



**Minutes of SCT Board Meeting (29)**  
**Held on 2<sup>nd</sup> October 2017, 7:00pm-9:30pm at OneStonegrove**

**Present** Dan Goodman [DG] (Chair), Julie Okpala [JO] Aggie Nowocien [AN], Ingrid Beale [IB], Rev Simon Rea [RevSR], Jason Houston [JH], Angela Gibson [AG], Cllr Brian Gordan [CllrBG], David Bagg [DB], Katie Walch [KW]

**In Attendance:** Mark Patchett [MP], Jade Alogba [JA], Nicola Bird [NB],

**Apologies:** Gilead Limor [GL], Arike Aiyetigbo [AA]

Item	Items discussed	Action
29.1	<p><b>Welcome, Introduction and Apologies</b></p> <p>The Chair welcomed everyone to the meeting and introduced the newly appointed trustee, Cllr Brian Gordon, nominated by LB Barnet.</p> <p>Apologies were received and noted from Gilead Limor and Arike Aiyetigbo, and from Janet Watson-White of Groundwork who was due to present her report.</p>	
29.2	<p><b>Minutes of Meetings (28) dated 7<sup>th</sup> August 2017</b></p> <p><u>29.2.1 Approval of minutes</u> The minutes were approved as a correct record of the last meeting, and duly signed by the Chair.</p> <p><u>29.2.2 Matters arising:</u></p> <p><u>23.4.6 New School Gate: Contract</u> Mark reported that Angela Trigg, Primary Principal at London Academy, has agreed that the best course of action is for the Trust to progress with the completion of the contract using its own solicitors. However, she cannot instruct us to proceed without authorisation. Mark advised that he is progressing this and undertook to update the board at the next meeting.</p> <p><u>26.1.1 Pete Legate Memorial Fund</u> Simon reported no further update. He will continue to pursue communication with Pete's wife regarding the Memorial Fund and report back at the next board meeting.</p>	<p>MP</p> <p>RevSR</p>
29.3	<p><b>Finance Sub-Group</b></p> <p><u>29.3.1 Minutes of Finance Sub-Group: 20th Sept, 17</u> The minutes of the last Finance Sub-Group meeting were tabled. Ingrid summarised the matters arising for discussion.</p> <p><u>29.3.2 Update on Financial Procedures</u> Ingrid advised that she is currently reviewing the existing financial procedures with Arike. The updated documents will be circulated to the board for approval at the next meeting.</p> <p><u>29.3.3 Budget Principles for 2018</u> The Budget Principles and Draft Budget for 2018 was circulated and presented to the board by David. He explained that much of the expenditure is fixed (eg for the Building management) but advised that the discretionary expenditure budget provide an opportunity for the board to reflect on its strategic priorities over the next financial year. The board was requested to approve the recommendations and give a steer to the Finance Committee on how discretionary budgets can be allocated in 2018.</p>	<p>IB</p>

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	<p>- <b>Recommendation 1: The Trust plan to run a break-even budget in 2018</b></p> <p>The board unanimously voted to adopt this recommendation.</p> <p>- <b>Recommendation 2: The Trust maintains its sinking fund policy and contribution for 2018</b></p> <p>The board unanimously voted to adopt this recommendation. It was noted that the Sinking Fund is currently a “restricted” fund (ie cant be used for anything else), however in the future a portion of any future allocation may be allocated to “designated” reserves. Simon suggested that this is reviewed periodically by the Trust.</p> <p>- <b>Recommendation 3: The Trust continue with its current operating model for 2018</b></p> <p>David suggested that in 2018, consideration is given to how to sustain the board in the medium term.</p> <p>Mark highlighted areas of ‘mission creep’ in which MPCS are undertaking tasks that are outside of their contractual service agreement. Dan advised that they are seeking for Hive to undertake some of these tasks as part of the new Centre Manager role. Jason requested an action plan which outlines the tasks undertaken by MPCS over the last year and how these may be undertaken by others in the future. MP to table a report at the board’s first meeting of 2018.</p> <p>The board unanimously voted to adopt this recommendation.</p> <p><b>Discretionary areas</b> – Following a brief discussion, the general consensus was that the Trust should aim to remain flexible in its budget allocation over the next coming year. Due to time constraints, Dan asked the board to consider the report and feed back their thoughts via email on how discretionary budgets may be allocated in 2018. Mark is to facilitate a wider discussion &amp; brainstorm at the upcoming away day.</p> <p><u>29.3.4 Risk Register</u> Mark presented a draft Risk Register for consideration by the board. He advised that the impact assessment heading and scoring is with regard to the financial impact and not the achievement of the Trust’s objectives.</p> <p>Following a lengthy discussion, the board resolved that the risk register should assess risks with regard to both Financial Impact &amp; Objective Impact. Mark undertook to create two additional columns and restructure the Risk Register.</p> <p>Mark requested each sub-committee to identify and review the risks pertaining to their area of responsibility and consider whether there are additional items that should be added to the register.</p> <p><u>29.3.5 New Bank Account</u> The new Nat West Bank account is now open and the form was to be signed that evening for the three named cheque signatories (Dan, Ingrid and Mark) to also have access to on-line banking facility.</p>	<p>MP</p> <p>ALL</p> <p>MP</p> <p>Sub-Groups</p>
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	<p><u>29.3.6 Trust Management accounts to 31st August 2017</u>                  The Trust Management accounts to 31<sup>st</sup> August were circulated. Mark advised that the accounts are strong and in line with projections. The Trust is still awaiting the receipt of £50,000 ground rent from Barratts. Mark is to continue chasing via email and copy in Nicola.</p>	
<p><b>29.4</b></p>	<p><b>OneStonegrove – Building and Building Management</b></p> <p><u>29.4.1 Update on exchanges with Hive Foundation</u>                  Dan provided an update to the board on the recent email exchange with the Hive</p> <p><u>29.4.2 Café and Kitchen</u>                  Mark provided a brief update on the café’s operations. He advised that the cafe is open during the day and regularly hosts well attended activities for local residents. Fatima continues to build relationships with other building users and has secured a contract with DALO to provide cooking classes for two of their members. Dan advised that he is very pleased with Fatima’s efforts and encouraged greater synergy with the Activities &amp; Events committee, to ensure that she is fully supported in making the café a success.</p> <p><u>29.4.3 Acoustic Treatment</u>                  Simon and Mark are scheduled to meet with Peter Glass to negotiate an alternative but effective acoustic treatment for the Wilberforce Hall. Barratts have confirmed that they will not fund the estimated £80,000 cost of the treatment proposed by Sprunts.</p> <p><u>29.4.4 Playground Areas in Stonegrove</u>                  Nicola advised that she is meeting with Barratt’s and planning officers this week and will raise the issue regarding their failure to install two public playground areas within Stonegrove, as outlined in the planning documents. The board requested the answers to the following questions:</p> <ol style="list-style-type: none"> <li>1. Where were the two designated areas?</li> <li>2. Why have they not materialised?</li> <li>3. Can the plans be progressed?</li> </ol> <p>Cllr Brian Gordon welcomed the Trust’s push for playground areas in Stonegrove and offered his support.</p> <p>A brief discussion was held regarding alternative sites for the playground as a fallback position. Simon and Ingrid objected to the installation of play equipment in the centre’s overspill car park, because this area has been designated for youth activities.</p>	<p>NB</p>

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	<p><b>OneStonegrove Wayfinder Sign:</b> Simon reported that one of the wayfinder signs is missing and asked Nicola to look into this.</p>	<p>NB</p>
<p><b>29.5</b></p>	<p><b>Activities &amp; Events Sub-Committee</b></p> <p><u>29.5.1 Minutes of Activities Sub-Group: 14th August, 17</u>                  The minutes of the last Activities &amp; Events sub-group meeting were tabled for discussion. Simon briefed the board on the key matters arising. He noted that the committee have identified low male engagement with the Centre and invited ideas from the board on ways to increase this.</p> <p><b>Objectives</b> - Dan welcomed the committee’s decision to prioritise funding towards education and training and encouraged the group to be highly innovative in its approach. Simon advised that the committee is developing a checklist for assessing future grant applications and will provide a summary at the next board SR meeting.</p> <p><b>Monitoring &amp; Evaluation</b> - David queried how the committee are monitoring outputs and whether there are interim reporting arrangements. Simon advised that all grant recipients are required to provide an evaluation report at the end of the funding period. The board acknowledged that the management of the grant fund is currently in its experimental phase and therefore the committee should not seek to overcomplicate the process.</p> <p><u>29.5.2 Grants for community activities</u>                  Simon advised that the Trust is currently sponsoring the following 5 activities: Sewing Circle, Art for the heart, Creative Writing, Guitar Tuition and SEYP’s half - term programmes. He explained that all 5 activities are free to attend and demonstrate community benefit.                  Simon briefed the board on three applications that are pending a decision and requested a steer from the board on how to process grant applications that have a commercial interest. Each application was considered in turn.</p> <p><u>29.5.3 Groundwork Employment Guidance Service - Report</u>                  Mark noted apologies from Janet Watson-White who was due to provide a report on the status of Groundwork’s services at OneStonegrove. Jade undertook to request a written report for circulation to the board.</p> <p><b>Any Other Business</b></p>	
<p><b>29.6</b></p>	<p><u>29.6.1 Board Away-day Study Visit: Saturday 28th October 17</u></p> <p>Mark outlined the itinerary for the Board Away-day.</p> <p><b>10am:</b> St Lukes Community Centre - Tour and discussion with CEO regarding its Community Development model.</p> <p><b>11:30am:</b> Manor House Community Centre – Tour and discussion with CEO regarding the Trust, the Centre and wider regeneration issues.</p> <p>The board then agreed to return to the Amber Café for lunch after the site visits. Mark emphasised the importance of learning from best practice and encouraged those available on the day to attend.</p>	

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