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| **Healthwatch Greenwich Ltd**  **Board Meeting Minutes – PART 1 – FOR PUBLICATION** | | | |
| **12/7/21** | **5:30 - 7:00pm** | **Teams Call** | |
| **Chair** | Lynne Gilchrist (LG) | | |
| **Present** | **Directors:**  Lynne Gilchrist (LG)  David Thompson (DT) – Board Member  Amanda Adegboye (AA) – Board Member  Rob Lee (RL) – Board Member  Anu Massey (AM) – Board Member  Tobi Aigbogun (TA) – Board Member  Dmytro Chupryna (DC) Board Member | | |
| **In attendance** | Joy Beishon (JB) – Chief Executive  Anastasia Terzoglou (AT) – Communications and Signposting Officer – (present for item 3 on the agenda ‘Communications Plan’) | | |
| **Apologies** | Lola Kehinde (LK) – Board Member | | |
| **Update** | | | |
| **Minutes of previous meeting:**   * Agreed as correct.   **Matters arising:**   * Rob Lee (RL), Anu Massey (AM) and Tobi Aigbogun (TA) officially joined the HWG board. * Stakeholder feedback on the annual report has been limited, but positive. * Future annual report to be included in communications plan. * Future annual report to include clear ask or call to action for key stakeholders. * Opportunity for Board/staff informal social event. * The Board will continue to seek a treasurer.   **CEO report**  Report taken as read. JB highlighted key items from the report.  **Finance report**   * Noted.   **Safeguarding report**   * No safeguarding issues for HWG reported.   **Risk report**   * Noted.   **AOB** | | | |
| **Actions:** | | | **Person responsible:** |
| * Board Members who wish to take part in the Quality Framework session please indicate your availability to Maria. * Board Awayday will take place on a Saturday in September or early October (likely to be morning and lunch-time session). Please indicate your availability to Maria. * Strategic plan and Board effectiveness to be discussed at proposed Board awayday. Board members to share additional items for Board awayday with Maria. * Board Members to be added to HWE mailing list to receive HWE bulletins and gain access to HWE FB Workplace. * Annual Report – closed / informal meeting for key stakeholders to be held in October ‘meet the HWG Board Members’. * Communications Plan: * HWG to notify Board Members of new content for LinkedIn. Board Members to like and share HWE content. * Board Members (not already done so) to update their LinkedIn bio with their status as a Board Member of HWG * HWG to provide template information for Board Members for insertion into neighborhood /community / residents/ interest groups they are linked with. * HWG Instagram to be updated and more regular content provided. | | | * ALL * ALL * ALL * JB * JB * JB * ALL * JB * JB |
| **Next meeting** | | | |
| **Board meeting:**  **Date:**  22nd November 2021  **Time:** 5:30 – 7pm  **Venue:** tbc | | | |
| **Agreed as correct by Board:**  **Signed (Chair): Lynne Gilchrist** | | | |