

**A MEETING OF THE BOARD OF TRUSTEES**  
**Thursday 17th September 2015 – 14:00-18:00**  
 O2 20 Air Street, London, W1B 5AN

**AGENDA**

|   |   |                                |             |
|---|---|--------------------------------|-------------|
| 1 | Welcome<br>a) Apologies<br>b) Conflicts of interest (discuss Chloe Donovan's on-going work with the campaign)<br>c) Minutes of last meeting and arising matters (see appendix A and Paper 1)  | Nick                           | 14:00-14:10 |
| 2 | Young people driving the campaign forward (see paper 2)<br>a) Reflections from Chloe and Louis<br>b) Being youth led  | Nick, Chloe & Louis            | 14:10-14:35 |
| 3 | Finances (see papers 3-6)<br>a) Current financial update<br>b) Audit sign off<br>c) Remuneration committee  | Nick, Charlotte & Sophie       | 14:35-14:50 |
| 4 | Housekeeping<br>a) Operational risks (see paper 7)<br>b) Safeguarding (see paper 8)<br>c) Succession planning<br>d) Reporting – Input into how we report moving forward   | Charlotte Sophie, Rania & Nick | 14:50-15:15 |
| 5 | <ul style="list-style-type: none"> <li>• November anniversary plans (see paper 9)</li> <li>• Campaign Values (see paper 10)</li> </ul>  | Dominic                        | 15:15-15:30 |
| 6 | AOB <ul style="list-style-type: none"> <li>• <i>Suggested new Health &amp; Social Care Trustee</i></li> <li>• <i>Dates for 2016 meetings</i></li> <li>• <i>5<sup>th</sup> February Advisory Council Meeting</i></li> <li>• <i>Advisory Council membership e.g. Sir Antony Seldon and Sir Mike Rake</i></li> </ul> | Nick                           | 15:30-15:40 |
|   | Coffee/comfort break  |                                | 15:40-15:55 |
| 7 | Where are we now?<br>a) Measuring campaign progress – how are we measuring success?<br>b) Success and challenges in each work stream - how the work streams and pledges are contributing towards the 2020 goals   | Charlotte Rania, Dom & Rebecca | 15:55-17:05 |
| 8 | Where are we going?<br>a) Reflections & lessons learnt from 2015<br>b) Discussion on how we achieve success as a campaign (pledges, comms etc)<br>c) 2016 priorities – what is emerging? Input from Trustees on areas of focus for 2016<br><i>(Lining up discussion to continue over dinner)</i>                  | Charlotte Rania & Rebecca      | 17:05-18:00 |
| 9 | Dinner at Yming: 35 - 36 Greek Street, W1D 5DL <ul style="list-style-type: none"> <li>• Legacy and 2016 priorities</li> </ul>   |                                | 18:00-20:30 |

**Attendees – include seating plan and name cards**

1. Sir Nick Parker (Chairman) (SNP)
2. Dame Julia Cleverdon CBE (DJC)
3. Chloe Donovan (CD)
4. Ronan Dunne (RD)
5. Matt Hyde (MH)
6. Amanda Jordan OBE (AJ)
7. William Nye LVO (WN)
8. Louis Stokes (LS)
9. Jean Tomlin OBE (JT)

**In attendance**

1. Charlotte Hill
2. Rania Marandos
3. Dominic Cotton
4. Rebecca Wyton
5. Sophie Drechsler (minutes)

**Papers to be shared**

- Paper 1 – Minutes from the previous Trustee meeting – for info
- Paper 2 – Youth engagement recommendations – for discussion
- Paper 3 – Current financial update – for info
- Paper 4 – Current financial accounts – for info
- Paper 5 – 2014/15 audited accounts for sign off
- Paper 6 – Step Up To Serve Accounts Representation Letter 2014'15
- Paper 7 – Risk Register
- Paper 8 – Safeguarding Policy – for info
- Paper 9 – November anniversary paper – for info
- Paper 10 – Campaign values – for info

**Appendix A**

| No. | Name               | Action  | Notes   |
|-----|--------------------|---|---|
| 1   | #iwill team        | The #iwill team need to think about who could join the Board of Trustees to be the senior health and social care sector representative                              | In progress and to be discussed during the meeting  |
| 2   | All trustees       | Trustees to let the team know if they have any suggestions about who could join the Board of Trustees to be the senior health and social care sector representative | As above  |
| 3   | Charlotte and Kate | Charlotte and Kate to get an introduction from Dame Julia with Simon Walker and follow up with Nick Hurd around adult volunteering piece                            | Looking to engage IoD for November anniversary. On-going engagement around 3 day adult volunteering |
|     | Kate               | KVDP to follow up with JT for Sainsbury's case study  |   |
| 4   | #iwill team        | #iwill team to approach relevant Trustees with game changing pledges to gain their support  | In progress and being discussed during the meeting  |
| 5   | Rebecca & Rania    | Rebecca/Rania contact Number 10 about the survey, push to get support   | Completed   |
| 6   | Charlotte          | Charlotte to contact NCVO to ensure YSA survey figures can be included in the Almanac in future.  | Completed   |
| 7   | Dom                | Dom to share the comms reporting going forward with the Trustees on a quarterly basis   | Completed   |
| 8   | Nick               | Nick to share data protection policy with Trustees along with the minutes.  | Completed   |
| 9   | All trustees       | Trustees to let Nick know if they are not happy with the data protection policy by email  | Completed   |
| 10  | Sophie             | Sophie to add safeguarding, legacy, involving young people to agenda for September meeting  | Completed   |