

AGENDA

	Board Item	Paper/ verbal	Action needed	Time
1	Quorum Welcome and apologies			12.30
2	Declaration of conflict of interest			12.30
3	Minute of last meeting & matters arising	Attached	Information and approval Proposer/Seconder approval	12.35
4	Resignations and Appointments of trustees	Verbal	Discussion and resolution completed	12.40
5	Salary review	Verbal	Discussion and decisions required	12.50
6	Health & Safety <ul style="list-style-type: none"> • On call 			13.05
7	Management Accounts	Paper Attached	Information and approval	13.15
8	AOCB <ul style="list-style-type: none"> • TSDG training for trustees • Staffing update END			13.25

**WIGTOWNSHIRE WOMEN'S AID
BOARD OF DIRECTORS MEETING**

Minutes of the meeting held on 31st May 2023 at 12.30pm at Stranraer Office

Present: CH (Chair), DP (Vice), AC, SK (observer)

Apologies: AB, NM

Staff in attendance: FG (minutes), LH

Agenda Item		Action
1	<p>Welcome & Apologies</p> <p>The Chair welcomed everyone to the meeting and noted the meeting was quorate. A round of introductions was made for SK.</p>	
2	<p>Declaration of conflict of interest</p> <p>N/A nothing to note</p>	
3	<p>Minutes of last meeting and matters arising</p> <p>Proposer: AC Seconder: DP</p>	
4	<p>Appointments and Resignations</p> <ul style="list-style-type: none"> • It was unanimously agreed that the Board would like SK to join the organisation as a trustee. SK is very happy to become a part of WWA. • All trustees signed resolution document for the resignation of SMc. All agreed she will be a big loss to WWA and we wish her well for the future. • AC nominated a potential new trustee MD, who is a retired GP with a keen interest in our area of work. All in attendance were keen to progress this. 	<p>ACTION: FG to proceed with administration for this - Ongoing</p> <p>ACTION: FG to complete resolution and send to Vistra solicitors who will register at Companies House - Complete</p> <p>ACTION: FG to email MD with handbook and 2023 dates - Complete</p>
5	<p>Salary Review</p> <ul style="list-style-type: none"> • It was agreed by all present that from this year going forward the trustees will make a decision at the November board meeting on any financial increments/changes to staff salaries for the coming year. Historically this has been done at our February meeting. • It was agreed by all trustees that the titles of the Business team be changed as follows; Manager to Chief Executive Officer Deputy Manager to Service Manager Finance Officer to Finance Manager. 	<p>ACTION: FG to contact Squarepeg to inform of these changes and enquire if any further advice/actions required on this - Complete</p>

	<p>It is to be noted that this may take some time to do administration-wise and advice to be sought from Squarepeg on this.</p>	
6	<p>Health and Safety</p> <ul style="list-style-type: none"> • On Call – Discussion around on call procedures and suitability of business team to be a part of this rota. It was agreed LH would come off on call rota as she is not suitably trained or relevant to her role. FG/NM will also come off on call rota and instead be on a back up contact rota for staff as and when they require. • FG raised recent incident of a fire in refuge on 29/5/23. Thankfully no damage done to people or property. All procedures followed and checked by Fire Officer. 	<p>ACTIONS:</p> <ul style="list-style-type: none"> • FG/NM to agree back up rota and distribute to staff -Complete • FG to contact Squarepeg to confirm if any amendments are required for this (Employee Handbook) - Ongoing <p>ACTION: NM to make sure fire drill completed and all door stops removed - complete</p>
7	<p>Management Accounts</p> <ul style="list-style-type: none"> • LH summarised main points. • Shortfalls are due to funds not being paid until later in the year • Expenditure- less spent than forecasted. Underspend on salaries due to salary review being delayed until April. Unexpected spend to Rentokill due to pigeon pest issue in refuge. Auditor also late in sending invoice for work completed last year on accounts. • Accounts for this year due to be submitted to the accountant 1st June. 	

8	<p>AOCB</p> <ul style="list-style-type: none">• Third Sector Dumfries & Galloway governance training – FG circulated training calendar and asked if trustees could attend those suitable to their roles. Training is online and free and very good.• Staffing update – FG gave an update on current staff absences, staff role changes and our new member of the team who is due to start in the OOH team on 5th June. <p>Date of next meeting – 23rd August 1.30 – 3pm</p> <p>END OF MEETING</p>	<p>ACTION: Board to let FG know which courses they are booked onto.</p>