

WIGTOWNSHIRE WOMEN'S AID
BOARD MEETING

Minutes of the meeting held on 21st February 2024 at 1.30pm at Stranraer Office

Present: DP, AB, AC

Apologies: SK

Staff in attendance: NM, LH (minutes)

Staff apologies: FG

Agenda Item		Action
1	Welcome & Apologies DP (Chair) welcomed everyone to the meeting. Apologies noted from SK and FG	
2	Declaration of conflict of interest N/A nothing to note	
3	Minutes of last meeting and matters arising Propose: AC Second: AB	
4	Team Reports NM asked if anyone had any questions on Team Reports. Nicola mentioned that Jo's change of hours has been going well and there are good communications between Jo and on- call workers Trustees had no other queries and noted that there is plenty going on.	ACTION: NM will forward on the report from Jo (OOH Team) ACTION: Trustees asked if Nicola could let them know names of workers in different teams so that they know for planning days. COMPLETE
5	Service Manager's Report NM outlined the main points in her report – there were no issues or queries from trustees. NM mentioned that we have now received £300 donation from the Santa Float.	

6	<p>Management Accounts</p> <p>LH outlined main points in her report and noted that overall, we have managed to stay within our budget levels – there were no issues/queries from trustees.</p>	
7	<p>Funding Strategy</p> <p>LH outlined main points of the Funding Strategy. She pointed out that the only shortfall in funding that we are likely to have in the coming year is for OOH Team. Nicola is already in discussions with NLCF regarding continuation funding and we are also looking at possible alternative funding. LH asked if trustees were happy to approve this Strategy – all were happy to approve.</p> <p>NM discussed tender training which the Business Team have all attended. She said that we would be best to create an action plan as this will make the whole tendering process easier.</p>	Approved
8	<p>Bank Accounts</p> <p>LH mentioned that Bank Accounts are appearing on the Organisational Risk Assessment as a high risk and this requires to be mitigated.</p> <p>The organisations have well over £200k in reserves and this should be placed in additional Bank Accounts. LH suggested that we should perhaps look at 2 separate Bank accounts and have CEO and 2 Trustees as signatures.</p>	ACTION: LH to research suitable bank accounts.
9	<p>Safeguarding Policy</p> <p>NM mentioned that we require to submit a Safeguarding Policy with our grant acceptance for Henry Smith. She asked if the trustees were able to help with this. AC said that she would have a look at the NSPCC policy and adapt it to suit and then share with all trustees.</p>	<p>ACTION: NM will send the template to Trustees so that they can look at adapting and developing policy.</p> <p>Complete</p>
10	<p>AOCB</p> <p>NM discussed OOH Team and suggested that we continue with Jo at the moment. She will have extra training so this should utilise more of the underspend. Discussed plans for OOH Team going forward and possibly removing the end of funding from the advert. Discussed the possibility of having an open recruitment day and incorporating Viv's role in this too.</p>	<p>ACTION: NM to ask NLCF if we can use some of underspend to revamp recruitment process.</p> <p>Complete</p>

	<p>NM discussed the conference in North West Castle which her and Louise attended to celebrate international Women’s Day – Young Women’s Strategy, Working with Rape Crisis and Social Work</p> <p>DP discussed upcoming staff planning days and said that all trustees would be attending them and that they would discuss Board/Staff Day Out at this point. NM said that there would be another day out on a Friday with Staff only.</p> <p>DP discussed that CEO should be reporting sickness/absence, leave requests etc to trustees rather than Nicola and are looking to initiate this.</p> <p>DP mentioned that FG has indicated that she would like to return to work on 26th February on a phased return.</p> <p>DP mentioned that the Trustees have all agreed that NM would be recompensed for the extra work that she has done during FG’s absence. NM will be awarded a temporary responsibility payment from 5th February 2024 until FG is back to her full-time hours at the rate of the 1st point on the CEO Scale.</p> <p>NM discussed creating a Working from Home Policy so that this is consistent across the service She also discussed a Flexible Working Policy. She mentioned that we don’t use the Peoplesafe lone working app often enough so this could possibly be adapted for flexible working and working from home.</p> <p>Trustees discussed possible funding for an Admin/Finance Worker and will discuss at a later date.</p> <p>AB asked about the planning day and what is discussed. NM ran through this and confirmed the dates for each meeting. The date for the business team planning day will be confirmed once FG is back to work.</p> <p>Date of next meeting: 15th May 2024 at 1.30pm</p> <p>END OF MEETING</p>	<p>ACTION: NM will contact Kitchen Coos and Ewes about available dates and get it organised for the Spring. Complete – booked for 7th June</p> <p>ACTION: Trustees will contact her re: her back to work interview. Complete</p> <p>ACTION: DP will confirm this in writing to NM Complete</p> <p>Action: Policy’s to be created – drafts to be shared with the board.</p>
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	<p>Post-meeting</p> <p>Health and Safety – Review of Atlas Audit Report Look at Operational plans at every meeting</p>	
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