**Summary of minutes of People & Planet Board of Trustees Meeting, 24th June 2023 11:00am – 3:00pm held in person at Resource for London.**

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| **Item 1: Welcome, Apologies, Declaration of Conflict of Interest**  Apologies:   * Ellen Carter (Vice Chair) * Cora Milner * Adam McGibbon * Ria Patel (Vice Treasurer) * Annie Pickering (Vice Chair)   Attendees:   * Paris Palmano (Chair) * Kate Tokley (Treasurer) * Pete Ferguson * Christina Laird * Gee Lluch * Verel Rodrigues * Lavanya Rahendran * Diana Volpe   Staff in attendance   * Virginia Moffatt(as Company Secretary) * Ian Williams (management accounts, budget) * Laura Clayson (FFD) |
| **Item 3: Updates presented by Virginia Moffatt, Co-Director, Operations**   * **HR**   Eva Spiekermann has left and Andre Dallas has been appointed to the position of Co-Director, Migrant Justice starting 3rd July.  Paula Lacey (ex student trustee) has been appointed to the position of Communications and Fundraising Officer starting 3rd July. This is a part time position till February 2024.  Sasha Haddad has been appointed to the Migrant Justice Campaigns and Coordinator intern role and Regina Avendano Trueba to the Climate Justice position.  Andre’s promotion leaves the Movement Building post vacant, this has been upgraded to a manager position and is currently being recruited for.  J Clarke is taking a sabbatical from 1st August to 30th November 2023.  Laura Clayson is taking a month’s leave from 21st July to 24th August 2023.   * **Governance Group**   As noted above, Paris has sent an email about this.   * **Trademark issue**   We have registered the opposition to the Global Alliance for People & Planet registration and are awaiting their response.   * **Website**   Thanks to everyone for comments, we’re having a final meeting to discuss and then the comments will be compiled for Rich.   * **HE Bill**   We have taken legal advice which confirms that the demands of the Fossil Free campaign do not breach the HE bill. |
| **Item 4: Ratification of student trustees**  Diana Volpe and Lavanya Rajendran have been elected as student trustees  The Board of Trustees ratified their election unanimously. |
| **Item 5: Election of Chair and Vice Chair**  Nominations:  Ellen Carter, Chair  Pete Ferguson, Vice Chair  The Board of Trustees elected Ellen Carter as Chair and Pete Ferguson as Vice Chair unanimously. |
| **Item 5: Finance presented by Ian Willians, Finance Manager**  **Paper 5.1 End of year accounts 2022/3**  The end of year position is really strong due to grant income being higher than predicted. Before audit surplus was looking like £58K but is now £37K as there was a confusion about the Joffe Trust funding, which the auditor has re-labelled restricted funds.  The salary budget was overspent due to extra payrises but this was mitigated by an underspend on non salary budgets.  **Paper 5.2 Management accounts**  Currently performing better than budget with the ETF money coming in and savings on salaries due to staff reducing hours. Ian has broken down spending on grants per campaign area so we have a better sense of how money is being apportioned and spent. This will match up better with bids.  **Paper 5.3 Cashflow**  All looking positive and a strong position in the months ahead.  **Paper 5.4 Update on budget and proposals for increase in staff salaries**  The paper proposed that in the light of inflation and ETF funding coming through staff salaries were increased by 2% with Co Directors getting a further 1% to start raising their pay in line with the sector.  This was approved. Trustees asked that MT proved them with an indication for how long it would take to reach the industry standard and a formal pay ratio between highest and lowest paid staff |
| **Item 6: Campaign Update, Fossil Free Divest presented by Laura Clayson, Climate Justice Manager**  Trustees responded to the report Laura had provided.  Over 100 universities have divested, the work is now focussing on consolidating groups and building groups that are in Post 92 and specialist universities, upskilling campaigners and inside track negotiations.  The campaign is committed to getting all universities to divest.  Laura was thanked for her well written and accessible report. |
| **Time without staff**  The Board asked MT to consider whether P&P should look at having a four day working week. The foll  following issues were raised with regards to this.  **Advantages of four day week:**   * Allow staff to focus on other things * Inline with degrowth principles * 4-day work week campaign with badge * P&P could be an example to other Charities * We could start with a workshop with the 4-day week campaign * We wouldn’t be asking the staff to create this process * 32h a week – 8 hours per day – just 3 hours less that what already happens at P&P   **There are a number of questions:**   * Trial and review – (overworking and 4-day week) * How do the staff feel about this? * Would this actually help? Bank holidays make it more stressful sometimes * Does the staff survey talk about workload? * Would there be additional cost for part timers? * How would this work across different job types? * Does this take away flexibility around shrinking in response to not getting grants * How would this impact the network?   + Small charity could just work Monday to Thursday   + Larger charities go for 5 days covered across the board * Which of these would work best?   Virginia was asked to raise this with MT.  Trustees also requested training for use of Next Cloud. |
| **Item 7 Staff Survey presented by Virginia Moffatt**  Good progress has been made on the 2022/3 action plan and the 2023 survey is showing continued improvement though there are still issues of work overload for some campaign managers. Some of this is capacity which will be improved in 2023/4, some the movement building year which is being reviewed, some due to a combination of issues, pressure is mainly felt by managers who take a great deal of care to support staff but struggle to with their workload.  MT have considered a request to close the office for four weeks in the summer to address the relentlessness of the P&P year. The discussion centred on the need to ensure any such arrangement was equal for all staff, the mission and aims of P&P were not disrupted, funders’ expectations were met and staff didn’t return to more stress. In the end the resolution to this for 2023 has been for staff to take additional leave and sabbatical. It is worth noting that the pressure and relentlessness has been felt by managers rather than staff, and we are trying to embed a culture that enables managers to feel less responsible for everything needing to be done and ensuring 121s/appraisals continually look at work load and tasks. If the 4 week break remains an aspiration from the staff point of view, it could be something that was brought to the Union Liaison Group for discussion. |
| **Item 8 Update on Strategy presented by Virginia Moffatt**  A question was raised about what had happened to the Undoing Borders groups. Andre can feedback on that in his report to the next Board.  It was noted that Divest Borders has two years more to run, so there will be a democracy process next year.  Virginia will share the management framework and leave policy. |