

MINUTES - Final

**People & Planet Student Activities Ltd - Board of Trustees Meeting 17/09/2016 ,  
London (Open Democracy, 18 Ashwin Street, London E8 3DL - just near Dalston  
Junction and Dalston Kingsland stations ), 11am - 4pm**

<p>11:00 am – 11:15</p>	<p>Item 1. Welcome, apologies and reaffirmation of consensus and safe space methods for the meeting</p> <p>Apologies:            •Rob Saunders            •Lily Tomson            •Hannah Murray (staff)            •Dan Goss            •Olivia McLaughlin            •Emma Kentish (staff)            (apologies recorded on behalf of Zoe Malik, who had not been receiving BoT communications because of difficulties and delays in communicating with her, including getting a usable email address for her – has been corrected subsequent to the meeting – learning point for communicating with trustees under 18 years old from the further education sector)</p> <p>Attendees:</p> <p>Chris Saltmarsh (chair)            Sophie Baumert            Josh Robinson            Adam Ramsay            David Calver (staff)            Andy Taylor (staff)            Ian Leggett            Eva Nohe - attempted to skype, but the connection was insufficient</p>	<p>Chair (30 mins)</p>
<p>11:15 – 11:45</p>	<p>Item 2. Approval of the previous meeting's minutes, and review of Action Points that arose at that meeting - except for APs covered by other agenda items.            Minutes of the meeting in June 2016 were approved.</p> <p><b>Action Points (“AP”)</b> copied below for convenience, with MT responses (where available) -----</p> <p><u>Excerpt from minutes of previous meeting:-</u>            Targets for financial result for the year and cumulative reserves provide an organisational signal that we aim to achieve:</p> <ul style="list-style-type: none"> <li>• Job security</li> <li>• Long-term commitment to increasing pay and pensions to comparable levels for the sector [NB: pensions already done, but comparable salaries not yet achieved]</li> <li>• Capacity for posts, especially posts that are closer to full-time ones than they have been in the past (and not just for new posts)</li> </ul> <p><b>AP:</b> Would be good to get a staff steer on their views on the above matters. Also, BoT wants feedback (perhaps from recent recruits?) about whether pay and/or hours were attractive or a deterrent to potential applicants.</p>	<p>chair (30 mins)</p>

MINUTES - Final

	<p><u>Excerpt ends</u></p> <p><u>Response (from Management Team minutes):-</u> Only recruited one senior member of staff recently - when we have time, we can have some space to think about this. We seem to be attractive to quality candidates, and pay levels have not been a reason for staff leaving. We are consciously trying to deal with a capacity issue and securing job security and prioritising this above pay. This may change in the future but is where we are at at the minute.</p> <p><u>BoT discussion:-</u></p> <p>Could be a point for discussion in a later meeting: – suggestion to apply for 5 day funded roles in grant bids where we can, to increase funded capacity in the longer-term.</p> <p><u>Excerpt from minutes of previous meeting:-</u> <b>Advisory Committee - BoT would like views of staff on this.</b> Advisory committee / group might be a way of providing inputs from a wider and more diverse base rather than getting those inputs from a trustee position on the BoT, where this (ie Advisory Committee) might be easier to achieve. <b>AP:</b> Do staff have the capacity to maintain that sort of network/committee (and support it)? <u>Excerpt ends</u></p> <p><u>Response (from Management Team minutes):-</u></p> <p>Staff team do not have the capacity to support this. Next new non-student trustee recruitment round could include our desire for one or more of them to set up an advisory committee.</p> <p><u>This BoT meeting said: -</u> Deal with this under main agenda item below.</p> <p><u>Excerpt from minutes of previous meeting:-</u> <b>AP</b> on DC: to ensure Philippa removed from the BoT email distribution list. Answer - done</p>	
<p>11:45 – 12:00</p>	<p>Item 3. Feedback on the possibility of a Shared Planet successor</p> <p><u>Excerpt from minutes of previous meeting:-</u> Shared Planet (“SP”)? BoT would like staff views on the following:- <b>AP:</b> For a future BoT meeting, ask Harpreet about P&amp;P’s strategy to build the network and whether, alongside Summer Gathering, to reintroduce something like Shared Planet. Eg could bring together objectives to promote the FanClub, increase networking among and between students and non-students. Get staff perspective on this. <u>Excerpt ends</u></p> <p><u>Response (from Management Team minutes):-</u></p>	<p>chair (15 mins)</p>

MINUTES - Final

	<p>Andy and Harpreet have discussed this. It's not in our new strategy so not a priority. Global Justice Now are setting up a student network and they asked us what they could do to build the student movement and we suggested an event like this, could be run jointly, they don't have a network, so we could provide the students, they could do the majority of the leg work for the event? We had much higher levels of capacity across all teams when we were running Shared Planet before. We dropped Shared Planet in order to train more individual student groups. A paper from 2011 showed we had recruited around 70 new FANClub members at Shared Planet, was good for income generation. Anecdotally there was love expressed for SP at Summer Gathering this year. It also generated loyalty towards P&amp;P.</p> <p><u>This BoT Meeting said:-</u> Global Justice Now (was WDM) discussions were lukewarm on a national event and other collaborations.</p> <p>Look at other orgs to collaborate with that might be a more natural fit with P&amp;P (by age demographics) – eg Woodcraft Folk – including for a national event?</p> <p>Look at a national event as a way of supporting our strategic aims (when there is capacity to work towards it). Shared Planet provided a means for students to get a sense of being part of something national, rather than just their local group.</p> <p>AT: Regional events have been scaled up to fulfil some of that function. We are getting more focussed on building relationships with other networks eg black students and Islamic student groups.</p> <p><b>AP</b> – AT to take BoT's concerns to MT</p> <p><b>AP</b> – DC to summarise the above item and communicate to the network.</p>	
<p>12:00 – 12:30</p>	<p>Item 4. Proposal – find PAPSAL trustees willing to replace the four trustees of P&amp;P Trust - <a href="#">paper</a></p> <p>BoT gave DC support to put this proposal to the Board of the P&amp;P Trust.</p>	<p>David (30 mins)</p>
<p>12:30 – 13:00</p>	<p>Item 5. Feedback and discussion on network democracy and reactive campaigns - <a href="#">paper</a></p> <p>Discussed the paper. Generally supportive. Need to take into account keeping within charitable aims.</p> <p>Felt it would not be appropriate to publish the whole of the BoT minutes on the website (which was one of the suggestions in the paper). Need to ensure BoT meetings are a space where BoT members can feel free to be open and honest about matters that can be confidential or sensitive for various reasons.</p>	<p>chair (30 mins)</p>

MINUTES - Final

	<p><b>Decision:-</b> Whenever BoT makes a decision, it will also decide if and how that decision is to be published to the network (usually this will be in a document and associated papers - via the website - rather than by publication of the full minutes and papers).</p> <p>-----</p> <p>AT gave brief verbal update on a number of emergent reactive campaign ideas – some slow-burners that might be put in a document and shared with the student network for consultation.</p> <p><b>AP</b> on DC - Summarise the above item in a document – publish it (and the paper) to the network via the website.</p>	
<p>13:00 -14.00</p>	<p>Lunch break</p>	
<p>14.00 – 15:00</p>	<p>Item 6 - <b>paper</b></p> <p>Item 6.A Update on trustee recruitment</p> <p><u>Excerpt from minutes of previous meeting:-</u></p> <p>Bot proposal on new student trustee:  <b>AP:</b> Decision - 2 non-student trustees to be recruited for November timeline, <b>and</b> a student trustee to be elected at 2016 Summer Gathering (if feasible) ...  Excerpt ends</p> <p><u>Response (from Management Team minutes):-</u>  We didn't recruit at SG, plan is to invite the next highest voted for student at the last election.</p> <hr/> <p><u>Discussion at this BoT meeting:-</u>  Look to appoint next available person from previous student election – after next SG and Spark, to help with the issue of staff capacity. (was Phoebe Cullingworth's role but new staff member (Naia) will be taking this on).</p> <p><b>AP</b> - Chris will contact Naia to progress this.</p> <p><u>Excerpt from minutes of previous meeting:-</u></p> <p><b>AP:</b> Decision - Need to set up a working group on trustee recruitment including Dan and a staff member...  Excerpt ends</p> <p><u>Response (from Management Team minutes):-</u>  Our concern: We want to increase the diversity of the BoT, we aren't sure where the capacity is going to come from to do this work in this tight time frame. Old trustee advert would need overhauling to include recent work around diversity in recruitment. Office move is already taking a lot of capacity from support team, and will be taking up a large unknown proportion of our time over the next few months. We want to be involved in the process however and would</p>	<p>Josh (60 mins)</p>

MINUTES - Final

	<p>like to push this time line back. David thinks March 2017 would be the latest we can push this back. We can consider head hunting non-student trustees rather than an open recruitment.</p> <p><u>Excerpt from minutes of previous meeting:-</u> Question - Could PPL appoint a student to a non-student trustee position? <b>AP</b> on DC - to check this in the Governing documents of PAPSAL and PPL <u>Response</u> – Nothing preventing us from doing this.</p> <p><u>Excerpt from minutes of previous meeting:-</u> <b>AP</b> on AR – to establish likely appetite for IL remaining as a non-student trustee until next AGM if next AGM is November 2016. See further below – action point completed</p> <hr/> <p>Item 6.B Appointed trustee recruitment:-</p> <ul style="list-style-type: none"><li>•Joe’s paper:-<ul style="list-style-type: none"><li>◦Skills and governance review</li><li>◦What the staff team wants of trustees, eg:<ul style="list-style-type: none"><li>▪- working in particular kinds of organization</li><li>▪- skills/expertise</li><li>▪- location</li><li>▪- particular activist experience</li><li>▪- involvement in particular campaigns</li><li>▪- name recognition</li></ul></li><li>◦What skills existing trustees have:<ul style="list-style-type: none"><li>▪</li><li>▪</li></ul></li><li>◦Working Group?:-<ul style="list-style-type: none"><li>▪Primarily a headhunting approach?</li><li>▪Target to have list of names for Nov BoT</li></ul></li><li>◦Initial list (to target for headhunting):<ul style="list-style-type: none"><li>▪Ashok Sinha – was approached last year (but advisory board might be an option)</li><li>▪?</li></ul></li></ul></li><li>•Does the above work inform views about potential for an Advisory Group?</li></ul> <hr/> <p><u>Discussion at this BoT:-</u></p> <p>Ian’s choice is to step down at next AGM. [FYI - Rob has signalled his intention to step down within the next 12 months or so].</p> <p>2 non-student trustees to be recruited (plus one to replace Rob as Treasurer within the next year or so)</p> <p>AT: Staff report – headhunting would be better than full recruitment process.</p> <p>Race and gender balance is something we want to address in this recruitment.</p>	
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MINUTES - Final

	<p>IL – Would be ideal to get Joss Saunders onto an Advisory Group at some point.</p> <p><b><u>Requirements at the current time for our recruitment of new trustees (with top priorities underlined below):-</u></b> (Josh took some notes on this too)</p> <p>Legal (knowledge of charity law but not necessarily a qualified lawyer), fundraising (augmenting of staff team), understanding of oppression in UK culture (essential), knowledge of P&amp;P and its history, campaigning and activism (understanding of current context rather than practical experience), social media and digital media (augmenting staff team), connections with frontline communities. Understanding flat structures. Shares P&amp;P s values. For treasurer – <u>qualified accountant or equivalent</u> <u>Want to address gender, race imbalance.</u></p> <p><b>Decision</b> – Working Group (plus a staff member) to bring two proposed trustees for formal approval at next meeting.</p> <p>Chris and Dan to be included in the Working Group. Adam as well (can be given time-specific tasks rather than in a leading role).</p> <p>BoT gives the Working Group authority to undertake headhunting. Within a headhunting context, try to get about half a dozen candidates for a final interview. Come back to BoT (November meeting) with two new trustees for BoT to formally ratify.</p> <p>Initial list for headhunting:</p> <ul style="list-style-type: none"> <li>• Sarah Shoraka</li> <li>• Head of individual giving at Oxfam – Paul? - (or potential future Advisory Group member?) – perhaps already interested in being a trustee.</li> </ul> <p>Emily Cantrell and other former P&amp;Pers could be helpful with tapping into onward networks to suggest further names to target in the headhunting.</p> <p>Skype within the next two weeks to progress this – NB: AR is in Oxford next week.</p> <p><u>Discussion of Advisory Group idea:-</u> Longer-term initiative – don't attach it to the above item at this point, as the main priority is currently the recruitment of trustees and we have limited capacity for these initiatives.</p> <p>Advisory Group might fill any gaps after this recruitment. That's beyond the task for this working group</p> <p>Advisory Group is like having "Friends of P&amp;P" to draw on (ad-hoc, rather than a standing committee that meets etc.) Would provide support for the org without the obligations of Trusteeship. For example to increase voices from the Global South.</p>	
15:00	Item 7. Finance Manager's report - <b>paper</b> :	David (45 mins)

MINUTES - Final

<p>– 15:45</p>	<ul style="list-style-type: none"> <li>•Summary of Management Accounts to July and cash flow forecast to March 2017</li> <li>•Big picture forecasts to 2020-ish (subject of review by staff team at Quarterly Review on 14<sup>th</sup> Sep)</li> </ul> <p><b>AP</b> on DC - Regular report of grant debtors to MT should give confidence that the risk of uncollectable debts is being managed effectively.</p> <p>Social Enterprise role vacancy – when we recruit, move away from consultancy. More focus on individual donors and Fan Club development.</p> <p><b>AP</b> on DC - Report back in a month on financial forecasts covering the shorter-term (the next few months) rather than the “big picture” timeframe in the finance manager’s report that covers the next few years.</p>	
<p>15.45 – 16:00</p>	<p>Any Other Business</p> <p>JR question: 2016-19 Strategy – what’s current status of this? Ans – final version from Adam soon. -----</p> <p>Dates &amp; venues of future meetings:</p> <p>12th Nov 2016 - location to be decided – Sheffield 11th Mar 2017- location to be decided – Oxford? 8th July 2017 (? Move, but not to clash with SG2017)- location to be decided – somewhere North? (NB: Josh can’t make 8<sup>th</sup> July currently) 16 Sep 2017 – location to be decided</p> <p>Normal pattern of meetings: March, July, September, November</p> <p>JR qn: Strategy – final version from Adam soon.</p>	
<p>16:00</p>	<p><b>End</b></p>	