

DRAFT MINUTES

**People & Planet Student Activities Ltd Board of Trustees Meeting 21/11/2015,
Oxford, 11am - 4pm, The Peace House (Paradise Square)**

<p>11:00 am</p>	<p>Welcome, apologies, review of minutes from Oct BoT.</p> <p><u>Apologies - trustees:-</u> Emma Simpson Sophie Baumert Lucy Pearce Ian Leggett Eva Nohe Philippa Faulkner</p> <p><u>Trustees attending:-</u> Adam Ramsay Chris Saltmarsh Dan Goss Rob Saunders</p> <p><u>Staff attending:-</u> David Calver Hannah Murray Louise Cobb Emma Kentish Andy Taylor Naia Bazin-Lopez Jim Cranshaw</p> <p>The trustees selected Adam Ramsay to chair the meeting on this occasion.</p> <p>Thanks to JS for all his work and support over the years - dates being considered for an occasion to say goodbye properly.</p> <p>Minuted the formal cessation of Joe Saxton as a trustee, leaving one trustee vacancy - objective/outcome= Company Secretary authorised to make appropriate changes to our records at Companies House, and Charities regulators.</p> <p>No comments from review of minutes of Oct BoT meeting – matters of substance are on the agenda for the current meeting.</p>	<p>(10 mins)</p>
<p>11:10</p>	<p>Finance Manager's report, including scaled prospects - Paper 1 - objective/outcome = BoT informed about financial position Report noted.</p>	<p>David (20 mins)</p>
<p>11:30</p>	<p>Updates from Chair recruitment options working groups:- objective/outcome = nudging us closer to recruiting a new Chair</p> <ul style="list-style-type: none"> • Re- Option 1 - Existing (three year) chair model - Working group = Lucy Pearce to end of Oct , Rich from the staff team (or Andy to substitute?) plus Sophie and Dan - a suggestion from Lucy (not in the minutes of the October BoT meeting) was that Ian Leggett and Philippa Faulkner should remain on this working group as well (15 mins) 	<p>(15 mins)</p>

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	<p>Dan to lead workgroup on this option and bring back to BoT</p> <ul style="list-style-type: none"> • Re- Option 2 – Rotating (12 month) chair model - Working group = Eva, Chris, Emma. Adam Ramsay to be approached to see if he would work on this group (15 mins) <p>Chris to lead workgroup on this option and bring back to BoT</p>	(15 mins)
12:00	<p>Update on recruitment of Manager for the New Campaign (15 mins) - Hannah Murray to provide a verbal update on this.</p> <p>- objective/outcome = BoT informed of progress</p> <p>HM: No news yet – all interviewees contacted last Friday (20th Nov) to let them know current timescale.</p>	Hannah (15 mins)
12:15	<p>Electronics Watch - excerpt from Oct BoT minutes:- "can staff reassure the BOT that the whole of EW will be funded from the further funding (if it is granted to us)? Could Jim come back with an answer to this please with further details of the bid we're waiting to hear back on". Paper to follow</p> <p>- objective/outcome = BoT informed of progress</p> <p>Paper to follow when worked up more and agreed by MT – JC will email to BoT after that.</p> <p>Dom and Louise are on a working group on this through to the middle of next year. There is some overhang of work, including reporting requirements, into next financial year.</p> <p>Several exciting funding sources, but the main one is that the Electronics Watch organisation wants to give us EU30k next year (and on an ongoing basis each year) – eg this could potentially fund a manager at full cost recovery for 2 days per week or an intern full-time.</p> <p>However, the EU might just provide continuation funding for a year – we will know by the end of December.</p> <p>BoT noted this verbal report and looked forward to receiving the paper in due course.</p>	(15 mins)
12:30 -13.30	Lunch break	
13.30	<p>Strategy workshop – Paper 2 - agenda structure for this session Paper 3 - SWOT of existing strategic plan by staff working group Paper to follow – our Theory of Change - objective/outcome = nudging us closer to creation of 2016-19 strategy</p> <p>The current strategy runs from 2013 – 2016. The previous strategy to that one was too vague to be useful.</p>	Louise (2 hrs 20 mins)

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	<p>Level of granularity in a strategy document is important – eg it should help guide the quarterly performance process so needs to be detailed enough for that purpose.</p> <p>-----</p> <p>Andy – progress against existing strategic success factors has been reviewed – will circulate when completed, but some items were reported by Andy verbally to the meeting.</p> <p>-----</p> <p>SWOT - captured thoughts on flipchart paper.</p> <p>-----</p> <p>Materials used in this session at the meeting will be written up and shared with BoT.</p>	
15:50	<p>Any other business</p> <p>None.</p>	(10 mins)
	<p><u>Dates & venues of future meetings:</u> January 2016 (extra strategy meeting): venue to be decided. Pattern of regular meetings: March, July, September, November</p> <p>Reminder to participate in the doodle polls for meetings.</p>	
16:00	End	