

**Minutes of Visyon Ltd Trustee Meeting,
held on Monday 17th August 2020 via Zoom**

+Item No.	Item
17.08.01	<p>Introductions, Apologies & Conflicts of Interest</p> <p>Present: Chrissie Cooke (CC) (Chair) Andrew Brabban (AB) Adi Dean (AD) Rob Morton (RM) Helen Butters (HB) Andrew Leahy (AL) Liz Johnson (LJ)</p> <p>Apologies: Rob Lilley (RL) Jonathon Clay (JC)</p> <p>In Attendance: Theresa Pass (TP) Laura Whitaker (LW) Pat Walsh (PW) Minute taking</p> <p>Mentioned in minutes: Service Effectiveness Group (SEG) Financial Sustainability Group (FSG) Internal Governance Group (IGG)</p> <p>CC opened the meeting.</p> <p>No conflicts of interest were recorded with any of the business on this meeting's agenda.</p>
17.08.02	<p>Minutes and Action Log: The minutes of the Trustee Meeting of 18th May 2020 were accepted as a true record of the meeting.</p> <p>Action Log 17.08.03 - Audit process to be reviewed – to be postponed for the duration of Covid 19.</p> <p>16.09.01 - IT Services – CC and TP to discuss outside the meeting. Closed</p> <p>24.02.12 - Two factor authentication – RL to confirm that this is completed.</p> <p>24.02.13 - Operational Plans – Closed</p> <p>18.05.02 - Trustee Share Point – FSG – Completed – Closed.</p> <p>18.05.03 - Addition to Risk Register – Business Continuity Plan – Completed – Closed.</p> <p>18.05.05 - Addition to Risk Register - insurance excess – Completed – Closed</p>

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	18.05.12 – DPO mailbox to be set up – Completed - Closed
17.08.03	Risk register: Risk register received and noted. Reviewed at the end of the meeting.
17.08.04	Safeguarding: Details are included in the Therapeutic Services Report. TP spoke of there being a steady rise in the number of causes for concern reported. Although there have been a couple of more complex cases this is manageable. The SEG update is available on the trustee share point. AL confirmed that he is meeting regularly, approximately monthly, with SH, Therapeutic Client Manager. Discussion took place concerning the number of open access appointments attended by one client and LW explained the circumstances. Learning has been taken from this and a plan is in place. Action: TP to follow up with SR and SH. An update to be provided at the next meeting on the usual use of the service.
17.08.05	CEO's report: LJ asked about progress and alterations required at the new Crewe base. In response TP explained that the work is to partition an open area to create an office space together with four counselling rooms, plus some additional cosmetic work. AB added that further details are included in the FSG report. Therapeutic Services Report CC commented on the graphs included in the report and asked about delivery in respect of the Reaching Communities targets and any potential risks. LW replied that this is a reflection of the changes in the wellbeing team and there is room for learning. However there is a plan in place and there is flexibility in respect of delivery in the current, Covid 19, circumstances. There can be over performance in some areas and so there is little risk in respect of meeting delivery targets. Service Delivery Report LJ commented on the success with funding bids but noted that there has been less success with some larger bids. LW replied that with Covid 19 the bids have been outside the criteria rather than on the edge as previously and so have not been successful. LW confirmed that improved analytics, systems and statistics are now in place to show more clearly the success rate in respect of bids. Bids in respect of low value and short term funding have been more successful. It is recognised that the success rate in respect of higher value bids needs to be improved. There has been good success with other funders where relationships can be developed. LJ commented that advice on use of and optimisation of social media would be helpful. LW said that guides are being worked on.
17.08.06	Chair's report: CC congratulated LW on her recent appointment as Deputy CEO.

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	<p>CC spoke of planning for the AGM and having met with PW to discuss the agenda and invitations to members. Discussion took place about the format, voting process and minute taking at the on line meeting. Discussion took place concerning the appointment of Brian Davey as President. The establishment of an award in memory of Elizabeth Pugh was also discussed.</p> <p>Action: TP, HB and LW to consider ideas and put these forward at the AGM.</p>
<p>17.08.07</p>	<p>SEG Chair's update: Minutes from the most recent SEG meeting are to be added to the trustee share point. AL commented that staff have adapted very well and creatively to ensure that service delivery has been maintained over recent months. AL queried whether staff training could be offered to other organisations. It was said that one member of staff has delivered emotional coaching training but others have not.</p> <p>Staff training in September will include Harmful Sexual Behaviour. AL will not be available for this training session.</p> <p>SR has written to a GP on the CCG in respect of communication with GPs and schools but has not received a response. TP will follow up with the GP representative on CCG.</p>
<p>17.08.08</p>	<p>FSG Chair's update: AB reported that the budget has been completed other than adjustments in respect of statutory accounts. The FSG and auditors are reviewing how some costs were dealt with in respect of surplus against reserves for the previous year. An adjustment will need to be completed by the auditors to increase the surplus for last year and reduce the surplus for this year. AB explained that this is as consequence of income being in one year and associated costs being in another. Last year's accounts will be restated and going forward income and costs will be shown in the same accounting year. AB said it is expected that the accounts will be signed off during week commencing 24.08.20 and will be unqualified accounts. Following this there will then be an agreed baseline for the 2020 -21 budget. Following discussion about the limited amount of time prior to the AGM it was agreed that the accounts be deferred to the FSG. AB confirmed that letters of representation will be circulated to all trustees. These have previously been sent to FSG members.</p> <p>AB said that the intention is to recruit for the finance and business administration role. However affordability is a challenge and so there will not be active recruitment at the moment. TP added that longer term the need is for someone in house and this can be discussed again in October.</p> <p>Accounts will be added to and available in management accounts on the trustee share point. These are draft management accounts but finalised version should be available from Banks Sheridan later this week. Discussion took place about Q1 accounts. LW said that there are two payments due to</p>

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	come in and this will then produce a small surplus. AB added that although there are some concerns these are not major.
17.08.09	<p>IGG Chair's update: AD confirmed that the Covid 19 Risk Assessment has been completed. The audit programme has been prioritised and the intention is to ask trustees and staff to review and assist with policies and procedures relevant to their area of work and experience. There will be a report to the Board following each audit with details of any actions and the timescale for completion. The first of the reports is likely to be in September or October. CC asked about areas of priority and TP replied that the Business Continuity Plan is a key priority. LJ added that there needs to be an understanding of what can be audited in view of the reduced number of staff working in the office during Covid19.</p>
17.08.10	<p>Management Accounts: Discussed in FSG report.</p>
17.08.11	<p>Health & Safety: AD confirmed that there have been no H & S incidents to report. Prior to reopening the Congleton office a cleaning plan will need to be prepared and also contractor requirements. The boiler is due to be replaced at Fellowship House next week. TP added that there is a water leak in the carpark of the Congleton office but this is not thought to be from water pipes within the building. AD added that a risk assessment will need to be completed before the new Crewe office is opened.</p> <p>Action: AD and TP to arrange a date for a site visit to the new Crewe base.</p>
17.08.12	<p>Policies and Procedures: None</p>
17.08.13	<p>Strategy / Development and Objectives: TP told the meeting that progress in respect of strategy has been slower than would be liked but the move to the new Crewe base will be positive progress. There has been a step back from focus on network building due to current constraints. In respect of sustainability 3 – 5 year funding is needed.</p> <p>Good progress has been made with Wayfinder and a mentor has been identified for the graphic designer role. LW spoke of Thrive media – a graphic design and copywriting service. This organisation has helped with business planning and strategy. Visyon Design will be launched this week via the website, Linkdin, members, South Cheshire Chambers and Cheshire Connects. CC commented that this is an exciting project and asked about any risks to the organisation. LW confirmed that analysis has been completed and work taken will be capacity driven. Clear briefs and sign off will be standard practice and LW will be leading. The insurance company will need to be notified and if necessary tax implications will be considered.</p>

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17.08.14	<p>Risk Register: F1 – increased to Amber – to reflect some risk re: handling of deferred income</p> <p>Action: F2 - to be discussed by IGG including exploration of insurance, tax and VAT as appropriate in respect of new graphic design business. LW to provide more information re: new business and charitable aims.</p>
	<p>A.O.B.: AL asked if ethnicity is being recorded in respect of clients and LW confirmed that this is included on the forms.</p> <p>CC added that if an additional meeting is required before the AGM this will be arranged.</p>
	<p>Dates of next meetings All meetings 6pm unless otherwise stated. Venue: via Zoom</p> <ul style="list-style-type: none"> • 16th November 2020, Board Meeting



Signed:

Position: Chair of the Board of Trustees

Date: 16th November 2020