**Summary of the Minutes of People & Planet Board of Trustees Meeting, 16th March 11:00am - 3:00pm held remotely.**

**P&P jargon**

**BoT = Board of Trustees**

**MT = Management Team**

**Campact = Campaign and Activism Team**

**MJ =Migrant Justice DB = Divest Borders Campaign**

**CJ = Climate Justice FFC = Fossil Free Careers Campaign FFD = Fossil Free Divest**

**UL = University League**

**PAPSAL (People & Planet Student Activities Ltd (main bank account)**

**P&P Ltd (Secondary bank account)**

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| Item |
| **Item 1: Welcome, Apologies, Declaration of Conflict of Interest**  Apologies: Kate Tokley (Treasurer), Adam McGibbon, Christina Laird, Lavanya Rajendran, Floyd Codlin  Attendees: Ellen Carter (Chair), Annie Pickering(Vice Chair), Pete Ferguson (Vice Chair), Ria Patel (Vice Treasuer), Verel Rodrigues (part), Cora Morris (part), Paris Palmano,Diana Volpe  Observers: Sam Gee, Audrey Opara  Staff in attendance   * Virginia Moffatt(Co-Director Operations Company Secretary) * Rosie Rawle (Movement Building & Communications Manager |
| **Item 3: Updates**   * **Union Liaison Group**   Main items have been inflationary increases and 4 day working week which are on the agenda.   * **HR Sub Group**   Looked at well being data, and talked about forthcoming HR training. There are still places available,let Virginia know if you are interested.   * **Governance Sub Group** (no meeting this quarter) * **Risk Register (details in updates folder with BoT papers)**   Summaries can be found in the folder. No new risks or changes to risk mitigations this quarter. |
| **Item 4: Ratification of student trustee elections**  The following students were elected unopposed to the Board of Trustees: Audrey Opara, Floyd Codlin, Sam Gee  Their personal statements can be found [here](https://peopleandplanet.org/about/bot/introducing-the-candidates)  Trustees voted to ratify these elections with full consensus.  Sam, Audrey and Floyd were officially welcomed to the board. |
| **Item 5: Movement Building & Communications Update**  **Paper 5.1 Update on Movement Building & Communications work.**  Rosie highlighted the two areas she has been working from.  **Communications**  Rosie has done a team audit of social media channels, followed by workshops to set the social media strategy. Main developments from this:   * Staff want social media acomms centralised * Comms need clear aims/objectives * Need a period of development/testing * Looking at what else can achieve: Movement Building (building engagement, recruiting to network, mobilising, gaining funders) and Exercising Leverage (shifting Overton Window, applying pressure on campaign targets)   Testing period is going well, had a good couple of instagram posts one linking FF and DB to university investment in companies backing Israel and one when a Green Party leader backed FFC.  Email communications still need development. Rosie will be working on a strategy to make this more effective and think we use different channels internally  **Movement Building**  Main areas of work have been:   * **Recruiting to post 92 programme** - this has been very labour intensive but we have 8 students from 4 of the 7 target campuses. Lots of learnings about this and timing of recruitment. The course has started but too early to say whether it has been successful. * **Trustee elections –** only 3 candidates stood but the timetable worked and we have three great trustees. This is the first time we’ve done it with the revised questions, a little early to say what the impact has been. * **Ring Rounds** – Winter ring rounds were a bit late, Rosie is reviewing data. Looking at different questions for student groups and sabbatical officers. Next one will be April, focus will be handover. * **Cleaning up data –** Rosie has been tidyng up records on CRM * **‘Regional Roadshow’** – beginning work on this shortly. Rosie will project manage, Virginia will do logistics, Campact do content in a way that isn’t burdensome to them. Rosie will be approaching trustees for thoughts about what this event should look like. * **Other in person events.** FFC had a very successful event with Young FoE in Aberdeen in January. DB are doing a democracy event in April. FFD are hoping to run some events.   One other area that has come up recently is the need to develop protocols for signing open letters, and thinking through how far we support direct action. These are being discussed between MT and Campact and we will bring something to the Board when this work is ready. |
| **Item 6: Finance**  **Paper 6.1 Management Accounts**  We have seen good performance this financial year and the original deficit of £10,000 is likely to be a surplus.  **Paper 6.2 Cash Flow**  Cash flow is very positive for the next 3 months and beyond.  **Paper 6.3 Budget 2024/5**  **Paper 6.4 Budget Narrative**  The proposed budget has a £23,000 deficit which we hope to make back during the year as we have done this year. If we are unsuccessful we will need to dip into reserves.  It was proposed to pass the 2024-5 budget on the following basis   * If the Wallace Global grant is successful we will have an additional intern * We will review salaries in September in the light of grant income and inflation * If we are unable to reduce the deficit, we will use the reserves at the end of the financial year and work to restore them in 2025/6   **This was passed with full consensus.**  **Appointment of Chapman Worth as auditors for 2024/5 accounts**  **This was passed with full consensus.** |
| **Time without staff**  **Updated new trustees on workload as a long standing issue for staff at P&P**   * Communication between board and staff has improved a lot but has been challenging * There were some issues with papers, agendas, minutes previously but this meeting has been perfect * Annie suggested a more hands on/ proactive approach with support staff rather than just having an open door. We could reach out to new staff individually to meet them, we could contact staff when there has been a change to see if they are happy/ need support. * Does P&P have a simple online wellbeing report system where staff can tick how they’re feeling, their workload over the last 2 weeks, hours worked over their contract etc - this can help identify issues with managers without the staff member having to initiate the topic in conversation… Could managers discuss this? Can be as simple as a fortnightly emailed short google form. * We spoke about the different committees and working groups and the need to fill spaces. * Diana raised that photos of trustees and migrants had been used in P&P promotion/ advertising without permission. This has happened multiple times and once with asylum seekers who weren't even doing a P&P action. |
| **Item 7: Exit Interview Report**  **Paper 7.1 Summary of 2023 Exit Interviews**  **Paper 7.2 Exit Interview Action Plan**  The paper outlined the themes that have arisen from the 2023 exit interviews:   * 2 Co-Directors left after working for P&P for over 4 years which is an increase on the previous average of 2 years. 1 intern left having completed their contract. * All staff expressed many positive things about working at People & Planet, the people, the campaigns, the values etc. * The Co-Directors both experienced times of heavy workload. This impacted on both, and in one case led to someone choosing to leave. The other person left because it was the right time for them. The intern was very happy with their experience overall and left to complete their PhD. * The Co-Directors arrived at a time when P&P was dysfunctional and both worked hard to improve things, including restructuring, changing work culture and increasing capacity. However, they didn’t benefit from all of the improvements which was a shame. * A lot of work has already happened to tackle issues identified, including being clear on recruitment that organisational management and fundraising are key parts of the role. The action plan sets out ways to deal with the remaining ones. |
| **Item 8: Four Day Working Week**  **Paper 8.1 Four Day Working Week**  BoT asked MT to explore the possibility of a 4 day working week. MT discussed this and agreed to talk to the Union Liaison Group. We’ve exchanged a couple of papers and are proposing that we engage a consultant to help us trial a 4 day working week in the summer on current salaries, with a view to a longer year long trial to see the pinch points in the year. While we believe we can all work more efficiently, MT want to be sure that we do this carefully so that we don’t replicate the problems of the past by expecting the same amount of work in a shorter time.  MT recommended the following to the Board:  To engage a consultant to explore these questions in order to run and evaluate a short pilot in the summer. If this is successful, we plan extend the pilot for a year to evaluate how a 4 day working week can be managed with the different busy periods in the P&P year.  **This was agreed with full consensus.** |
| **Item 12: Any Other Business**  **Virginia’s surgery.** Virginia informed BoT that she is having elective surgery on her gall bladder on 1st May and will be off for at least 2, possibly 3 weeks.She also has a holiday planned the first week in June. This is in the period of BoT planning, so may impact on papers for next time. She is working out cover arrangements with MT and will let BoT know what these are.  **Use of imagery.** Diana noted that a few times she had found P&P sharing pictures of members of her DB group which included migrants and asylum seekers, including in the action guide. While pictures had been shared by the group on social media, it wasn’t necessarily clear that members wanted P&P to share too. Additionally the day before the latest Day of Action the group was informed of a press release going out and it put some off attending the action.  **AP: Virginia to raise this with MT so that we can develop clear guidance on use of photos.** |
| **Item 13: What Went Well?**  **Things that went well**  Great to have new trustees  Lovely to see everyone  Good conversations and progress  Meeting went pretty well  Very welcoming  Reports and papers were good, timekeeping not too bad  Got through a lot of information quickly  Lots of input/discussion  First time I haven’t felt overwhelmed, more comfortable asking questions  Enough time  **Things that could have been better**  More non student trustees attending particularly with Verel stepping down and Annie later in the year  Would be good to have a guide to P&P jargon! |
| **Date of next meeting: 15th June 2024. In person at Resource for London, 356 Holloway Road, N7 6PA** |