

Meeting Minutes

Meeting Name:	Board meeting
Date:	Thursday 13 th July
Where:	Zoom
Attendees:	Graham, Jon, Steph, Danielle, Jean, Clare, Sue, Jan, Veronika
Apologies:	Graham T, Charlene, Gabriel

Note	Action / Date
contracts for the new coordinating team still to do - it's quite an experimental piece of work so we're working through that settling in; check with Amanda for support - Clare & Danielle to take forward with Jon/Jan to have a look see	Danielle/Clare
structured conversations with the care coordinating team members	Danielle
marketing	
report sent around by Steph	
we'll set up and action group to draft a newsletter to send out – first thing to agree would be AGM save the date	Steph to send around date suggestion
business development group	
discussion about a percentage of new members taken from the council & also cashflow – we will need to watch carefully how this goes; we have good systems in place for monitoring	
we've done a survey about how would a charge for setting up a care plan be received by the current user members - that's an ongoing	all board members to feedback
we're suggesting to team members that they could move to contracted hours, we're doing this in a person centred way and the conversations have been going well	
Danielle to share one more piece of writing for	Danielle + board

feedback/support from the board	to feedback
regulated services update	
one outstanding medication issue that is being followed	
Danielle has been considering how to report to Board more effectively and will share snapshots from the monitoring system board at times to offer perspective on what's happening in terms of compliance	
finance	
lost £748 – mainly due to loss of hours	
the hours have plateaued	
hours as risk – this is something we are keeping an eye on; we know that every 10 hours a week mean either £1k up or £1k down so it can be significant	
good performance overall - we are on the edge of breaking even – hanging in there	
with summer coming up there will be some disruption as holidays are coming up; as much as it's tricky as usual the new staff coming on board things will help settle things	
brief discussion about staff wellbeing and support in times when the team face loss or difficulties	
compassionate cultures learning - Clare	
an initiative that started with a conference in autumn 2022 and there has been a compassionate leadership course that Clare has taken part in and now will be implementing actions in the office/with the team that's great!	any contribution to welcome
good practice	
Danielle has shared a brilliant write up of the example of the brilliant work the team is able to do with members who need wraparound support	
board only meeting part only	
discussion about salary reviews – outcomes communicated with relevant staff members	

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Date of next meeting	Thursday 10 th August
Minutes completed by:	Veronika
Minutes to be shared on:	Slack, Next, website