



## Minutes for publication

### Board of Trustees Meeting

Tuesday 8<sup>th</sup> October 2024

**Present** Richard Jennings (Convener), Ashley Ryan, Barry Sillars, Bushra Iqbal, Debbie Adams, Farah Jamadar, Fiona Gillespie, Gillian Reid-McKee, Jonathan Christie, Kim Atkinson, Sean Duffy

**In Attendance** Anna Fowlie, Tim Hencher, David McNeill, Megan Ross, Caroline Christie, Kirsten Hogg

#### 1. Welcome and Apologies

The Convener welcomed everyone to the meeting and thanked them for their engagement in the informal facilitated session that took place prior to the meeting.

#### 2. Conflicts of interest

None declared.

#### 3. Minutes of the last meeting

- Trustees approved the minutes of the meeting held on 16<sup>th</sup> May 2024.
- Trustees approved the public minutes of the meeting held on 16<sup>th</sup> May 2024 for publication.

#### Matters Arising/Action Log

All items on the Action Log are now complete.

David noted that the Membership Fee Review would be covered in the Strategic Development Committee Update. The Goodmoves pricing structure is an ongoing internal discussion and will be brought back to the December Board Meeting.

Action:

Add Goodmoves pricing to agenda for December Board Meeting - DM

#### 4. Membership Update

David noted that this has been a challenging period for membership due to the financial situation in the sector.

Free members are growing, but we are finding it harder to retain large members. We are on track for the budget to remain static around membership income.

SLT asked that Trustees promote SCVO membership through their networks and on social media, including LinkedIn.

Action

Promote SCVO membership wherever possible - all

## **5. Governance**

### **Update on Trustee Elections and Appointments**

Anna updated that recruitment for the two positions of appointed Trustees was underway, working with Aspen People who had recently become a corporate sponsor. The call for nominations for two elected Trustees has been posted on the SCVO website and circulated through our members' bulletins.

Anna also encouraged our two current elected trustees to stand for a second term.

### **AGM Agenda for Approval**

Tim proposed the draft AGM Agenda for approval noting that changes to the constitution will be added as a special item on AGM Agenda. Tim also noted that we would be allowing voting on the day of the AGM this year due to a technical matter which will be resolved in the changes being put to members.

Richard noted that it will be interesting to see the outcome of the two recruitment processes with them running at the same time.

### **Refreshed Constitution**

Anna noted that she was reviewing the constitution to ensure that it is written in plain English. Anna added that there was also legacy information to be updated, and when that was complete, she would circulate to Trustees for agreement before circulating to members.

Action

Circulate changes to the constitution to trustees - Anna

## **6. Update from Strategic Development Committee**

David explained that there had been no meeting of the Strategic Development Committee due to a number of diary issues. Papers have been circulated to the members of the SDC asking for feedback.

Trustees discussed the potential increase in membership fees, and a reduction in Goodmoves fees for members.

Trustees noted that as an organisation, we need to be mindful that the 2025 budget will be difficult. Trustees agreed not to increase fees at the moment, but expressed a clear desire to review fees and asked that this be taken to the Board Strategy Day in June 2025.

Action

Members of SDC to provide feedback to David – members of SDC

Add membership subscriptions to agenda for Board Strategy Day in June 2025 - SLT

## **7. Update from Strategic Resources Committee**

Farha and Tim updated that the Auditors attended last meeting of the Strategic Resources Committee and confirmed that we have had a clean audit. Tim noted that we require all Trustees to review the letter of representation, and if satisfied, to authorise Richard to sign as Convener on behalf of the Board.

Trustees agreed that they were happy for Richard to sign the letter of recommendation.

Tim confirmed that the Edward House mortgage has now been fully redeemed. The Strategic Resources Committee met with our adviser from Cuthbert White to discuss options for the sale of Edward House. Tim agreed to circulate the sale brochure to Trustees.

Actions

Sign off letter of representation – Richard

Keep trustees informed about sale of Edward House - Tim

## **8. Strategic Plan Progress Report**

Anna spoke to the Strategic Plan Progress Report.

Trustees noted that this is a good paper which provides a clear breakdown of the breadth of work being undertaken and asked how we use this to focus on whether we're on track and assessing impact.

Anna noted that members in the sector want us to be more forceful with Scottish Government on Fair Funding. She confirmed that we continued to press on the issue at every opportunity, but we need to find a balance with Fair Funding on how we push without just "shouting into the void." Kirsten confirmed that the Policy Team were looking at this issue and continually updating our approach.

## **9. Deeper Dive – SCVO's People Strategy**

Caroline updated Trustees on progress against SCVO's People Strategy which was developed early in 2022 to address the findings of our Investors in People assessment. This is to help us maintain and further develop how we do things as an organisation, in particular to support delivery of the Strategic Plan.

Caroline noted that we are embedding a coaching approach to managing performance management and learning and development. This includes our annual appraisal process and

regular 1-1s with line managers, focusing on objectives and teamwork plans with support to enable staff to perform well and be engaged in the work of the organisation.

Caroline added that all people managers have had training and support on sharing feedback on performance and how to get the most out of appraisal sessions. 6-month appraisal check-ins have now also been added to the appraisal process.

Caroline also noted that the staff survey results had been a positive reflection of the work being done to support staff.

Trustees noted that the results were heartening to read and how positive it is to see that staff are happy and engaged. Trustees added that there is a real opportunity for SCVO to lead the sector in this area.

### **10. Scotland's Third Sector Tracker**

Kirsten updated that the latest results from the Tracker show that funding is becoming even more of an issue for the sector, but that most organisations are still able to deliver without having to cease operations. The Policy and Research Teams are looking at the impact of doing more with less or continuing to do the same with less and how we continue to keep dialogue open with Scottish Government.

Trustees asked if there was a role for the Intermediaries Network in championing fair funding work? As major strategic partners, the Intermediaries add value in what we're trying to achieve. Anna confirmed that the Intermediaries Network was very engaged on this work.

Trustees asked if it would be possible to have a summary paper of the tracker at each Board Meeting as seeing the trend data is very helpful.

Action

Ensure briefing on findings from the Tracker was provided to each Board Meeting - Anna

### **11. Draft Calendar of Meetings**

Trustees agreed the Draft Calendar of Meetings for 2025.

***Action – Megan to circulate to all calendars following the meeting.***

### **12. Risk**

Tim noted that there are no new risks to be discussed at this time.

### **13. AOCB**

Agreed for noting: Netherund Memorial Hall has transferred over to an organisation of similar purposes.

As this was Fiona's last meeting before ending her term on the Board of Trustees, Richard thanked Fiona for her time and hard work over her two terms and wished her well in the future.

#### **14. Date of the next Meeting**

The next meeting of the Board of Trustees would be held on Tuesday, 10<sup>th</sup> December 2024 at 1pm in Mansfield Traquair Centre, followed by the AGM.