

Minutes

**People & Planet Student Activities Ltd Board of Trustees Meeting 16/04/2016, Oxford, 11am - 4pm, Large Meeting Room, Turl Street Kitchen**

<p>11:00 am – 11:30</p>	<p>Welcome to new non-student Trustee – Josh Robinson – and to the observers attending who will be our new student trustees at the next meeting (June).</p> <p>Ian Leggett P  Adam Ramsay Ap  Rob Saunders Ap  Lucy Pearce Ap  Philippa Faulkner P  Josh Robinson P  Eva Nohe sk  Chris Saltmarsh (chair) P  Dan Goss P  Charlotte Butler  Sophie Baumert sk  Emma Simpson P  David Calver (Secretary) P  Hannah Smith P  Rich Lott P  Lily Tomson O  Zoe Malik Ap  Olivia McLaughlin O (could host BoT mtg in Sheffield)</p> <p>P = Present, sk = skype, O = Observer, Ap = Apology received</p> <p>Improving safer spaces and accessibility on the BoT – eg as part of the introductions, give people the option to state the gender pronouns they use. Our process of decision making - should we more formally/officially use consensus at BoT level?  Broad support - aim for consensus – helps to explore differences of view – training would help – clarity of recording of decisions is important (eg to help the minute taker) – time can be a challenge sometimes (eg can resort to a vote if time is pressing) – note that there is a majority of student trustees on BoT  Proposal- begin to actively use consensus techniques when making decisions, and making those decisions clear - reassess at each meeting and see if we want to formalise at a later date – HS to talk to staff team about training budget to see if we can include Seeds for Change training on consensus decision making in training for trustees (and Josh can provide some free training)  <b>Decision = Agreed</b></p>
<p>11:30 – 12:00</p>	<p><u>Standard Board Resolution</u> to replace Juliette Daigre with Hannah Smith as one of the four signatories on our bank accounts – <b>BoT was asked to pass this resolution.</b>  <b>Resolution passed</b></p> <p><u>Process for setting dates for BoT meetings, and trustee participation outside of meetings</u></p>

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	<p>Proposal – set the date for the BoT mtg a year in advance          What we want is to find a system that works for all, even when there are different preferences -          Proposal – staff team to decide the dates of future meetings for the rolling year ahead – starting at the June meeting when the new student trustees will be attending. ie in June meeting, staff propose dates for the next four meetings after that. Staff to give a deadline for trustees to indicate long-term clashes in any of those dates (which might trigger a rescheduling). From then on, at each meeting, the date is set for the meeting a year from that meeting. Staff team to communicate the scheduled dates, including a reminder about six weeks in advance of each meeting.  <b>Decision = agreed</b></p> <p><u>Trustee participation outside of meetings:-</u>          (eg working groups, preparing proposals, supporting staff team – providing input at meetings organised by staff team – eg on strategy development)          Emails don't seem to always work well as a means of participating.</p> <p><b>Proposal 1</b> – when working groups or similar are set up, working group to establish methods, eg could be scheduled (evening, or some other agreed time) skype calls or teleconferences.  <b>Decision = agreed</b></p> <p><b>Proposal 2</b> – Communicate this to new (and existing) trustees before they take up trusteeship.  <b>Decision = agreed</b></p> <p>Part time working patterns present a challenge in awareness of when they will be in the office – <b>Proposal 3</b> – publish the team's standard working patterns, to help with this.  <b>Decision = agreed</b></p> <p>What is extent of commitment expected from trustees between meetings? (Observation - our trustees tend to get more involved in P&amp;P than trustees in other orgs)</p>
<p>12:00 – 13:00</p>	<p>Finance Manager's report including latest forecast outturn for 2015-16 and Budget for 2016-17 – <a href="#">paper 1</a></p> <p>The paper was presented and discussed</p> <p><b>Action Point</b> – DC to communicate to staff that they are receiving Cost of Living increase of 2% on salaries for 2016-17.</p> <p>BoT was asked to approve the 2016-17 budget - deferred decision until after discussion of strategy later in this meeting.</p>
<p>13:00 - 13.50</p>	<p>Lunch break</p>

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13:50 –  
15:45

(13:50 - 15:25) 2016-19 Strategy – paper 2

Strategy meetings conducted included:-

May 2015 - blue sky day with some BoT representation

June 2015 Theory of Change (“ToC”)

July Summer Gathering session

Sep - All-staff session with input from Polly Higgins

Oct BoT

Nov Staff meeting, with BoT representation

Jan BoT on strategy

Feb - BoT feed in via google docs

Mar – Staff consolidated the outputs from the above meetings into one document

To do:- prepared summary documents for wider consumption and further development of success factors.

A 2 page summary was tabled at the meeting.

There was discussion of process - eg student engagement has been largely via interns and other staff. Next time round, Management Team should consider the degree of direct student engagement eg whether there should be a session about strategy at Summer Gathering.

DG: re- the suggestion in the strategy about governance – eg representation on the BoT from communities affected by our main campaigns - crucial for P&P to connect in to these directly affected people and/or their intermediaries in the UK - eg when there is a student trustee vacancy, there is an opportunity to do this.

IL: Good to see an expansive/growth strategy. But lots of new work, no new staff (in year one) - is it realistic?

[Rich said the caveat that the strategy is subject to funding being forthcoming as we implement]

ES: One legacy P&P leaves is that students involved with the P&P network go on to do exciting campaigns afterwards - P&P is unique in its position working with students.

DG: He supports the inclusion of reactive campaigns in the strategy

OM: Direction of flow on working with wider student groups / movement building and reactive campaigns?

ES: Can help to keep people part of P&P and its networks if we support their work on emerging reactive topics.

Would be good to train staff and students (via SG) re how to make progress on power and privilege.

Is there a “cap” on number of campaigns and/or size of P&P and its network and

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activity?

HS: rate of growth is dependent on the campaign growth (especially funded campaigns)

PF: Can be a strategic decision to focus on a small number of campaigns we can be recognised for (and campaigns as brands) within our marketing.

RL: We are student-led so an approach used by a larger NGO doesn't necessarily fit with P&P

IL: The strategy is for internal use plus also for external audiences (including funders) - suggest adding to Aim 2 "human rights" in some way.  
Branding and marketing needs further attention - our name is not as well known as we would like.  
More effort on building unrestricted income is more central and important than comes across in the strategy currently.

EN: When next strategy constructed, would like to see formal consultation with student network

DG: Is the strategy a living document? Can we put it to Summer Gathering and accept some changes suggested by students there?

JR: Optimum size (discussed in the strategy) is obvious, so doesn't need stating, or we put something in to help guide us to working out what that optimum size would be and achieving that size - or change the wording to something that starts to identify what optimum size is.

RL: Our main constraint on our size is unrestricted income - optimum size will become more obvious if/when we grow.

JR: FanClub – would be good to see more specifics on inputs etc

HS: There is more detail on this in the workings on this strategy document - includes some of the "hows". We cut down a lot of text to get to the document we have now.

DG: "thicken" the network as well as widen it and increase the number of things P&P gets involved in - so it's not a dilution of our activities.

HS: Involvement of people in the network means that the staff team doesn't need to grow excessively or in an unconstrained way to support that growth.

IL: Achieving optimum size is helped by growing the part-time percentages (so closer to being full-time roles), then expanding the number of posts.

ES: Keep pace with the changing cohorts of students, and don't get held back by what didn't work before (which was with previous cohorts - possibly as much as a decade ago ie 3-4 'generations' of students ago).

RL: "Expand or die" was discussed during strategy development - this strategy is fit

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for where we are now - it wouldn't have been OK at points in the past when we had too many active campaigns - we only have about 1.5 now.

PF: There is a limit to campaign resource we will have available, so we couldn't take on all campaigns suggested from the network.

JR: Organisational sustainability comes first. Not only expanding our campaigning work within the limits of our organisational sustainability, but also (rather): expanding our campaigning work in order to increase our organisational sustainability.

PF: with this strategy – it could be more difficult to rein back number of campaigns when we get to year 3 if we have lots of campaigns by then.

There is a caveat that is in the strategy but needs more prominence - “Expansion is aspirational and is to be pursued within the capacity/funding available at the time”

Capacity/funding - section 5 - in building financial sustainability - working with networks dynamically helps.

RL: Timing to finalise the strategy - need to use the strategy to inform the Annual Plan, so this is quite urgent.

**Action point** - Staff team to recraft some of the wording – to seek agreement by BoT by email (by middle of May).

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Then (15:25 - 15:45):

### Non-student trustee recruitment

DC **Action Point** – to email asking the intentions of existing non-student trustees when they come up for rotation/retirement or potential re-election

Diversity is a key consideration for recruitment.

PF: Seek to attract people who have had no involvement with P&P to date.  
PF to talk to the recruitment working group (or see if a new group is required re-trustee recruitment)

IL: Wider interest group (patrons/supporters/advisers) could help with diversity

What is the next key date when a number of non-student trustees will rotate/retire?  
[DC:- looks like next AGM – so might be June 2016 or September 2016]

Kick off replacement of PF straight away? - no - let PF take the thinking to the trustee recruitment WG first.

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15.45 – 16:00	<p>Any Other Business</p> <p><u>Approval of 2016-17 budget (as above)</u> <b>Decision - approved</b></p> <p><u>Review of how consensus has worked on this occasion</u> Good feedback about how consensus worked (and more generally how the meeting went). Positive discussions and clear decisions, after bringing out differences/disagreements - dealt with civilly.</p> <p><u>Reactive campaigning idea - on student doctors and nurses</u> (as part of the 2 per year during the term of the strategy) Take it to staff team (Andy in first instance)</p> <p><u>Proposal - BoT meetings - at least one each year north of Oxford</u> Decision - see what geographic diversity looks like after June meeting in Scotland (<b>DC Action Point</b> – send reminder to Adam)</p>
	<p>Dates &amp; venues of future meetings: Jun 2016: <b>June 18th - Edinburgh</b></p> <p>Sep 2016: to be decided Nov 2016: to be decided Mar 2017: to be decided Pattern of meetings: March, June/July, September, November</p>
16:00	<b>End</b>