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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) Treasurer  Paul Newton (PN) – Board Member | |
| **Attending** | Joy Beishon (JB) – Chief Executive | |
| **Apologies** | Lola Kehinde (LK) – Board Member  David Thompson (DT) Co-Chair  Tobi 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.  |  |  | | --- | --- | | **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.  |  |  | | --- | --- | | **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.  |  |  | | --- | --- | | **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**   |  |  | | --- | --- | | **Actions:** | **Person responsible:** | | Next Board meeting (Oct) to be on Teams | All | | | |
| **Next Board meeting** | | |
| **Date:** Sat, 21st October 2023  **Time:** 10am – 1pm  **Venue:** Teams meeting | | |
| **Agreed as correct by Board:**  **Signed:** Anu Massey | | |