

**Minutes of Visyon Ltd trustee meeting,
held on Wednesday 19 October 2018 at Ensure Safety & Training Ltd, Regent House,
Nantwich**

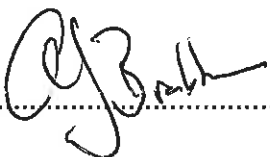
Item No.	Item
19.09.01	<p>Introductions, Apologies & Conflicts of Interest</p> <p>Present: Chrissie Cooke (CC) (Chair) Adi Dean (AD) Liz Johnson (LJ) Jenny Hawkes (JH) Louise Dooks (LD) Andrew Leahy (AL) Rob Lilley (RL) Theresa Pass (TP)</p> <p>Apologies: Andrew Brabban (AB)</p> <p>Mentioned in minutes: Service Effectiveness Group (SEG) Financial Sustainability Group (FSG) Senior Management Team (SMT) Lee Fuller (LF)</p> <p>CC opened the meeting.</p> <p>RL recorded a potential conflict of interest as he supplies IT services to Visyon. AD recorded a potential conflict of interest as he supplies Health and Safety Consultancy to Visyon on a pro bono basis.</p> <p>It was agreed that these conflicts do not affect any of the business on this meeting's agenda. No other conflicts were recorded with any of the business on this meeting's agenda.</p>
19.10.02	<p>Minutes of 19 September meeting The minutes of the Trustee meeting of 19 September 2018 were accepted as a true record of the meeting with the amendment to the wording of regarding overheads in item 18.08.02.</p>
19.10.03	<p>Risk Register CCG funding to be discussed as part of CEO update.</p>
19.10.04	<p>Safeguarding To discuss as part of CEO update.</p>
19.10.05	<p>Chair's Report- discussion with EP; finance advice; Elizabeth Pugh attended an event about financial planning and advice. Has offered to come and present findings to Trustees. General discussion around differences and lines between 'therapy' and 'medical/clinical model'. Need agreement on what Visyon delivers, terminology and messages. TP suggested the clarification of services and ensuring understanding of the levels of support should form part of the away day to be rearranged for the New Year.</p>

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19.10.06	<p>CEO Priorities & update Staffing and recruitment plans were discussed. Request made for training on ambassador requirements so Board can help within their networks. The appointment of and rationale for freelance fundraiser was discussed and will start working with Visyon in earnest from 1 November for initial period of 10 weeks (1 day per week). Digital input was discussed – guidance requested on how to maximise networks through social media. LF to present to Board at December meeting. Statutory funding was discussed, considering the Annual Report statement (on website) and perceived 'agreement' that Trustees had signed off walking away from statutory funding altogether. Board and CEO agree all tenders should be judged, as with all opportunities, on the opportunity presented, whether Visyon can deliver, and what is being funded. TP noted SMT were in agreement with this approach. GDPR Guardian now in place and has offered to present update to Board in December. Reporting line to Board to be added to Guardian role outline.</p>
19.10.07	<p>Finance update Board noted they like the new pie chart and more information. Makes finance data clearer. A Financial Adviser, Vincent Throp from the Openwork Network has been invited to speak to FSG on 25 October. Attitude to Risk profile has been submitted. FSG will report back to Board in December. The possibility of putting something temporary in place and researching wider was discussed to ensure reserves are working more effectively for Visyon.</p>
19.10.08	<p>Family Ties complaint & actions CC spoke to CVSCE re any further concerns raised. Strongly advise we contact the commissioners. TP to send letter to commissioners. LJ stated that Visyon needs to protect itself from future legal action. TP meeting with Family Ties at the end of October. JH report very robust. It was agreed that all future contracts go through SEG for review and approval on wording. AD suggested this kind of investigation is useful. Process of internal audit and 'critical friend' approach is valuable for the organisation and will be encouraged going forward. TP to ask SMT what they need auditing.</p>
19.10.09	<p>Sub Group Terms of Reference SEG - To be agreed by email. FSG - RL suggested report comes from the meeting rather than minutes. CC discussed minutes need to come to the Board. FSG involvement in budget setting process and timetable. CC to make changes and send through. IGG - to include ensuring legal compliance and assurance. LJ noted responsibilities cannot be discharged from Board but the initial discussions can sit in IGG and then feed in to Board. IGG ensures a system of internal control. FSG and SEG role is to make any advised changes and checks.</p>

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19.10.10	<p>Future SMT involvement Presence at future meetings was discussed and sub group membership. TP noted that if meetings take place outside of normal working hours SMT involvement will be limited due to need to deliver the wider services. It was also noted that TP sits on all these groups so requires significant out of hours involvement hence request for some meetings via Skype or within working hours.</p>
19.10.11	<p>Risk Register Grants/unsecured funds still an area of concern. TP to look up agreed risk management policy and the criteria assigned. Trustees need access to policies and processes. RL working on this for end of November via Office 365.</p>
	<p>Dates of next meeting</p> <ul style="list-style-type: none"> • Monday 17th December 2018 – invite Elizabeth Pugh and Brian Davey, Lee Fuller to present guidance re social media • SEG – 22 October • FSG – 25 October • No date set for IGG yet

Signed..... 

Position..... *Acting chair (deputising for Chrissie)*

Date..... *17/12/18*