

RUTLAND FIRST CIC BOARD MEETING

13 Jan 2021

MINUTES

A Board Meeting of Rutland First CIC was held on 13 Jan 2021. The meeting was held online with Zoom commencing at 10.00 am. The meeting was open to the public but none attended.

- 1. Introductions and apologies** **Chair**
Brief introduction of all colleagues.
Apologies from Christine Stanesby and Gina Head.
- 2. Declarations of potential conflicts of interest** **Chair**
Geoff Thompson Chair of Governors UCC, Governor at Harington and Rutland Schools Trust.
Jeanette Warner Governor at UCC.
Agreement to step back from UCC decisions if needed.
- 3. Minutes of the Annual General Meeting held on 20 Nov 2020** **Chair**
None. Minutes agreed for sign off at the next AGM.
- 4. Matters arising** **Chair**
None
- 5. Minutes of the Board Meeting held on 20 Nov 20** **Chair**
Minutes Agreed. No matters arising
- 6. Resilient Rutland Annual Review Feb 20 – Jan 21** **GT/MT**
MWN: Two report versions needed - general share will remove budget. To be circulated as a PDF to all recipients of our newsletter **Action Morag Tyler**.
MT: Updated new board members. The annual review goes to the lottery at the end of January to mark the anniversary of the launch. This is in addition to our 6-month informal review with the Big Lottery.
Updates added: Our work with Alicia Kearns, budget slide amended, school quotations added as received (4 received thus far). A heartening review – marking all that we have achieved through adversity. Shows strength of co-production approach.
Questions:
GH: Score card for successes in appendix – could this be RAG to show team response to Covid?
MT: Agreeing our approach to Evaluation at today’s meeting and although would a good addition we do not have capacity to create for this year’s review.
GT: Asked that all questions from absent board members be brought to the meeting to avoid email duplication and allow all members to hear.
JW: Shared her thanks to Morag and Lyn for such an impressive project and adaptation to the circumstances.
PK: Student initiatives - this needs to be clarified as £3200 per ‘academic year’. **Action Morag** to amend.
JW: asked about the impact of the mental health support teams on our project delivery.
MT: MHST part of the green paper to introduce across the UK – we are part of the 3rd wave of pilots. In Rutland this will include 8 primaries plus Casterton and Catmose – selected for military

numbers but support is school wide. This includes staffing in schools and high-level intervention. Morag is on this working group and liaising with the newly appointed project manager to clarify the offer and give support. Full roll out of the initiative should be completed by the end of 2030 across the country. Noted a gap between end of our project and commencement of this. In addition, the RCC Primary Education Inclusion partnership went live in Rutland in September 2020 and also offers significant levels of support. We work with them to avoid duplication. RCC aim to introduce into secondaries in the future.

Board approved the annual review. To be distributed to all on our distribution list and posted on website. **Action: Morag Tyler**

7. Finance

- a. Management Accounts to 31 Dec 20 **PK**
- b. Budget 1 Apr 21 – 31 Mar 22 **PK**

PK shared the budget including current spend and forecasting. On workstreams, RR has spent £90,333 to-date, with forecast spend of £130,000 this academic year and £114,000 the following year. PK raised caution about the ambition of spend. CORC is still on here subject to later discussion and project management shows a reduction for 2022-2023 subject to agreement/contracts.

MT Primary and Creative /sports difficult to spend due to COVID-19. This may lead to an underspend here of up to £24k.

MWN: offer to approach military funding charities and organisations if need arises.

MT/PK Explained to new board members that in total we will receive £484,700 out of a possible £500,000. Payment is received every six months, and our project delivery has been extended to January 2023.

GT: There is always the possibility to return to the lottery and ask for the additional £15k.

Question from GH: We are now forecast to spend as much on primary as on secondary -does this match mental health needs?

JW: Yes. We are about prevention and publications indicate sobering numbers of stress, anxiety in primary age children.

JW Proposed to accept the budget. GT seconded.

Board voted and acceptance given.

Since this meeting the figures have been updated and sent to the board.

8. Budgetary approvals

- a. **Crisis fund for UCC** **MT**

Board approval requested for : use of Relate Leicestershire to provide group bereavement counselling up to £1000.

Board approval given.

- b. **Project evaluation and cessation of CORC arrangements** **CE**

CE talked through the evaluation document. Update provided on school feedback on CORC (high administration for little gain).

Proposal to:

- Discontinue use of CORC
- Develop and implement the Maturity Assessment with all schools.
- As above, to use the Maturity Assessment with referral data from other sources KOOH.

- Use of supplementary evidence using direct feedback from participants to (i) validate findings and contextualise data, and (ii) provide relevant additional evaluation of less quantifiable outcomes
- Additional individual evaluation by each school at the end of the project.

MT: Shared Maturity Assessment draft document and explained the criteria, self- evaluation and tracking.

GT: Explained the 5 criteria. It was agreed that this is a powerful tool and an effective way to measure project effectiveness. Schools were part of the development process and their answers have been an honest reflection of their status. The opportunity to share this beyond the project was considered and it was agreed to be beneficial **ACTION MT**

GT: Raised that the maturity assessment deals with most evaluation criteria for the project. It is important to look at how we present our evaluation.

It was agreed that MT and CE will work together to create a template for completion with the potential to add in retrospective data.

The board agreed to the five bullet points proposed and to cease CORC.

Action:

LH and MT to contact CORC and discontinue.

PK Remove CORC from budget

MT/CE to write approach/evaluation measurement.

9. Resilient Rutland/Rutland First Procurement Process

a. Process flow chart

GT

GT shared the flow chart. Agreement that this is clear putting policy into process. Approved.

b. Approval for delegation of authority

MT

Morag screen shared the document displaying workstream details including project stage, procurement, budget, provider, and COVID-19 impact. MT focussed on the amber and red issues for board approval.

Bereavement counselling:

Board approved: use of Relate Leicestershire for this service and £1,000 budget shift from CORC.

PK added that we should not turn down requests for this support. All agreed.

GT asked MWN if board happy for steering group to make judgements about further spend without board approval and that spend will of course be monitored in line with budgets. Agreed.

HC: Queried whether government support for bereavement was expected given rising COVID-19 cases. Agreement that this needs to be monitored and we need to stay aware of offers and impact on our project. This extends to the Laura Centre provision (currently full), the charity Winston's Wish which is offering online bereavement courses and LOROS.

CE raised the referral process and link up with ECHP. MT undertakes a thorough check on each referral to ensure we are complementing existing interventions and not contradicting services.

Creative and sports - primary:

Currently this offer is limited to suppliers Root & Branch out and Huathe. Going forward we will work with schools to identify suppliers to offer different activities e.g. sports, drama, arts

etc. It was proposed that the Steering group have authority to engage suppliers with the caveat that spend for each organisation should not go over £10k.

This was approved by the Board.

Counselling:

We have seen demand for this service increase over and above what was seen during the pilot. It was proposed that the service be increased where a school goes over five young people on their waiting list as this ensures they are not kept waiting beyond one cycle (six weeks). The spend will be monitored (**Action Steering group**).

This was approved by the Board.

Young Person initiatives:

The initiatives meet the Lottery guidelines and have all been generated by our young people. It was proposed that the Steering group can progress these initiatives. MWN noted that these come from different suppliers and do not exceed £10,000 for one supplier so tender not needed. Steering group approved to remain vigilant regarding lottery guidelines on spend and to take this forward.

This was approved by the Board.

10. Future Planning

Chair

To take advantage of potential short term Covid funding opportunities, it was suggested that a meeting to discuss objectives and areas for consideration was needed in the next couple of weeks. Zoom meeting proposed 2pm-3pm Thursday 21/1/21.

11. Any Other Business

Chair

None

12. Date of Next Meeting

Chair

30 March 2021