



ST MARTIN OF TOURS HOUSING

ASSOCIATION

SUMMARY of the BOARD MEETING

Held on 16th FEBUARY 2023 at 6PM

Present:

Non-Executive Directors: Tim Bishop (TB) Chair; Ian Child (IC); Nick Jones (NJ); Selina Siak (SS); Carlos Thibaut (CT); Chyrel Brown (CHB); Francesco Federico (FF)

Executive Directors (voting): Beth Haile (BH)

Non-Executive Directors (non-voting): Paul Hardisty (PH); Beth Haile (BH);

In attendance: Kehinde Olutade (KO); Kathryn Evans (KE)

Apologies: None

The meeting began with welcoming those attending, introductions and taking apologies.

Tim welcomed Francesco Federico as a new non-executive director (trustee) and also Paul Hardisty as the new chief executive.

The minutes of the previous meeting were reviewed and along with the actions.

All actions had been completed or had a plan to complete them. Those not completed were noted and will be looked at again at the next meeting.

The Chair gave a report:

Since the last board in November Malcolm had retired and Paul Hardisty had been appointed and started before Christmas. The chair visited all sites in November. He spoke to a number of staff and some residents. He had also attended online national housing federation sessions, a quarterly webinar for board members.

Board Member Vacancies: it was agreed to recruit up to three more trustees one of whom would chair the F&D committee.

The CEO gave a report

The CEO gave his initial view of the organization. There will be a 30 year business plan which will also include a proposal for a sinking fund. The organization is asset rich and cash poor, but balances should be increased. He noted we need to do more maintenance. More work was also to be done on quality assurance. He noted St Martin's have an extremely strong board. He emphasized that SLT and the Board need to decide on direction, USP and plans for future.

Director of Finance Report- BH

IC and SLT interviewed auditors and recommend approval to the board. Board agreed to recommend to the Special AGM the appointment of Beevers & Struthers for a 3-year period. VAT – we are awaiting for HMRC to approve our application on our Care subsidiary.

Management Accounts:

We are currently operating at better than budget with a forecast for this continue to year end.

Budget:

We expect a surplus by the end of the financial year 2022/23 and a budget forecast for 23/24 was provided, which allowed for cost of living rises for inflation, 5% for performance pay and 5% contingency budget.

The board agreed on the budget, subject to receiving the paper on the detail of pay proposals.

Operation and Services Report – KE

Five new residents, eight people moved on and two evictions

Q&P committee has agreed that the first part of their report to Board would be areas of scrutiny, and the second part of the report will be data. Other areas for further scrutiny include verbal abuse & discrimination towards staff.

It was agreed all non-exec board members to visit one of the services every year, to arrange this through MK.

KE will introduce reflective practice for staff to talk about the impact of work, starting in March.

Property Services Report - KO

The stock condition survey is completed.

Energy performance certificate completed.

The Board approved the further spending on fire doors.

Risk register

The risk register was reviewed. It will be reviewed at every board meeting.

Pay proposals

F&D committee have approved a recommended cost of living pay rise. SLT have also completed a benchmarking activity to see how we compare to other organisations. Agreed to produce a formal document. Board approved subject to formal paper.

There were also discussions on performance related pay as an annual bonus and PH was asked to produce a paper on this – the Board agreed to trial for one year. The buying and selling annual leave policy was approved.

The strategy 2023-27 was discussed and will form the basis for the strategic planning day in the summer.

Equality, Diversity and Inclusion

Board agree to commission an external consultant undertake a review of EDI within the organization to include a review of last year's staff surveys.

The meeting ended.