

**Healthwatch Greenwich Ltd**  
**Board Meeting Minutes – PART 1 – FOR PUBLICATION**

<b>20/01/24</b>	<b>10am – 1pm</b>	<b>Woolwich Centre</b>
<b>Chair</b>	Anu Massey (AM) Co-Chair	
<b>Present</b>	<b>Directors:</b> Josh Varghese (JV) Treasurer Lola Kehinde (LK) David Thompson (DT) Co-Chair Tobi Aigbogun (TA)	
<b>Attending</b>	Joy Beishon (JB) – Chief Executive	
<b>Apologies</b>	Paul Newton (PN) Tomi Oni (TO) Mostafa Mohamed (MM)	

**Update**

**Minutes of previous meeting:**

- Oct 21st 2023 minutes agreed as correct.

**Matters arising**

<b>Actions:</b>	<b>Person responsible:</b>
Hybrid or virtual Board meetings will be by exception and only with authorisation from the Chair.	AM/DT

**CEO report**

- CEO report noted.

<b>Actions:</b>	<b>Person responsible:</b>
Trustee training to be investigated/identified and shared with Directors.	JB
Review of staff time allocation on project activity to assess viability of cost/pricing structure.	JB

**Risk Register**

- Risk register agreed.

<b>Actions:</b>	<b>Person responsible:</b>
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Closed risks to be removed from risk register.

JB

### **Safeguarding Issues**

- None to review

### **Finance Report**

- Management accounts reviewed and agreed.
- Legal activity has begun on transition to become a charity.

<b>Actions:</b>	<b>Person responsible:</b>
Pay review agreed subject to audit reconciliation at the end of the financial year.	JV

### **Board Charter**

- Amendments to Board Charter agreed.

### **Board Meetings**

- Dates of 2024 Board Meetings confirmed. All to take place in person, on Saturdays, from 10am – 1pm at the Woolwich Centre.
- 20<sup>th</sup> April
- 8<sup>th</sup> June (Board/staff strategy day)
- 20<sup>th</sup> July
- 19<sup>th</sup> October
- 18<sup>th</sup> Jan 2025

### **AOB**

None.

### **Next Board meeting**

**Date:** Sat, 20<sup>th</sup> April 2024

**Time:** 10am – 1pm

**Venue:** Woolwich Centre

Agreed as correct by Board: Signed: Anu Massey 1/2/24