

# **RUTLAND FIRST CIC BOARD MEETING**

**4 February 2019**

## **MINUTES**

A meeting of the Rutland First CIC Board was held on Monday 4 February in the Tinwell Room at Rutland Community Hub. The meeting started at 10.00 hrs and finished at 12.15hrs.

### **Present**

Miles Williamson-Noble	(Chair)	Jennifer Fenelon
Jacqui Darlington		Judy Worthington
Christine Stanesby		Bart Taylor-Harris
Jeanette Warner		Geoff Thompson

### **In Attendance**

Morag Tyler (Resilient Rutland Project Manager)	Barry Henson
Carole East (Resilient Rutland Steering Group)	Jean Henson
	Bart Hellyer
	Mel Allison

### **Opening Remarks and Apologies**

The Chair welcomed members of the Board and those attending.  
Apologies had been received from Nicola Darby

#### **1. Items of other business for consideration at the end of the agenda**

Telegraph article about mindfulness  
RCC scrutiny paper: Mental Health task Group report

#### **2. Minutes of the confidential Board Meeting on 11 December 2018**

These were considered in the confidential section of the meeting.

#### **3. Matters arising from the email circulation of 16 January 2019**

It was agreed that all matters arising from the email circulation were dealt with elsewhere on the agenda.

#### **4. Approval of updated policy document**

There was a wide-ranging discussion. JF expressed concern that some policies of the former HWR had not been included. Questions were asked about DBS checking.

It was agreed that:

- I. All policies within the booklet be approved and the booklet be published on the RF website by the project manager,
- II. The nominated Board members should be as follows: Anti fraud policy - Judy Worthington; Safeguarding policy – Nicola Darby; Data protection – Bart Taylor-Harris,
- III. Jennifer Fenelon to check through the policies of HWR, identifying any that are relevant and not included in the booklet,
- IV. Miles Williamson-Noble to check the DBS situation and ensure all Board and steering group members had been appropriately vetted.

## **5. Resilient Rutland programme plan**

The plan was welcomed.

It was agreed that:

- I. The plan be received
- II. As the RR project develops updated editions of the plan should be brought to the Board by the project manager for approval,
- III. That the project manager report “by exception” on the plan at future meetings.

## **6. Contract specifications**

Morag Tyler, project manager, gave a brief presentation and answered questions about academic resilience.

The specifications for the “Change management” and “academic resilience approach” contracts were discussed.

It was agreed that:

- I. The specification be used to inform the drawing up of contract documents,
- II. Authority should be delegated to the steering group and project manager to agree the contract wording in line with the specification so as to protect the interests of Rutland First and those of the schools and students,
- III. The steering group and project manager should seek appropriate legal advice before entering into any contract,
- IV. That in the case of the Anna Freud contract the project manager be authorised to agree to the commencement of work in advance of contracts being signed.

## **7. Staffing**

Jeanette Warner updated the board on the process to recruit a Schools Liaison Officer. Over 100 applications had been received. A candidate with both experience of working in an educational environment and with secretarial skills was being sought. Interviews are to be held on 13 February. A report will be given at the next meeting.

Miles Williamson-Noble reported that from April 2019 legislation required the following changes in pensions contributions:

Employer – from 2% to 3%

Employee – from 3% to 5%

## **8. Websites**

The links between the RF and RR websites were explained. A link to and from the Rutland Information service website was suggested.

It was agreed that the RF website should include: policies, board agendas and minutes, accounts, board member profiles.

## 9. Future meeting arrangements

The following meetings were agreed:

Date and time of meeting	RF and RR issues to be considered at meeting
10:00am Monday 4 March 2019	RR project plan progress report RR expenditure report (against budget) RF 2019-2020 budget approval Staff recruitment
10:00 Wednesday 1 May 2019	RR project plan progress report RR expenditure report (against budget) RR "early support" specification for approval
10:00 Monday 24 June 2019	RF 2018-2019 accounts approval RR project plan progress report RR expenditure report (against budget) Agree meeting pattern going forward

## 10. Any Other Business

Telegraph article about mindfulness and the RCC scrutiny paper: Mental Health task Group report were discussed.

It was agreed that Miles Williamson-Noble contact the relevant officers of the County Council about the recommendation in the RCC paper concerning schools having "a nominated trained Mental Health First Aider"

There was discussion about public access to meetings and the use of social media to inform people of RF and RR activity.