** |
| **Item 9: Governance Wheel**  **Paper 9.1: Governance Wheel**  This was deferred to next meeting with everyone having time to think about the wheel in advance. |
| **Item 10 : Parental Leave**  **Paper 10.1: Issues to consider for revising Parental Leave**  Trustees welcomed this paper and the intent behind it. It will next be discussed at the ULG and they gave the following steer:   * Change to gender neutral language. * Supportive of an approach that birthing parents/non birthing parents and adopters all get the same leave. * This might be a long term aim and we might have to adopt in stages. |
| **Item 11: AOB**  Dates of next meetings 22nd March (online) 7th June (in person).  It was agreed that people who wanted to would have their pronouns on the website, |
| **Item 12: What Went Well?**  A quick debrief of the meeting.   * Covered a lot of ground * Able to discuss tricky things * Pretty big topics with contributions from everyone * Big topics with enough information to understand and useful historical context * Enjoyed variety of things broad picture of what P&P is doing and roles within complicated processes Can see the value of that. * First time budget hasn’t been so good * Good to be flexible with agenda * Good support * Good challenge * Felt listened to * Interesting meeting with good talks very professional * Getting relevant information in good time * First meeting, I felt included and not out of depth and good information in time. * Hybrid worked really well today * Reiterate lots of navigating tricky context and situations and helpful conversation and use of signal chat. * We need a non student vice Chair. |