

Minutes of the Trustee Board 2024

Hymans Robertson Foundation Trustee Board

MS Teams Monday 29 January 2024 1500-1630

Invited

Gill Tait GT (Chair)	Marcella Boyle MB (CEO)	Rachel Nixseaman RN (Trustee)
Sarah Gilmour SG (Secretary)	Graham Stevens GS (Treasurer)	Atta Yaqub AY (Trustee)
Lucy Steers LS (Trustee)	Tracey Washbrooke TW (Trustee)	Rise Ellis RE (Co-opted)
Paul Waters PW (Trustee)	Abhishek Srivastav AS (Trustee)	Marjory Logie ML (Minutes)
Peter Carver PC (Trustee)	Colin Gray (CG) Helping Hands Update	

Guests: Paul Humphries PH (FARE Scotland); Thomas McGruther-Johnson TMJ (Hymans Robertson, Volunteer)

GOVERNANCE

1 Opening Remarks

The Chair welcomed all present to the Trustee Board Meeting and confirmed the Meeting was quorate. The Meeting was held on a hybrid basis with members attending in person in Hymans Robertson LLP (HRLLP) offices and online via Teams.

2 Declaration of Interests

None.

3 Minutes

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

4 Review of Actions

- SG highlighted that November Board Workshop Actions had been added to the Actions Log prepared for the January Board.

5 The Wee Bursary Update

Paul Humphries (PH) (Deputy Chief Executive), FARE was invited to address the Meeting.

PH provided an overview of the Glasgow-focussed Wee Bursary since its launch last October, to coincide with Challenge Poverty Week. He highlighted the significant impact the Wee Bursary has already made in a short time, with over 160 applications received and approved. PH emphasised that whilst the money provides immediate relief, FARE staff are providing long term wrap support, typically through their team of Financial Support Officers (FSOs) who are active in schools. FSOs work alongside the families of children and young people to help achieve longer term positive impact. PH also noted referrals have been received from HRF partners, Action for Children and Barnardo's who also assign support staff to Bursary recipients to provide wrap support.

6 Risk Register

TMJ was invited to present an update on the HRF Risk Register.

TMJ explained the latest upgrades to the register following the development work undertaken (since the Board workshop) including a new data category, "Audience", and a new status of 'Closed' for closed risks.

MB thanked TW and TMJ for their help in transforming how we review risks to the HRF.

7 Treasurer's Report – GS

GT advised that following the October trustee board meeting discussion on future funding requirements and commitments, there was still some outstanding information to review. GT proposed that following the Treasurer's report by GS, final review tabled at April meeting to discuss and agree next steps.

GS provided a summary of his Treasurer's report and confirmed that all Charity Partner payments for 2023/24 have been completed,

WELL INFORMED

8 Volunteering Sub Committee (VSC) update

PC presented an update on the VSC November meeting and noted good attendance of HH teams from across the LLP.

9 Helping Hands Update – Colin Gray

CG, LLP Glasgow Helping Hands provided a verbal update from the last quarter on volunteering and fundraising activities at the LLP Birmingham, Edinburgh, Glasgow, and London offices and highlighted the substantial amount of funds raised. CG also shared progress on volunteering opportunities planned/underway for 2024.

10 CEO Update

The CEO Report had been circulated with the Board Meeting Pack and was taken as read with key points noted as:

- Formal thanks to SG for producing the Annual Report & Accounts and to LS's team (HRLLP Marketing and Design) for their support. MB highlighted how far our reporting has come in 5 years, led by SG.
- Halfway through our ten-year strategic plan we are well on our way to achieving our ten-year impact and funding targets for young people and communities.
- We continue to develop existing and new relationships with other grant funders with a view to potentially welcoming several to our network in 24/25.

GT thanked MB for her report and noted charity partners' responses to the living wage information request.

11 Operating Plan 2023/24 Close Out

MB advised the Board that an operating plan is developed for each year using actions from our 3-year Business Plan and guidance from our annual Board Workshop. We are preparing the workplan for 2024/25 financial year, and the 2023/24 operating plan circulated with the Board Meeting pack is closed and all open actions carried forward to 2024/25.

12 Board Forward Plan & Work Plan (For Information)

13 Board Workshop 14 November 2023 – Notes & Actions (For Information)

FUTURE PLAN

14 Date of next Meeting

Tuesday 16 April 2024 0930-1100.

SELF REVIEW

CPD materials linked in January Board agenda.

CLOSING ITEMS

15 AOCB

- Birmingham City Council Connections
- GS asked the Board to formally note TW appointment as Deputy Treasurer and she will take over some of the HRF financial tasks from GS going forward.

16 Summary of Actions

Summary of Actions will be updated and presented at the July Board Meeting.

17 Annual Report & Accounts Update

SG confirmed to the Board the AR&A will be submitted to Charity Commission today within the reporting deadline and thanked LS's team for their support in preparation of infographics. She notified the Board of changes to the Charity Commission annual return.

GT thanked SG for ensuring that our reporting is in good shape and providing guidance on reporting governance.