

Highland Children and Young People's Forum

Virtual trustee meeting via Zoom

18 February 2021, 10am-12pm

DRAFT

Present: Norman MacAskill (NM), Sarah Fowler (SF), Jenni Campbell (JC), Jim Gilzean (JG), Laurie Symon (LS), Kirsty Hunter (KH) joined late

In attendance: Gillian Newman (GN), Emma Thomas (ET), Alix Anderson (AA), Hannah Eaton (HE)

Apologies:

Item No.	Item and Decisions
1	Welcome and apologies Norman welcomed everyone to the meeting. Everyone was delighted to meet Hannah and Aix, our interns. Kirsty emailed to advise she would be joining the meeting around 10:30am due to another work commitment. Hannah needs to leave at 11am due to university commitments.
2	Minutes of last meeting 9 December 2020 minutes agreed. Proposed by Jim and seconded by Laurie.
3	Matters arising from the previous meetings not otherwise appearing on the agenda: No matters arising.
4	Declarations of interest No declarations of interest.
5	STANDING ITEM Rolling action plan Norman sees the rolling action plan as a safety net to ensure things do not drop off our agenda. All items covered within the agenda of today's meeting.

6	<p>FOR INFORMATION Policy Lead Report (Gillian)</p> <ul style="list-style-type: none"> • Highland Chat4Change launched 4 February after a huge amount of work by Gillian and Alix. No responses from children and young people yet, suggesting it is stuck in the system somewhere. THC have confirmed it has gone out to all Headteacher and Principal Teachers. Gillian plans to follow up with folks, just a tricky time to capture people's attention with so many competing demands. Good news is that Council Officers are really behind it. • Digital project is progressing – next stage is to get the young people involved. Great to have Alix on board as she understands the technology. • Lots of frustration with policy meetings as progress is very slow but continuing to bang the drum and speak up for children, young people, families and the third sector. • Caithness Cares as a pathfinder – all of the £750k from the Scottish government mental health fund has gone there. HCYPF to be involved in some way as they would like Inspire Highland style input. • Absolutely incredible having Alix and Hannah on board as interns – perfect timing and the perfect additions to the team. • Working with Jim to get finances in order. • Working with Kirsty on CRWIA and Alix on GDPR in relation to policies. • Alix gave a review of her work so far alongside Gillian – a huge amount has been achieved in such a short space of time. Board and staff team absolutely delighted to have Alix on board. <p>Report noted</p>
7	<p>FOR INFORMATION Participation Lead Report</p> <ul style="list-style-type: none"> • Inspire Highland working with Leonard Cheshire as part of their 'can do' project – possible projects include using photography project, chalk art project. Maree Todd MSP is attending the next meeting. • Opportunity for award winning poet to work with us to develop a book for primary aged children but need around £1000 of funding from HCYPF to move it forwards. ACTION: Emma to produce a proposal for the Board to consider by email.

	<ul style="list-style-type: none"> • Mental health group have reached a sticking point with finding someone to deliver their animation. Need someone who understands their needs. • Details about all the group activities are available in Emma's participation lead report. • Hoping to set up a visual impairment mini meet too, which will link in with Gillian's visual impairment consultation. • Hannah gave a review of her work so far alongside Emma – again a huge amount has been achieved in such a short space of time. Board and staff team absolutely delighted to have Hannah on board. <p>Report noted</p>
8	<p>FOR INFORMATION Financial report</p> <ul style="list-style-type: none"> • Overall in a good financial position. • Highland Cross funds are now spent. • Additional costs for new interns including laptops and mobile phones. Not budgeted for at the beginning of year but we remain broadly within budget. • Board to be aware of the narrow margin between income and expenditure. We are ok this year but 2021-22 we need to be mindful of these narrow margins. Any larger projects will need to be funded from outside HCYPF. • Reserves now reduced from £31k to £15k (covers our main liabilities in the event of an emergency). • We have confirmation that THC will provide us with standstill funding for 2021-22. <p>Report and financial balances noted</p>
9	<p>FOR DECISION Budget proposal</p> <ul style="list-style-type: none"> • Jim and Gillian have been working on the budget for 2021-22. • Jim will discuss with the accountant how we represent the change in liabilities reserves in the annual accounts 2020-21. • Looking at a surplus of £21k at the moment but that could soon reduce e.g. if Gillian and Emma take on additional hours for various projects. • There are a few items within the budget that could vary due to the way we are currently working e.g. travel and subsistence will be minimal, Inspire Highland costs maybe lower due to predominantly digital format just now.

	<ul style="list-style-type: none"> • Emma clarified the £10k funding she had requested in the budget was for project cost to keep the Inspire Highland groups going – they could bid for that money. ACTION: Emma to put a proposal to the Board. • Sarah suggested we have a discussion about the office space moving forwards. There may be potential for shared hot desking space with Thriving Families or discussions as part of the SLA renegotiation – could we secure some hot desking space within the Pines or another THC building as part of our SLA? ACTION: Gillian to contact New Start about their situation in relation to office space. ACTION: Gillian and Sarah to look at the options in terms of future office space. <p>Board agreed draft budget noting there are some unknowns just now.</p>
10	<p>FOR RATIFICATION Financial procedures</p> <ul style="list-style-type: none"> • It might be helpful to separate out the various finance procedures so each staff member, trustee, signatory knows what is expected of them. ACTION: Gillian will look at this. • It might also be helpful to look at the budget headings – can we consolidate some headings and provide clear descriptions of what comes under each budget heading? ACTION: Jim and Gillian to look at this ahead of new financial year. <p>Policy booklets review proposal</p> <ul style="list-style-type: none"> • Alix has reviewed policies and there were various inconsistencies across the policies. Alix and Gillian propose a new structure with three booklets: Statutory Policies, Data protection and Social Media Policies (next Board meeting) and Staff and Volunteer Policies. • Also needed to add a code of conduct for trustees and for staff as these were referenced in the policies. • Alix has worked on a new consent form too which complies with our policy and also makes clear to the person signing exactly what they are agreeing to. It is so important to get this right, particularly now given how significant our digital footprints are now. Alix had a great idea to do a session with young people around digital safety. • Had a discussion about how best to bring these policy booklets to the Board for consideration. Talked about having subgroup of trustees to review policy booklets in detail then bring comments back to the board meeting itself for

	<p>ratification. We could probably review the policy booklets biannually, unless no specific legal changes.</p> <ul style="list-style-type: none"> • Kirsty suggested adding some additional information into the consent form in relation to examples of how digital images etc will be used. <p>Board noted and approved proposals.</p>
11	<p>FOR DISCUSSION Funding/rebranding strategy</p> <ul style="list-style-type: none"> • Makes sense to reconsider the funding strategy once we have our brand proposition so we are all consistent on what are objectives are and are seeking funding that fits with our objectives. • Norman will send out a Doodle poll with possible dates so we can move forwards with the work with James Martin. <p><i>ACTION: Norman to follow up with James Martin, staff and board re dates for workshops.</i></p> <p>Board noted the paper.</p>
12	<p>FOR DISCUSSION Sensory impairment consultation proposal</p> <ul style="list-style-type: none"> • A parent approached HCYPF about issues within the visual impairment service which resulted in uncovering a very complicated situation. At the same time one of the Inspire Highland young people requested a specific mini meet with a focus on visual impairment. • Gillian and Emma have worked together on a proposal which brings both streams together but it requires some funding and capacity creation. <p>Board approved proposal.</p>
13	<p>AOCB</p> <ul style="list-style-type: none"> • Norman mentioned trustee recruitment – almost ready to roll this out and hopefully recruit some new trustees to the board. We already have one very interested person who is trailing the application process. Would be great if everyone can share this once it is ready. • Huge issues with the HCYPF Facebook page just now – cannot access it or use it properly. Very frustrating.
	<p>Future meeting dates:</p>

	Norman will be in touch with future meeting dates.
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