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:

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

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:

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<th>Who</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Trustee Compliance Link</td>
<td>To gather all action points at the start of the notes in future, as well as in the actions document.</td>
<td></td>
<td>Will do</td>
</tr>
<tr>
<td>Name</td>
<td>Task</td>
<td>Status</td>
<td>Notes</td>
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<tr>
<td>Amber</td>
<td>Trustees suggest a review of the pros and cons of the TN office in Totnes.</td>
<td>Under way</td>
<td>Proposal now out for TN to terminate lease and give up office.</td>
</tr>
<tr>
<td>HR decision-making group</td>
<td>HR decision-making group to help pick up on wellbeing issues, particularly related to Covid lockdown.</td>
<td>Done</td>
<td>1-2-1 check ins happened around things like childcare. Appreciated by team members.</td>
</tr>
<tr>
<td>HR decision-making group</td>
<td>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).</td>
<td>Got ready to take action. Meeting 1st Apr meant we didn’t go ahead.</td>
<td></td>
</tr>
<tr>
<td>Trustee Compliance Link</td>
<td>Ensure we have more time on future agendas for the risk register item - 20-25 minutes?</td>
<td>Will do</td>
<td></td>
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<tr>
<td>Darren</td>
<td>Darren proposes to produce a more substantial report on reserves targets for a future trustee meeting.</td>
<td>Autumn Trustees Meeting</td>
<td></td>
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<tr>
<td>All</td>
<td>Once a year trustees will do one to one reflections with each other as this is really useful.</td>
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<tr>
<td>Hilary</td>
<td>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.</td>
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**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