

**Minutes of Meeting of the Board  
Held at 6.30pm on 3<sup>rd</sup> May 2016**

Attendees	Role
Teddy Amoyaw (TA)	Chair
Christine Nicholls (CN )	Secretary
Vanessa Shone (VS)	Member
Helen Cadwallader (HC)	Deputy Chair
Tim Gadd (TG )	Board Member
David Goodchild (DG)	Board Member
Jon Harford (JH)	TMO Manager
Victoria Maduaka(VM)	FCHS Service Improvement Manager
Apologies	
David Monaghan (DM )	Board Member
Tracy Stedman (TS)	LBS monitoring officer
Not in attendance	
Emily Dent (ED)	Board Member
Alika Agidi –Jeffer (AGJ )	Board Member
Seval Tahsin (ST)	Board Member
Ifra Khan	Board Member
Inocente Novo (IN)	Board Member

The meeting started at 6.30 pm.

Nos	Agenda Item	Action
1	<p><b>Welcome and Introductions</b> Teddy Amoyaw, Chair, welcomed Board Members JH introduced Victoria Maduaka Service Improvement Manager</p>	
2	<p><b>Apologies</b> A discussion was held about attendance of board members to the management committee. It was noted that this issue was raised at previous meetings. All board members agree that ongoing, serial nonattendance affects the performance of the managing committee and in turn the overall quality and delivery of services by FCHS as an organisation. The management committee has a duty of care towards its staff who is themselves engaged not only in doing a job but developing a career. FCHS needs the best governance in order to be the best TMO. So being on the management committee is a real commitment and is a service to the wider community as too the organisation</p> <p><b>Question:</b> Does the Management Committee agree that JH write to board members who have not attended the meetings inviting for their resignation Management Committee gave full approval for this proposal</p>	<b>All agreed</b>

3	<p><b>Declarations of interest</b> None</p>	
4	<p><b>Minutes of meeting held 5<sup>th</sup> April 2016</b> Changes were made to the minutes. HC will make the corrections and send the corrected minutes to JH for filing The corrected minutes were approved and signed by the Chair</p>	HC
5 5.1  5.2	<p><b>Matters arising</b> <b>On Finance paragraph 5</b> : Following a discussion with management initiatives , JH reports that in 2017 -2018 there will be a different way of presenting the management allowance so staffing costs will be separately accounted for. This will mean there will be no need for “virements” from one area of the budget to pay for staffing. <b>Keegans:</b> JH has a meeting with Keegans next week and is looking to set up a joint meeting between them and David Johnson, Repairs Team Leader to get a breakdown of work identified in priority blocks.</p>	
6	<p><b>Community development</b> <b>Potters Fields Park : The Royal Big Lunch on 12.06.2016</b> JH reports that he has met with Potter Fields Community Development The events in Potter Fields will start at 12 noon and finish at 6pm. The event on St John’s will start at 12 noon and finish at 4pm FCHS will have a stall to promote the business planning project with the community Activities and stalls for the Family Day : Vauxhall City Farm , Maypole , Fancy Dress and competition, Punch and Judy show , face paintings , live music , picnic area for FCHS residents , PIMS stall and Southwark brewery stall , food stalls Posters and Notices on FCHS Noticeboards will go out this week. HC advised that leaflets and emails should go out to tenants directly to promote interest and attendance</p>	
7	<p><b>Planning</b> Business Plan timetable JH presented three briefs from external facilitators to facilitate the strategic workshops with the management committee. 1 : Tom Hopkins Associates Ltd 2: The Confederation of Co-operative Housing( CCH) 3 : Newman Francis Building Strong communities</p> <p>JH has read the three briefs and provided the overview. There is no difference in the quality of the service provided by the three agencies .The agencies have been sourced through recommendations and NFTMO. There are differences in cost as Briefs 2 and 3 are the most expensive. The offers in Briefs 2 and 3 propose a desk top review. In contrast Brief 1 from Tom Hopkins is proposing to review the existing</p>	

	<p>business plan in the first workshop therefore implying knowledge of the business plan prior to the start of the workshop. This needs to be confirmed</p> <p>JH commented that two facilitators, Tom Hopkins and CCH had a discussion with him to find out about the TMO and the organisation prior to delivering the briefs. Newman Francis did not.</p> <p>TG asked for clarification on the running order of the workshops proposed in brief 1 from Tom Hopkins and to provide a quote on reviewing the business plan report if required.</p> <p><b>Question</b> : What is the Management Committee 's first choice and second choice</p> <p>The Management Committee gave approval for Brief 1 from Tom Hopkins for first choice providing satisfactory replies to the two questions stated above</p> <p>The second choice is Brief 2 Confederation of Co –operative Housing.</p>	All agreed
<b>8</b>	Finance	<b>JH</b>
<b>8.1</b>	<p>Keegan report: JH is meeting with Keegan next week to agree a small package of low cost priority remedial work that can be done promptly.</p> <p>Procurement : Action JH will contact Abiola to ask for an electronic or paper framework agreement for E procurement</p> <p>Procurement will be discussed at the next financial sub-committee meeting</p>	<b>JH</b>
<b>8.2</b>	Feasibility study of the FSCH office: JH will ask Keegan to do a feasibility study of the office. A discussion followed to include JH suggestion about a long term plan to remodel the office and future use of the office. This is in the light of the interest from organisations such as Potter Fields and Team London Bridge for prime site office space such as the FCHS office	
<b>9</b>	<b>Health and safety</b>	
<b>9.1</b>	For information : Peninsula is carrying an audit at the end of May	
<b>9.2</b>	There is no feedback from the application for tenants improvement grant	
<b>10</b>	<b>AOB</b>	
<b>10.1</b>	<p>JH gave highlights on Quarter 4 Management Report KPI 's which needs to be shared with Tracey Stedman before being circulated</p> <p>Rent collected : 97.8% Breaking even</p> <p>Repairs done on time : 227/ 253 97.4%</p> <p>Void : figures are not included in the report but JH comments that</p>	

	<p>there is a drastic reduction in turnaround time in Quarter 4</p> <p>Unauthorised occupants: 5. All reported to Southwark Council. JH is meeting with a representative of Southwark Council in the near future to get an update</p> <p><b>10.2</b> HC asked the Chair for an update about the complaint filed in February 2016 against a board member and her concern that the organisation does not have a procedure to follow up complaint and therefore should use ACASS procedure . Chair said that there has not been a follow up as yet and he will continue to update HC.</p> <p><b>10.3</b> Advertising billboard on St John's Estate : JH to ask Tracey about FCHS getting a share of money towards the use of the building for the display of the advert</p> <p><b>10.4</b> Next meetings :  Business plan meetings to be confirmed  17.05.2016  24.05.2016  31.05.2016  21.06.2016  28.06.2016  05.07.2016</p> <p>Finance subcommittee meeting : 26.05.2016</p> <p>Next Board meeting : 07.06.2016</p> <p><b>Note that all meetings will start at 6.30 pm</b></p>	
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