

Minutes of the Trustee Board 2024

Hymans Robertson Foundation Trustee Board

MS Teams Tuesday 11 February 1000-1200

Present

Gill Tait GT (Chair)	Marcella Boyle MB (CEO)	Marjory Logie ML (Minutes)
Sarah Gilmour SG (Secretary)	Tracey Washbrooke TW (Trustee)	Patricija Kolesinskaite PK (Guest: HRLLP)
Lucy Steers LS (Trustee)	Abhishek Srivastav AS (Trustee)	
Paul Waters PW (Trustee)	Rachel Nixseaman RN (Trustee)	
Peter Carver PC (Trustee)	Atta Yaqub AY (Trustee)	

GOVERNANCE

1 Opening Remarks

Apologies: Rise Ellis.

The Chair welcomed everyone and confirmed the meeting was quorate. The meeting was held on a hybrid basis with members attending in person at Hymans Robertson LLP (HRLLP) offices and online via Teams.

RN agreed to write the February Board blog. SG shared blog writing guidance to the Board. It was proposed and agreed blogs will be reviewed by another trustee.

GT advised the Board that after almost 9 years, Graham Stevens, Treasurer, has resigned from his Trustee and Treasurer role. GT thanked him on behalf of the Board for his commitment and support to the HRF during his tenure. GT confirmed work in progress on a replacement and a formal recommendation on Treasurer and Vice Treasurer roles will be made at the April Board.

All HRLLP attendees reminded to record their volunteer time including any associated activity.

2 Declaration of Interests

None.

3 Approval of Minutes (Approval)

The October Board Meeting minutes and redacted July 2024 Trustee Board minutes for website publication, copies of which had been distributed prior to the Meeting, were approved.

4 Review of Actions from previous meeting (Approval)

All closed actions noted. The Board shared updates on Open items and agreed any in progress items would be noted as closed. The November Board Workshop Action Note was also circulated, and all in progress Open items agreed as closed, with all remaining Open items tabled for review at next Trustee Board meeting(s).

5 Longer Term Provisional Financial Forecast and Delegated Authority Update – TW (Information)

Papers 5 and 5A were discussed. It was noted that Matched Funding would be covered in more detail in agenda item 10. TW presented an update on potential impacts to longer-term financial position.

6 Trustees Updates (Verbal)

Trustees shared updates on activities undertaken in their role as Ambassadors for the HRF.

7 Management Fee Contribution to FARE Scotland as Grant Manager for Wee Bursary (Approval)

The Board approved a Management Fee contribution to FARE Scotland 2024/25 Interim Report on 2024/25 HRF Bursary (Noting)

Noted.

8 2024/25 Interim Report on 2024/25 HRF Bursary (Noting)

Noted.

9 2025-2028 Business Plan – Draft 3-year Plan / 2024/25 Annual Plan Report (close out) (Discussion / Noting)

2025-2028 Business Plan – Draft 3-year Plan

Draft paper discussed with formal approval scheduled for May 2025.

2024/25 Annual Plan Report (close out)

The Board noted the report.

10 Volunteering – KPI and Matched Funding 2025/26 Recommendation to HRLLP (Approval)

- 5000 Volunteering Hours: to reflect HRF role as an enabler of volunteering (recognising that volunteering fulfilment occurs via HRLLP). The Board discussed and approved proposed amendment to remove 5000 hours volunteering as a KPI for the HRF.
- Matched Funding: Board discussed and approved the proposal to increase individual match funding cap for HRF charity network. Matched funding increase from April. GT proposed tracking effectiveness for Annual Report & Accounts and to communicate to HRLLP staff.
- Donations Policy: HRF is a recognised charity under HRLLP GAYE scheme, but this is not promoted to HRLLP staff. The Board are generally supportive of a gentle promotion of the HRF for GAYE, noting that any staff donations will not be allocated to the match funding scheme.

WELL INFORMED

11 CEO Update (Discussion)

The CEO Report was taken as read.

12 Board Forward Plan (Information)

13 Governance Tracker – (Information)

14 Website Analytics – update from Patricija Kolesinskaite (HRLLP volunteer)

PK presented an update on the HRF website performance and insights on site analytics.

15 Risk Register – Review Only

For review in April 2025.

FUTURE PLAN

16 Action for Children Spring Event Glasgow (Information/Noting)

Invite for 27 March 2025 to be shared with Trustees.

17 Date of Next Meeting (Noting)

22 April 2025 1300-1500.

18 SCVO Membership Renewal (Noting)

Noted.

SELF REVIEW

19 CPD materials (Information)

All links included within the Board agenda.

CLOSING ITEMS

20 AOCB

None.