

Notes of Transition Network Trustees Meeting 16 June 2021

Present: Anna, Becky, Darren, Hilary, Kevin, Keyne, Peter

Apologies: None

In attendance: Amber/Trustee Compliance Link, Julia/Team Wellbeing & HR Group, Nicola/Heart Circle Lead Link & Funding

Roles:

Co-Chairs: Hilary and Peter

Time: Darren

Record: Amber & Julia

Heart: Anna

Assumed knowledge/jargon-watch: Becky

Actions points collected from this meeting:

Who	Action	Done	Outcome/Notes
Team Wellbeing/Admin & Compliance	Update sharing settings for policies tracking document and associated policies to include new/prospective trustees. Update policy tracking spreadsheet. Include review date column		
Trustees	Create new rows for the risk register?		Risk register will be circulated (to staff and board) ahead of next July meeting
Trustee Compliance Link	Updating the Trustee skills and experience audit - to add onto the agenda for next meeting		
New trustee co-stewards	Suggestion for onboarding of prospective trustees to include induction to England & Wales project (and distributed circles?) in relation to TN, funding, governance, etc.		

Any potential conflicts of interest for this meeting:

Kevin - our organisation works with some of the same funders that TN has.

Actions from 16 Feb Trustees Meeting:

Who	Action	Done	Outcome/Notes
Trustee Compliance Link	To gather all action points at the start of the notes in future, as well as in the actions document.	Will do	

Amber	Trustees suggest a review of the pros and cons of the TN office in Totnes.	Under way	Proposal now out for TN to terminate lease and give up office.
HR decision-making group	HR decision-making group to help pick up on wellbeing issues, particularly related to Covid lockdown.	Done	1-2-1 check ins happened around things like childcare. Appreciated by team members.
HR decision-making group	HR decision-making group to follow on from budget scenarios discussion, see how we could best prepare to ask if anyone wants to shrink their capacity/hours (if needed).		Got ready to take action. Meeting 1st Apr meant we didn't go ahead.
Trustee Compliance Link	Ensure we have more time on future agendas for the risk register item - 20-25 minutes?	Will do	
Darren	Darren proposes to produce a more substantial report on reserves targets for a future trustee meeting.		Autumn Trustees Meeting
All	Once a year trustees will do one to one reflections with each other as this is really useful.		
Hilary	Hilary will send a doodle poll to schedule a first "two-way" evaluation role review for a trustee, as an experiment. To be determined whether this is for an individual or the group of trustees as a whole.		

Acceptance of notes from 16 Feb 2021 meeting

Notes accepted.

Extended check in

Existing and prospective trustees introduced themselves, their roles and started to get to know each other.

Risk Register and Schedule of Matters reserved to the Trustees

Peter gave a brief overview of these documents to help prospective trustees become familiar for future meetings.

Upcoming (online) TN Strategy Gathering (29/30 Jun & 01 Jul)

29 June at 16.30 (1 hour) - prospective trustees and TN staff and board team - Intros