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| **Healthwatch Greenwich Ltd****Board Meeting Minutes – PART 1 – FOR PUBLICATION** |
| **23/9/23** | **10am – 1pm** | **Woolwich Centre** |
| **Chair** | Anu Massey (AM) Co-Chair |
| **Present** | **Directors:**Josh Varghese (JV) TreasurerPaul Newton (PN) – Board Member |
| **Attending**  | Joy Beishon (JB) – Chief Executive  |
| **Apologies** | Lola Kehinde (LK) – Board MemberDavid Thompson (DT) Co-ChairTobi Aigbogun (TA) Board Member |
| **Update** |
| **Minutes of previous meeting:** * April 22nd minutes agreed as correct.

**Matters arising*** July Board meeting did not take place, and Board/staff strategy day was held instead.

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| **Actions outstanding from Sept 23 Board Meeting:**  | **Person responsible:** |
| Indian Cultural Centre – AM to make contact and introduce HWG for JB follow-up  | AM/JB |

**Policies****•** Updated policies agreed.**CEO report*** CEO report noted.

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| **Actions:**  | **Person responsible:** |
| Board volunteer pack to be shared with existing Board Members to circulate to their contact/networks. Preference for new Board members to bring either comms/marketing experience or HR/People management experience but will consider applicants without who can add value to our Board. | JB/All |
| UoG business/comms dept for Board volunteer | PN |
| Community contacts for Board volunteer  | AM |
| Board skills audit to be circulated for completion | JB/All |
| Bring forward E&V QEH visits | JB |

**SELHW Reference Group*** Paper noted.

**Safeguarding Issues*** Verbal update noted.

**Risk Register*** Risk register agreed.

**Finance Report*** Management accounts agreed.
* Decision to begin process to change legal entity to charitable company agreed.

**2023-25 Business Plan*** Business plan agreed.

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| **Actions:**  | **Person responsible:** |
| Legal support to be commissioned to support process to change legal entity. | JB |
| Bank to be contacted to understand process with regards to HWG bank account.  | JV |
| Funding application to support creation of training arm. | JB/PN |
| Investigate training accreditation | JB/PN |
| Investigate potential to offer nursing placements | JB/PN |
| Business plan to be appended with priorities from strategy day. | JB |
| 2022/23 Business plan to be appended with what was delivered. | JB |

**AOB**

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| **Actions:**  | **Person responsible:** |
| Next Board meeting (Oct) to be on Teams | All |

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| **Next Board meeting** |
| **Date:** Sat, 21st October 2023**Time:** 10am – 1pm**Venue:** Teams meeting |
| **Agreed as correct by Board:** **Signed:** Anu Massey |