

**Minutes of Visyon Ltd trustee meeting,
held on Monday 18th June 2018 at Fellowship House, Park Road, Congleton**

Item No.	Item
18.06.01	<p>Introductions, Apologies & Conflicts of Interest</p> <p>Present: Andrew Leahy (AL) (Chair) Liz Johnson (LJ) Rob Lilley (RL) Jenny Hawkes (JH) Louise Dooks (LD) Andrew Brabban (AB)</p> <p>Apologies: Chrissie Cooke (CC) Adrian Dean (AD)</p> <p>In Attendance: Gervase McGrath (GM) Laura Whitaker (LW) Sandi Marshall (SM) Minute-taking</p> <p>Mentioned in minutes: Service Effectiveness Group (SEG) Financial Sustainability Group (FSG)</p> <p>AL opened the meeting. AL recorded how sorry the trustees were to hear about the illness of the Tools for Schools Manager's daughter. They sent their best wishes to the family. AL recorded a formal thank you from the trustees to GM for all his hard work for Visyon as CEO. He stated that the organisation has changed considerably, for the better, during GM's time at Visyon, and he has been an excellent CEO. AL recorded a thank you to SM for all her fundraising efforts for Visyon.</p> <p>RL recorded a potential conflict of interest as he supplies IT services to Visyon. No other conflicts were recorded with any of the business on this meeting's agenda.</p>
18.06.02	<p>Minutes and Action Log</p> <p>Minutes of the meeting of 16th April 2018 were accepted as a true record and it was agreed they should be made public with the suggested redactions.</p> <p>Action Log:</p> <p>16.12.05 – data quality audit – to be carried over to July meeting</p> <p>16.12.05 – fundraising practice audit – SM to write a Fundraising Policy, linking in the Community Ambassador programme, and including a breakdown income generation plan – to be carried over to July meeting</p> <p>16.12.07 – Datasets for HR and service delivery – to be carried over to September meeting</p>

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	<p>17.06.05 – Chair and Deputy Chair job descriptions have been written. CC to bring to July meeting – to be carried over to July meeting</p> <p>17.08.03 – Audit process to be reviewed – to be discussed at the away day</p> <p>18.02.06 – Trustee away day planning – arranged for 9am on 23/06/18 at Fellowship House; RL collecting key – agreed to close</p> <p>18.14.10 - Business plan to be re-worded and circulated, to trustees and members, then made public – completed – agreed to close</p>
18.06.03	<p>Risk Register</p> <p>The changes to the mitigative actions proposed by the Senior Managers were accepted.</p> <p>The trustees discussed the main risk at present: <i>F2 Loss of statutory and trust funding due to economic or political climate</i></p> <p>GM reported that statutory funding is still very unstable. It is likely that the CE early help funding will be available on a subcontracted basis in future, but it is unclear if the main contractors will be CE or the CCGs. Due to this uncertainty, it was agreed that the risk should remain registered as high.</p>
18.06.04	<p>Safeguarding</p> <p>GM reported that the safeguarding levels have settled from their peak of a few months ago. While there are still a large number of safeguarding issues, they are being managed effectively.</p>
18.06.05	<p>Chair's Report</p> <p>AL reported that despite GM's imminent retirement, the trustees are happy with the work currently taking place, and happy with the interim arrangements in place until the new CEO takes up her post in September. He congratulated the team for their hard work and for a successful recruitment process.</p>
18.06.06	<p>Chief Executive's Summary Report</p> <p>GM reported that the auditors are now in. He commented that Visyon currently has 4 months' worth of reserves, which is more than the recommended 3 months'. If Visyon loses its statutory funding, this will be closer to 8 months'. The trustees agreed that the organisation should ensure it does not create a surplus in the coming year as there is no need to add to reserves.</p> <p>GM reported that recruitment for the Family Support project in the Staffordshire Moorlands is proving difficult as we have 4 posts to fill and haven't had enough suitable applicants. Recruitment for an Advocacy Worker will take place over the next weeks. The Advocacy Worker will advocate on behalf of clients and families, and also empower the staff and increase their advocacy skills.</p> <p>The trustees commended the team's fundraising successes, notably the support from Reaseheath College. All agreed to send a letter of thanks to Reaseheath, and expressed their willingness to engage in a supporter thankyou event if the team would find it helpful.</p> <p>GM reported that Open Access is working well, and clients are no longer having to wait to get seen.</p>
18.06.08	<p>Service Effectiveness Group Chair's Update</p>

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	SEG have not met but will arrange a meeting with the Therapeutic Services Manager, the Wellbeing Services Manager, and the Tools for Schools Manager. KPIs and objectives for the SEG are to be discussed at the away day.
18.06.09	Financial Sustainability Group Chair's Update FSG have not met but will arrange a meeting with the Interim CEO, the Finance Manager and the Business Development Manager. KPIs and objectives for the FSG are to be discussed at the away day.
18.06.10	Management Accounts and Budgets, and Business Plan June MI pack to be circulated next week.
18.06.11	Health & Safety Inspection due at Crewe base. There were no health and safety incidents to report.
18.06.12	Risk Register No further changes made.
18.06.13	Fundraising Practice Audit Report To be carried over
18.06.14	Strategy / Development and Objectives To be discussed at the Trustee away day. LW to present paper on priorities and transition to new CEO to the July meeting.
	Dates of next meetings All meetings 6pm for discussion before 6.30pm business meeting. Venue: Fellowship House, Park Road, Congleton <ul style="list-style-type: none"> • Tuesday 17th July 2018 • Monday 15th October 2018 • Monday 17th December 2018 • Monday 18th February 2019 • Monday 22nd April 2019

Signed.....

Position.....

Date.....