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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 MemberRob Lee (RL) – Board Member Anu Massey (AM) – Board Member Tobi Aigbogun (TA) – Board MemberDmytro 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
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| **Next meeting** |
| **Board meeting:** **Date:**  22nd November 2021**Time:** 5:30 – 7pm**Venue:** tbc |
| **Agreed as correct by Board:** **Signed (Chair): Lynne Gilchrist** |