

# Minutes of 6th April 2017 of WCPSC Board of Trustees

Sue Falconer's House, 7.30pm

Attendees: Mark Volanthen, Sue Falconer, Bob Menlove, Lionel Jones, Liz Hatfield

## 1. Minutes and matters arising from previous minutes

- AGM minutes have been approved, as have previous Trustee minutes

**ACTION: Need to ensure these are uploaded to website- SF**

- SF currently covering CEO role unpaid and happy to continue for now

**ACTION: Agree review this again in June, with aim of reviewing and updating job description after strategy meeting - all**

- Paul Dollery has resigned. Coaching recruitment was reviewed prior to this and an advert has been put out for a full time assistant coach. Board of trustees have reviewed applications received so far and shared a preferred short list with Kim Hill.

**ACTION: SF / MV confirming interview dates with Kim Hill**

- No further progress been made on recruitment to the board

**ACTION: identify areas of needs - HR is a key one. Consider recruiting advisors to the board - all**

- SF updated that new website has gone live, progress being made with Facebook Group
- Working closely with advice from Martin Wilson re website, publicity and attracting sponsorship

**ACTION: outputs from upcoming strategy meeting likely to help inform website development - all; identify IT lead - BM?**

- Volunteer recruitment is ongoing

**ACTION: Need to formally identify specific roles - all**

- Squad rep meeting has now been held and was productive

**ACTION: SF to chase approved minutes for circulation**

## 2. Finance

- Finance reports are being produced by Vicky Harrison and sent to the Board. Report and summary has been received for first 6 months of our tax year. The Charity's Financial Position is more positive than last year, but this is in part due to our not paying for a CEO currently. Recommendations support recruitment of a new full time coach; expansion of the lessons programme; a review of fees for September.
- Agree ongoing need to understand and monitor costs closely
- Strategy meeting is likely to help inform ambitions and funding

### **3. Strategy Meeting**

- Set for 23rd April
- Discussion of numbers of participants and possible facilitator.

**ACTION: SF to arrange invites and to liaise with potential facilitators**

### **4. Staffing**

- Active coach recruitment ongoing
- Admin Executive role is working very well
- Vicky Harrison is now able to undertake some roles previously done by CEO, including finance.

**ACTION: SF highlighted need for updating of staff handbooks - SF**

### **5. Safeguarding**

- BM raised this issue, wanting to ensure understanding of process and thorough logging of issues and following through to completion.
- All agreed this is crucial

**ACTION: SF and BM to liaise with Pip Varley**

Meeting finished at 11pm.