**People & Planet Board of Trustees Meeting, 9th December 2023 11:00am - 3:00pm at Resource For London, Holloway Road.**

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| **Item 1: Welcome, Apologies, Declaration of Conflict of Interest**  Apologies: Adam McGibbon, Paris Palmano, Gee Lluch  Attendees: Ria Patel, Christina Laird, Cora Morris, Ellen Carter, Peter Ferguson, Kate Tokley, Diana Volpe, Lavanya Rajendran, Verel Rodrigues, Annie Pickering  Staff in attendance: Virginia Moffatt (Co-Director Operations Company Secretary), Ian Williams (Finance Manager)(remotely), Jack Ruane, University League) |
| **Item 3: Updates presented by Virginia Moffatt, Co-Director, Operations**   * Gee Luch has resigned as student trustee. * [**Union Liaison Group**](https://drive.google.com/drive/folders/154RvOpcvTndjhZlzOfLq261CzLH9Mfrg?usp=drive_link)   Two meetings have been held. Group is currently looking at budget and the ideas of a 4 day working week and a long break in the summer.   * [**Governance Group**](https://docs.google.com/document/d/1sV61k6eKCe0AOzm-KMFu1LLYZ9MjC_l-2aXOzrhVj5Y/edit?usp=drive_link)   One meeting has been held. The group reviewed progress made on the response to the governance wheel and suggested that they hold this responsibility going forward.   * **Website**   The work on the website is now complete and staff are updating their pages ready for a launch in the New Year.   * [**Strategy**](https://drive.google.com/drive/folders/1v91Urc7bBq6P_y_Z0KQC0gM8GCvxihgB?usp=drive_link)   Good progress is being made in all areas. No major concerns. Verel noted that there had been a very good social media training. Virginia noted this would form part of a wider communications strategy. |
| **Item 4: University League 2023 presented by Jack Ruane, University League Manager.**  2023 has been a very successful year despite Jack’s ill health. The timetable has worked well and people in the sector have got used to the timetable.  Jack is grateful to Virginia for helping with appeals, advanced notice artwork and press release and Rosie for press release and communications which has helped keep on track.  The League will be published on Wednesday in conjunction with the Guardian.  We’ve gained nearly £10,000 in consultancy, and selling badges.  We’ve found 8 wins across all three campaigns doing the League this year.  Volunteer programme worked well with everyone on 30 hours.  We had an increase in visibility with lots of talks, appearing in the ST University Guide etc.  We’re talking to CCC about possibly getting some funding to explore the possibilities of sponsorship.  Everyone agreed Jack had absolutely smashed it this year and thanked him for his work and the report. |
| **Item 5 Finance presented by Ian Williams, Finance Manager**  **Audited accounts 2022/3**  The year has ended with a surplus and reserves back up to the approved levels.  PAPSAL accounts for 2022/3 were approved by BoT  P&P Ltd accounts for 2022/3 were subsequently approved by the P&P Ltd trustees by email.  **Management accounts**  Currently looking very positive. The budget is in surplus by £45K, which is higher than expected. As a result £9K from the £23K carry forward has been transferred into reserves.  **Cashflow**  This is all very positive.  **Draft budget 2024/5**  The draft budget is at a very early stage and as is usually the case at this time of year we are projecting a big deficit. We anticipate it will look very different in March. The headlines are:  **Income**   * Grant funding. We have a number of grants who are guaranteed for the year ahead, good prospects on renewals of others, and are reaching out to new funders to replace Wallace Global, CCC and Polden Puckham. * Individual donations. We are hoping the work Paula is doing will help us continue to stabilise these * Surplus brought forward. We are anticipating £26,000 from 2023/4 will be brought forward.   **Expenditure**   * We have reduced operating costs as much as we can. * The student gathering event replacing Power Shift has been included. * The fundraising and comms post won’t be in the new budget as we only had funding for this year. * We have not yet worked out what inflation we can offer. |
| **Time without staff**  Trustees asked Virginia to report on staff capacity and strain. How are relationships with each other?   * We’re definitely seeing the benefit of having a full time Movement Building Manager and Migrant Justice Co Director which is already easing strain. * J’s sabbatical has meant Climate Justice team is reduced but work has been manageable. * All line managers regularly check on workload in 121. * Virginia regularly checks with staff and asks people to flag up problems.   With regards to relationships with each other. Things are generally good. There has been one accountability meeting since September. |
| **Item 6: Equal Opportunities Data presented by Virginia Moffatt**  Key take aways from this is that we always get a lot of interest from the LGBQTI community, and we are getting increasing interest from people of colour. The work we have done to ring fence a student trustee position to a person of colour and the Migrant Justice intern role has had a very positive impact.  Areas where we are less well represented are from working class, disabled and carer communities. This is partly because we attract a lot of people from Russell Group universities, but we may wish to consider how we make our jobs/trustee roles more accessible to them. |
| **Item 7: Update on Staff Survey**  All actions are in hand from the 2023 survey action plan. |
| **Item 12: Any Other Business**  Kate Tokley noted that she stood as temporary treasurer to cover the gap and it would be good to have a permanent one.It was agreed that Kate would continue as treasurer and Virginia would place an advert on the website until the position was filed.  Ellen Carter reminded everyone to sign J’s leaving card.  Gee Lluch has resigned. Virginia will look at the election cycle and advise on options for filling his place. |
| **Dates of next meetings:**  **Saturday 16th March 2024**  **Saturday 15th June 2024** |