
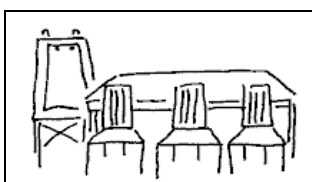




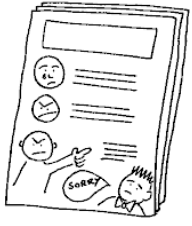
	People Matters Committee meeting	
	Thursday 10th December 2015	
People who came to the meeting		
Tina Turnbull	Charles Ward	Jonathan Cravitz
Susan Moreland		
People who wanted to come to the meeting but couldn't		
Robert Rae	Rowena Herbert	Kate Barrett

	Conflicts of interest - none
	Notes from the last meeting are fine.


Actions from last meeting

	Jonathan who uses the Outreach service met with Charles. He will now join the Board. This was agreed at the AGM.
	The law says that every business must start a pension for staff – People Matters will do this in January with the People's Pension
	Strawberry Lane Community Centre might now be available to People Matters again. This is a change from the last update. People Matters is outgrowing our office space now. Tina and her team are looking at what next. More will be decided after Easter.


Things that we always talk about

	<p>Keeping people safe –Safeguarding policy for young people has been updated because of Prevent. This is about being aware of possible terrorism. Staff are doing training to learn about this.</p> <p>Keeping people’s information safe – People Matters now uses a new system from the council. They said we must do this for our classes. Sally and Lucy have had training on how to do this.</p> <p>Health and Safety – the organisational policy has been updated by Sally. Tina will send out the new one to the Board</p>
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Financial Report

	<p>We looked at the Monthly Accounts with the money we have got in and spent as usual.</p> <p>There are some savings left over after delivering our services this year so far. We will need to plan what to do with this</p> <p>The income from Children’s Respite is being held back as the service is on hold.</p> <p>We are still starting a film club at Armley Mills on a Saturday morning. Things are going slowly.</p>
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Delivery and Business development

	<p>The Outreach Service is growing gradually with new members starting.</p> <p>Teens and Twenties is slowly getting started up. The Wednesday night group has started. Other groups are starting too slowly. Tina is working with Roxanne to make this happen.</p>
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**THE
YOUNG
FOUNDATION
THINKING
ACTION
CHANGE**

Young Foundation - These sessions are going well and Directors are welcome to attend – they are on Thursdays.

Tina has been given a mentor from Mondragon, which is a really large co-op from Spain.

We need to find someone from a food business to help us develop our snack idea. The grants that we have got will help us develop our idea. We will have 6 months to try it to see if it works. This is called a Social Enterprise.

Tina will be working on the plans for this. We will need a plan for the money to make sure we don't spend too much.

Tina is going to visit some places that do similar work. Board members can attend as well. This will help Tina write the business plan for the snack social enterprise.

Directors Award



Awards were given out at the AGM to:

Support Worker of the Year – John Yates

Volunteer of the Year – Paul Jackson

Member of the Year (Nicola Storey Award) – Michael Norton

Directors Award – Elissa Hammond

WELL DONE TO ALL!!!

Any other business

None

Actions



1. Need to register Jonathan as a Director
2. Reviewing both Barkston House and Strawberry Lane as future locations for the office.
3. Organisational policy for Health and Safety is being updated, send to directors.
4. Get both the Saturday Film Club and Teens and Twenties working at full capacity.



Date of next meeting – Tuesday 2nd February at 5.30pm