
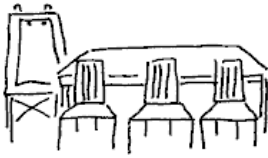





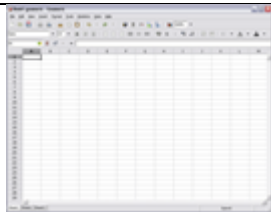

	People Matters Committee meeting	
	Tuesday 3rd November 2015	
People who came to the meeting		
Robert Rae	Tina Turnbull	Rowena Herbert
Susan Moreland	Paul Jackson	Kate Barrett
People who wanted to come to the meeting but couldn't		
Alan Shaw	Charles Ward	

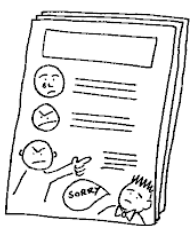
	Conflicts of interest - none
	Notes from the last meeting are fine.

### **Actions from last meeting**


	<p>We have a new apprentice called Lucy who is helping us in the office. She starts on 14/9/2015.</p> <p>She will help us keep our records up to date.</p>
	<p>Alan is not able to stay on the board of People Matters as he has got a lot of work.</p> <p>Tina is talking to Business in the Community(BITC) about help they could give us. This is about making sure lots of people know about People Matters and what we do.</p> <p>The rules are that 1/3 of the board should resign every year, but they can go back on if the members agree. The total number of years that you can be on the board is 6 years.</p> <p>We hope that Jonathan who uses the Outreach</p>

	service will join the Board at the AGM. Charles is going to see him and tell him about the role.
	Strawberry Lane Community Centre is not available to People Matters as a local primary school needs more space.
	Annual accounts and CIC return have been sent to Companies House.
	Lucy B has been working on a mailing list that we can use to target different people. She is also working on getting the work records of all staff up to date.
	Thursday group is having a meeting at Barkston House soon
	We have got some good news about grants for Business planning from Kickstart and Awards for All.

### Things that we always talk about



	<p>Keeping people safe –Safeguarding policy has been updated. Next we want to amend the Safeguarding Children’s policy to include what to do if you think someone is being radicalised.</p> <p>Keeping people’s information safe – no issues</p> <p>Health and Safety – no issues</p>
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### Financial Report

	<p>The money from Adult education is slightly down. This is because we don’t get paid in the summer but still have costs.</p> <p>There is a small amount left over after delivering the outreach service.</p> <p>Lottery money is showing that we have not spent much, this is because this is the beginning of the new project. We are doing a lot of planning.</p>
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	<p>Having some extra money will help next year when we have to pay the national living wage.</p> <p>Children's respite needs more work to tell children and their families about the service. We are starting a film club at Armley Mills on a Saturday morning.</p>
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### Business development

	<p>We have increased the number of hours of support we provide to individuals to 180 hours a week.</p> <p>Tina has written a business risk register. This is the way People Matters writes down and checks things that might affect the business are being fixed. At the moment the computers are a big issue.</p>
	<p>Young Foundation</p> <p>Sessions are going well and Directors are welcome to attend – they are on Thursdays.</p> <p>Need to find someone from a food business to help us develop our snack idea. The money that we have got will help us develop the idea and then we will have 6 months to run it and see if it works.</p> <p>Tina is going to visit some places that do similar work and board members can attend as well this will help Tina write the business plan for option 2</p>

### Directors Award



We had a long talk about how well the staff had been working and decided who should get the Directors Award and who should get the staff award.

### Any other business

None

### Actions



1. Need to update Children's safeguarding policy
2. Tina will be writing the business plan for option 2.
3. Board members can attend any of the Young Foundation courses – just let Tina know.
4. Board members and Tina are going to visit organisations who are doing similar types of work as People Matters.



Date of next meeting – Thursday 10<sup>th</sup> December at 7.15pm (after the AGM)