

Board of Directors 29/7/19

Present:

Jonathan Wells (JW), Lois Sidney (LS), Helen Blythe (HB)

1. Apologies:

No apologies.

2. Minutes of last Meeting:

Agreed as accurate by all.

3. Matters Arising:

Action: LS is to send the updated workflow spreadsheet to JW and HB monthly. This had not happened. Lois to send out this week.

Action: HB stated that she was still chasing NSUN for meaningful information about membership and how to achieve good numbers of members meaningfully involved in a voice organisation.

JW confirmed that we had reviewed the risk register. We will do this again at the next Board meeting.

The board extended their thanks to LS for arranging the away day which took place earlier this month and which had been enjoyed by all.

4. Chair's Report:

Discussed Staff away day and the benefits to the team. Relationships have improved as a result of some of the work done on the day.

JW updated HB on the Winding Road project.

Agreed it has been a busy quarter for the team with new staff fitting in very well. Frustrations remain with regard to co-operation of some partner agencies, on which we are very reliant if we are to work efficiently and with maximum impact.

Action: JW will email Tracey Dowling re: MoU with CPFT

5. Executive Director's report:

This outlined achievements and challenges in the last quarter.

Also discussed was the difficulties with the Locality team project and HB suggested that we design a piece of work around gaining consent from GP referrals to PRISM to access service users in that way. We will consider approaching GP's for a pilot in Cambridge and Peterborough areas.

Action: LS to draft a plan for a pilot.

The difficulties of working in a way that relies on other services co-operation was again discussed.

Discussed Peri/Post natal work. HB stated that she was happy for a survey to be passed to her to put in FB groups.

The SUN Network are looking at innovative ways of reaching people and this was explored further to include community groups not specifically around mental health or drugs and alcohol.

HB discussed volunteers being trained up for participatory appraisal involvement to help us gain feedback.

The accountant's finance report was not available again this quarter. JW stated that from now on it is essential that for every Board meeting there is a clear and accurate financial report in a standard format, supported by some text from LS commenting on any issues that require attention. Agreed the way forward is for LS to ask the accountant to provide a one page dashboard on the front of his excel spreadsheet which can then be used as the quarterly financial report

Action: LS to arrange this with accountant.

Action: LS to send JW and HB the housing report

6. Finance Report:

There was a discussion around the accounting method and how this reflects the actual accounts. LS explained the actual figures, It was agreed a paragraph explaining this is needed as the accounts need more clarity.

Agreed the financial situation is sound. Current significant pressures on the budgets of various voluntary organisations currently at least partially funded by the CCG were noted.

Action: LS to insert explanatory paragraph.

There was also a discussion around Quickbooks and how this can be utilised more effectively.

7. Any Other Business:

There were annual accounting reports for signing for filing at Companies House that required signatures.

Action: LS to present these to JW and HB when they are ready for signature.

8. Date of Next Meeting:

Monday 14th October 2019 9.30am-11.00am at The Maple Centre