

**Minutes of Visyon Ltd trustee meeting,  
held on Monday 16<sup>th</sup> April 2018 at Fellowship House, Park Road, Congleton**

Item No.	Item
18.04.01	<p><b>Introductions, Apologies &amp; Conflicts of Interest</b></p> <p><b>Present:</b>            Chrissie Cooke (CC) (Chair)            Andrew Leahy (AL)            Liz Johnson (LJ)            Rob Lilley (RL)            Jenny Hawkes (JH)            Louise Dooks (LD)            Adrian Dean (AD)</p> <p><b>Apologies:</b>            Andrew Brabban (AB)</p> <p><b>In Attendance:</b>            Gervase McGrath (GM)            Sandi Marshall (SM) Minute-taking</p> <p><b>Mentioned in minutes:</b>            Service Effectiveness Group (SEG)            Financial Sustainability Group (FSG)</p> <p>CC opened the meeting.            RL recorded a potential conflict of interest as he supplies IT services to Visyon. He agreed to step out of the meeting during GDPR discussions.            No other conflicts were recorded with any of the business on this meeting's agenda.</p>
18.04.02	<p><b>Minutes and Action Log</b></p> <p>Minutes of the meeting of 26<sup>th</sup> February 2018 were accepted as a true record and it was agreed they should be made public with the suggested redactions.</p> <p>CC apologised as she would not be able to attend the trustee meeting on 18/06/18.            It was agreed that the meeting planned for 20/08/18 should be rearranged to the end of July as several of the trustees are unavailable in August. SM to arrange.</p> <p>Action Log:            16.10.10 &amp; 18.02.03 – remodel of health and safety procedures – AD provided 1-page summary of current position regarding Health and Safety remodelling. All thanked AD for his hard work – agreed to close</p> <p>16.12.05 – data quality audit – GM reported that the Civi upgrade was in progress. Training is being arranged to enable some Visyon staff to carry out minor adjustments and maintenance.– CC and AD to carry out short data audit in May. AD to present findings in June meeting</p> <p>16.12.05 – fundraising practice audit – to be carried over to June meeting</p> <p>16.12.07 – Datasets for HR and service delivery – to be carried over to June meeting</p>

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	<p>17.04.12 – CC and GM have discussed Visyon objectives for coming year – agreed to close</p> <p>17.06.05 – Chair and Deputy Chair job descriptions to be revised – to be carried over to July meeting</p> <p>17.08.03 – Audit process to be reviewed – to be carried over to July meeting</p> <p>17.10.05 – training from Cheshire Connect training day circulated – agreed to close</p> <p>17.10.12 – Inappropriate referral audit. Not necessary at present – agreed to close</p> <p>17.12.05 – Plan for GM's replacement. On agenda – agreed to close</p> <p>18.02.06 – Trustee away day planning – to be carried over to June meeting</p>
<b>18.04.03</b>	<p><b>Risk Register</b> The trustees noted the 2 main risks at present: <i>F2 Loss of statutory and trust funding due to economic or political climate;</i> <i>QSD2 Volume and intensity of safeguarding issues affects Visyon's capacity to deliver</i></p>
<b>18.04.04</b>	<p><b>Safeguarding</b></p>
<b>18.04.05</b>	<p><b>Chair's Report</b> CC will circulate the draft timetable for recruitment for the new CEO. GM will leave at the end of June. If the first round of recruitment is successful, the new CEO is unlikely to be in post before August. GM is helping to organise the recruitment which will include focus groups, followed by a formal interview by trustees. The advert is due to go out week commencing 30<sup>th</sup> April, with interviews taking place in the last week of May. CC reported that she had written an article for a magazine that went out across the North West about Visyon's shifting focus.</p>
<b>18.04.06</b>	<p><b>Chief Executive's Summary Report</b> GM reported that he is now 95% certain that the CE Early Help funding will remain in place until the end of 2018-19, and that this contract will then go out to tender. GM reported that he has been approached by Home-Start Staffordshire Moorlands to ask if Visyon would be interested in being subcontracted by them to deliver family work in Staffordshire Moorlands. It looks like Payment by Results (PbR), so is unlikely to be viable. GM requested the trustees' approval to investigate further. All agreed and that if the necessity arose approval or otherwise could be sought via email. GM reported that the Tools for Schools team are doing an excellent job and there has been confirmation that phase 3 of Emotionally Healthy Schools will be commissioned. The trustees requested that the monthly social media report be circulated to them.</p>

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	<p>The trustees queried whether BNI's contribution to Visyon could be captured and reported in the annual report. SM and GM to discuss with Finance Manager.</p> <p>GM reported that the team have been building relations with Chester University who are interested in developing some research with Visyon, with a view to showing social impact.</p>
<b>18.04.07</b>	<p><b>Trustee Paper Circulation and GDPR</b></p> <p>It was agreed that anyone not present at the Trustee meeting should be referred to by their job title in future minutes.</p> <p>It was agreed that Visyon's GDPR training is mandatory for the whole Visyon team including trustees.</p> <p>The GDPR spreadsheet was reviewed. GM reported that GMCVO are working on GDPR. GM and the Business Support and Wellbeing Manager attended a training session at GMCVO. GM reported that there is HR data and client data in the secure archive (behind 2 locked doors). It would be disproportionate for the team to scan it all in and destroy the paper copies, but the papers will be kept secure and destroyed year-on-year. The client data will be audited and reduced, then stored in birthday order. Supporter information will be stored on Salesforce database, which is GDPR-compliant, and consent will be sought before storing such data. There is currently no contract in place with Microbyte, who are working on their GDPR policy.</p> <p>AL asked a question about the security of cloud-based data. GM stated that data is stored in a data farm, so Visyon is reliant on the host's security. The data stores Visyon uses are all secure to level 3 and the hosts have provided us with assurances. GMCVO's data farm is in Manchester. RL confirmed that data is most vulnerable in transference, so data should be encrypted.</p> <p>The trustees all agreed that they were happy with the progress towards GDPR compliance.</p>
<b>18.04.08</b>	<p><b>Service Effectiveness Group Chair's Update</b></p> <p>SEG have not met as the business plan is still in development.</p>
<b>18.04.09</b>	<p><b>Financial Sustainability Group Chair's Update</b></p> <p>FSG have not met as the business plan is still in development.</p>
<b>18.04.10</b>	<p><b>Management Accounts and Budgets, and Business Plan</b></p> <p>2018/19 budget was discussed and unanimously approved. It was agreed that progress would be monitored by the FSG.</p>
<b>18.04.11</b>	<p><b>Health &amp; Safety</b></p> <p>There were no health and safety incidents to report.</p>
<b>18.04.12</b>	<p><b>Risk Register</b></p> <p>QSD2 <i>Volume and intensity of safeguarding issues affects Visyon's capacity to deliver</i>; probability to be reduced from 4 to 3, as safeguarding is now largely manageable through case management.</p>
<b>18.04.13</b>	<p><b>Fundraising Practice Audit Report</b></p> <p>To be carried over</p>
<b>18.04.14</b>	<p><b>Strategy / Development and Objectives</b></p> <p>The Business Plan was discussed and unanimously approved. GM and SM to update wording to show the plan has been adopted, and remove references to "temporary" shrinkage of turnover as turnover is not the main consideration. A shortened version (removing commercially sensitive information) to be sent to members, then made public. SM to update and circulate the funding plan monthly.</p>

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	<p><b>Dates of next meetings</b> All meetings 6pm for discussion before 6.30pm business meeting. Venue: Fellowship House, Park Road, Congleton</p> <ul style="list-style-type: none"><li>• Monday 18<sup>th</sup> June 2018</li><li>• End of July 2018 (date TBC)</li><li>• Monday 15<sup>th</sup> October 2018</li><li>• Monday 17<sup>th</sup> December 2018</li><li>• Monday 18<sup>th</sup> February 2019</li><li>• Monday 22<sup>nd</sup> April 2019</li></ul>
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Signed.....

Position.....

Date.....