

Healthwatch Greenwich Ltd

Board Meeting Minutes – PART 1 – FOR PUBLICATION

20/04/24	10am – 1pm	Woolwich Centre
Chair	Anu Massey (AM) Co-Chair	
Present	Directors: Josh Varghese (JV) Treasurer Lola Kehinde (LK) David Thompson (DT) Co-Chair Paul Newton (PN) Tomi Oni (TO) Mostafa Mohamed (MM)	
Attending	Joy Beishon (JB) – Chief Executive	
Apologies	Tobi Aigbogun (TA)	

Update

Minutes of previous meeting:

- Jan 20th 2024 minutes agreed as correct.

Matters arising

- None.

CEO report

- CEO report noted.
- Increase in sickness pay provision to 2 weeks full pay and 2 weeks half-pay (pro rate for p/t staff).
- Office closing between Christmas and New Year.
- £200 staff training budget (per person).
- Facilitator booked for strategy day.

Extension of Board Member Terms of Office

Special Resolution agreed by the Board: David Thompson (DT) and Lola Kehinde (LK) membership of the board extended for a further term.

Safeguarding Issues

- None to review

Risk Register

- Risk register agreed.

Actions:	Person responsible:
Key role (engagement/volunteer) succession and mitigation to be added.	JB

Finance Report

- Management accounts reviewed and agreed.
- 2023 incentives and 2024 pay review agreed (backdated to Jan 2024).
- Reserves increase from 40 – 75k.

Actions:	Person responsible:
KPI's to be linked to staff incentives/pay rises	TO/JB

Stakeholder Perception

Actions:	Person responsible:
Response to be shared with stakeholders	JB/CDS

Board Meetings

- 22nd June (Board/staff strategy day)
- 20th July
- 19th October
- 18th Jan 2025

AOB

None.

Next Board meeting

Date: Sat, 20th July 2024

Time: 10am – 1pm

Venue: Woolwich Centre

Agreed as correct by Board: Signed: **Anu Massey**