

**Minutes of Visyon Ltd Trustee Meeting,
held on Monday 24th May 2021 – via Zoom**

Item No.	Item
	<p>Introductions, Apologies & Conflicts of Interest</p> <p>Present:</p> <p>Chrissie Cooke (CC) (Chair) Andrew Brabban (AB) Helen Butters (HB) Adi Dean (AD) Rob Morton (RM) Jonathon Clay (JC) Left meeting at 8pm due to childcare issues Andrew Leahy (AL) Liz Johnson (LJ) David Parkinson (DP) Designate</p> <p>Apologies:</p> <p>Avarni Jagpal (AJ)</p> <p>In Attendance:</p> <p>Theresa Pass (TP) Nicola Daniels (ND)</p> <p>Mentioned in minutes:</p> <p>Service Effectiveness Group (SEG) Financial Sustainability Group (FSG) Internal Governance Group (IGG)</p> <p>No conflicts of interest were recorded with any of the business on this meeting's agenda.</p>
	<p>Minutes and Action Log:</p> <p>The minutes of the Trustee Meeting of 22nd February 2021 were checked for accuracy. AL highlighted a clarification of personal experience statement and a grammar error within IGG Chair section. ND to make changes and send to CC for signature.</p> <p>Action Log</p> <p>Most actions have been completed.</p> <p>Outstanding points:</p> <p>GDPR – Bluespot approached for screensaver options. 5 top tips for GDPR issued within the newsletter. Breedon House electric certificate obtained. Lived Experience – SLT discussed. Marketing completed schools survey – ongoing IGG Lone working to be discussed at next IGG meeting on 3rd June 2021 Ethnicity & Diversity – AL to produce a scoping document. Interpreters are required – RM can provide details, ND to collate information and present to FSG – Report back in August board meeting</p>

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	<p>Risk register: Risk register viewed, noting some changes from last meeting.</p> <p>Some discussion about recruitment issues with back office staff. Risk appetite appears to be the same for all risks – review required at the next development session.</p>
	<p>Safeguarding: There have been a lot off cause for concerns. AL advised documents are being updated in relation to a safeguarding issue back in January. Historical abuse should be brought to safeguarding meetings. Beverley Goodwin has settled really well into role.</p>
	<p>CEO's report: AB commented about the high turnover of staff – are we creating the right environment? Personal circumstances forced resignation. We always try to accommodate where we can. We need to carefully consider the wellbeing of employees. AL suggested that a formal mentoring programme for new employees as turnover quite high within the first few months.</p> <p>AB queried if we were still practising within Staffs Moorlands and what the strategy is ? Staffordshire funding isn't available to us, however we still want to be working with the area, Trailblazers provide a service but not to the extent that we can and one school in particular still requires our service.</p> <p>Christmas closure – Should the holidays be gifted for the three days in between? – to be discussed further at a later meeting due to Covid-19 restrictions & demand.</p>
	<p>Therapy Report: Concerns about the level of safeguarding – are we expecting this to continue? There is a significant increase in the attendance of children to A&E. Children have not had the normal coping mechanisms due to Covid-19 restrictions.</p> <p>Client therapeutic movement –The report refers to N=69 and 2 averages – where do the numbers come from. Sam Ruck to report this to HB at meeting next week.</p> <p>Reaching Communities contract has ended and concerns were raised that feedback from CRH clearly stated that Children were not aware of Visyon. It was explained that people only know is if they need us. Need to look at diversity within the community to ensure everyone is aware of what we do. Great feedback regarding the parent sessions.</p> <p>CC requires information reporting in numbers to highlight impact. Parent webinars have really taken off with 100 participants.</p> <p>An up to date Organisational Chart is required for the next meeting.</p>

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	<p>Business Services Report</p> <p>CC really pleased to see sickness absence data. Small team and sickness is very rare. The pie chart was a little confusing. Other absence isn't clear. As this was ND first report please advise if you require anything to the report</p> <p>Social media report – figures have dropped off slightly due to fundraising fatigue. Since Kerry has come in she is ensuring that there are plenty of scheduled posts and making sure that we are socially interacting. 28 in 28 campaign was very successful.</p> <p>EP Award – The launch document describes in detail what the award is about, who can nominate etc. Gerald has seen the documentation and I very pleased with it. Elizabeth's sister is picking & paying for the trophy. Gerald and Brian are on the approval panel. CC thinks its great! Past awards haven't been as successful as we would like to but this has the potential to be really good. Promoted via annual report and Social media and local radio. LJ thinks it is a really fitting tribute and it will mean a lot to the recipients keeping Elizabeth's legacy alive. CC to try and get it through the PPI route. We need to make sure that we adhere to the GDPR policy throughout the awards process.</p>
	<p>Chair's report:</p> <p>Welcome David to the meeting. Finalising Avarni's details ready for the AGM Third trustee is in the pipeline We are really pleased to have offered Andrew Brabburn the appointment of Chair and Rob Moreton as Deputy chair and the lead in the FSG. Handover is already underway.</p> <p>Thank you from Andrew. CC has made a huge difference on the board. Smooth take over. Left us in a good position.</p> <p>Well done Andrew & Rob – both were excellent on interview. Pleased we were spoiled for choice.</p> <p>Congratulations – this will bring good things for the future</p> <p>Patrons Role</p> <p>HB/AL & Brian Davey prepared a draft patrons requirement report to highlight the duties of the proposed patron. They would like to prepare a pack ready for any applicants. A few ideas of names were discussed. This will be handed over to the staff group to identify a shortlist. Expand on the role – we need to be able to test values, Treating people with dignity and respect and to promote & align with Visyons values. It would be hard to part ways with the patron if we didn't set out the requirements initially. We need someone with access to a network of people who are able to fundraise and promote Visyon. We should also ask the young people who they think the patron should be, ability to connect with the children. There is already a patron role description can this be reviewed and combined with new report and distributed. Bullet point that we have asked staff, young people and members. HB to circulate via email.</p>

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	<p>SEG Chair’s update: SEG is going well. There are a few issues - Ethnicity and Diversity, how we collect data and what it is used for? HB & SR to look are raising clinical effectiveness after May.</p> <p>We are measuring Service Effectiveness effectively.</p> <p>Relationships are improving with CAHMS.</p> <p>We have requested training on working with Children with Autism with Space for Autism.</p> <p>We are looking at issues around developmental trauma as a subject for future education.</p> <p>We have streamlined the cause for concern safeguarding system and is effective. We need to keep safeguarding at the forefront of people minds and know how to deal with it.</p>
	<p>FSG Chair’s update: Actions from last meeting:</p> <p>ND onboard and been engaging very well which has helped with removing a lot of the action points on the action log</p> <p>Management Accounts:</p> <p>Audit & Annual accounts will be finalised and signed of in an extraordinary meeting in July 2021.</p> <p>Budget 21-22 –We had a FSG meeting last Thursday and Nikki presented the first draft budget – Following on from discussions ND amended the costings. We have started essentially with a budget that balances with the surplus from 20-21 we are still facing challenges due to Covid 19 so we have been reserved in the income and cautious with the expenses.</p> <p>Budget will be distributed after the 3rd June FSG meeting.</p>
	<p>IGG Chair’s update: Apologies for not sending out the report. Covid Risk assessments have been updated with Government guidelines and also Visyons actions. Very aware of the Indian variant, noticed the cases increasing. Staff rotas and bubbles in place. There has been a return to work questionnaire. There will be another questionnaire circulated as restrictions are lifted.</p> <p>In preparation for the lockdown easing there have been a number of property safety checks ready for reopening, PAT Testing, Fire alarm testing etc. Reviewed landlords risk assessment at Breedon House. Safeguarding policy being review with IGG. Insurance has been arranged a lot of work by Jonathan.</p>

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	Audit planning is in place and has been reviewed this weekend and we are ready to set dates for completion. The Audit items have been RAG rated. There have been changes with the guidance for loan working, to be reviewed at next IGG meeting next week. ND asked if employees could be included in the audit process ?
13.07.11	Health & Safety: Included within IGG summary. No accidents / incidents / covid incidents
13.07.12	Policies and Procedures: Included within IGG summary.
13.07.13	Strategy / Development and Objectives: To be discussed at a later meeting
13.07.14	Risk Register: S3 – increased demand – Waiting times increasing ? TP/ND take this to SLT and find out where we are will this Staff Retention – Inability to recruit. Does this need changing ? ND, SR & TP to review risk register and send out a revised list F1 – decrease risk as actions are all cleared and ND is now in post – Reduce to an 8 Increased cause for concerns and staff turnover to be discussed within SLT Covid-19 set out as an exceptional risk – does this need including in the main risk register ? Yes – expectation is that covid will be around for a long time so add it in to general risk register.
13.07.16	A.O.B.: A discussion was held regarding the meeting regularities as quarterly meetings have a large agenda – Do you agree to keep quarterly meetings given there are the internal scrutiny groups that meet monthly ? All agreed. All documents need to be presented in advance before the meeting. The next Trustees meeting could be face to face as lockdown restrictions will be relaxed. The signatories at the financial institutions are not up to date – we need to add AB / RB / ND to signatory list. The agreement needs to be agreed at this meeting. A proposal distributed by email highlighting the authorisation limits. Once agreement in place to be decided at the next meeting in August. Once again congratulation to AB. AB & RM to agree a handover and update the board via email.
	Dates of next meetings All meetings 6.00pm unless otherwise stated. Venue: To be confirmed <ul style="list-style-type: none"> • 23rd August 2021, Board Meeting, 6.00pm,

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Signed:



Position:

Chair of Trustees

Date:

23/08/2021