

<b>Subject:</b>	Minutes Q2 2024/25
<b>Date:</b>	29 <sup>th</sup> October 2024
<b>Author:</b>	Lois Sidney
<b>For:</b>	Agreement

1. **Apologies.** No apologies **Present:** Lois Sidney, (LS) Kev Clift (KC)
2. **Minutes of last meeting:** Agreed as correct.
3. **Matters arising:** All actions from the previous quarter have been completed.
4. **Chair's report:** Due to personal circumstances there is no Chair's report this quarter.

**Action:** LS to advertise the opportunity for new Directors

5. **Executive Director's report:** The following areas were discussed in more detail:

- KC raised the financial concern around invoicing. This is to be entered onto the risk register as it still has not been resolved.

**Action:** LS to enter financial situation on the risk register.

6. **Finance report:** There were no concerns about expenditure. However, we will need to open a separate bank account to place our reserve in.

**Action:** LS to open a new bank account and place the reserve amount of £40,000 in it.

**Action:** LS to contact Paul Stevenette to ensure that section 76 is in place with CCC or request a meeting with KC and Paul Stevenette to discuss further.

7. **Policies for approval:** The following policies were ratified by the board:

- Social Media Policy

KC raised the question of how we ensure that all staff are aware of all policy updates. LS explained that she lets them know when policies are updated. It was agreed to start a signed log of all policies read by staff. Also discussed the need for a policy checking system to ensure that we are still up to date on all policies.

**Action:** LS to ensure that all staff are aware of policy updates and are signing the policy log once read.

**Action:** LS to ask Adam Earl to create a policy checking system to ensure we are up to date on all policies, and assurances, such as DBS, Risk assessments, safeguarding etc.

#### **8. Any Other Business:**

There was no other business discussed.