

**Minutes of the FCHS Board Meeting
held via Zoom at 6pm
on Tuesday 14th December 2021**

Attendees	Role
Angela Simpson (AS)	Board Member
Oteng Asabre (OA)	Board Member
Patricia Strobino (PS)	Chair
Ken Higgins (KH)	Vice Chair
Kathy Atkins (KA)	Board Member
Abiola Olatunji (AO)	Interim FCHS Estate Manager
Phillipa Ferreira (PF)	Board Member
██████████	Estate cleaning supervisor - Guest

	Agenda Item	Action
1	Welcome and introductions	
2	<p>Apologies and Attendance Monitor</p> <ul style="list-style-type: none"> • Alex Heslop • Vanessa Shone - Technical issue • Phillipa Ferreira – Technical issue • ██████████ (Cleaning Manager) <p>There was brief introduction of ██████████ of the environmental team</p>	
3	<p>Declarations of interest</p> <ul style="list-style-type: none"> • None <p>Side note: Major works are currently taking place across the whole estate. Southwark Council is responsible for all of these works.</p>	
4	<p>Estate Cleaning at FCHS</p> <ul style="list-style-type: none"> • ██████████ (cleaning supervisor) who was in attendance advised that his manager could not attend due to another appointment. He went on advise that he would be able to address the board's concerns and happy to take away other queries so as to provide a response subsequent to this meeting by email. • The board deliberated on the manger's absence for a period and expressed concern about the rather loosely worded apology shared with Abiola by ██████████ – given that this appointment was pre-booked and agreed in advance. • The board concluded that the Environmental team should be invited to the next meeting as a deferred item. 	AO
5	<p>Minutes of management committee held on 9th November 2021</p> <p>There were no corrections to the minutes; minutes were agreed by all.</p>	

	<ul style="list-style-type: none"> Proposed as true reflection of the meeting by Kathy Atkins Seconded by Ken Higgins 	
6	<p>Matters Arising</p> <p>A gentle reminder for all (were missing) to complete and sign the documents below:</p> <ul style="list-style-type: none"> Code Of Conduct Code Of Confidentiality Declaration Of Interest <p>Safer Neighbourhood Team – KH confirmed that PF will need to be approved at the next SNT meeting before being allowed to attend future meetings.</p>	
7	<p>Housing Service</p> <p>a) Performance monitoring Report – Q3 YTD (April to October) 2021/22</p> <p>As at the end of October 2021, the TMO attained 98.42% for rent collection, which above its target of 98%. Every effort is being made to help improve performance with garage rental charges with one of two held being returned to mainstream use.</p> <p>Further effort being made to help improve performance around day to day repairs. There has been a noticeable improvement to its coordination since having a temporary Repair Supervisor in place.</p> <p>b) QHIP – LBS has now changed its position with respect to renewal of FED at a number of blocks which included St Olaves Estate and 2 Fair Street. These renewals will now be implemented as part of the ongoing scheme. KA confirmed that there was evidence of the changed position with doors at her block recently measured.</p>	
8	<p>Environmental</p> <p>a. Health and safety:</p> <ul style="list-style-type: none"> Fire risk assessments update – A number of items remain on the register. However, there is an acknowledgement that there are issues to address with the Apex database. However, there is a risk item relating to St Johns Estate which requires the removal of items from the communal area. This has been progressed by the TMO all residents advised to remove such items where this applies to them. The follow up to this will 	AO

	<p>the removal of all items early next week in line with the notice to residents.</p> <ul style="list-style-type: none"> • Estate inspections - update – These continue to take place on a weekly basis. I am advised by Mark (HO) that there was nothing negative to report back at the last session. Unfortunately, we do not have VS here to provide some feedback to recent inspection. • Accidents, incidents and near misses - none 	
<p>9</p>	<p>Community Engagement</p> <p>a) Newsletter planning/update – The newsletter was positive all round. PS praised the team for a fabulous job – particularly noting that this edition was resident focused and led.</p> <p>Effort going forward will be to focus on embedding the TMO’s strategy to disseminate future editions of the newsletter to residents in largely digital format - with the exception to a few hard copies available at the housing office.</p> <p>b) Alfred Salter Play Area update –</p> <ul style="list-style-type: none"> • ██████████ in her capacity as friend of ASPA was recently in contact with AO seeking to work more closely with the TMO to take the scheme forward. The group are currently seeking funds to help develop a feasibility report through one of the councils funding stream e.g. Neighbourhood Fund. • AO advised that it would be appropriate for the group to proceed on the current basis and should funding application be successful, that the Council provide the project management role. Friends of ASPA not being a constituted group will be irrelevant as the council can hold funds on its behalf with this approach. Also, will ensure the scheme’s progression. • ██████ will engage FCHS’ board going forward to ensure capacity and understanding of the project is attained. This should allow the board to play an active role as a partner to help secure funding to deliver future works to the play area. <p>The board acknowledged the request by ██████ and look forward to working the ASPA group in future.</p>	
<p>10</p>	<p>Governance</p> <p>a) Feedback from HR Sub-Committee</p>	

- [REDACTED]

- [REDACTED]

b) Finance and Procurement –

- Next meeting scheduled for 27.01.22

c) Social subcommittee Terms of Reference - recommendation

- The board considered and agreed the terms of reference for the above subcommittee.

d) Governance correspondence –

Membership request

- PS advised all in VS absence that the TMO had received applications for membership of the TMO from absentee leaseholder [REDACTED]. She felt it was appropriate for the board to consider the request so it may inform the response.
- Rule 8a and 8b do not afford the board the discretion to grant membership as suggested by the applicant.

Following a period of brief discussion held on the above related issue, the board agreed that a response should go out which advised that the TMO board has no discretion to award membership based on the TMO's Rules. Should her circumstances change and meets the requirements of the rules, then she could apply again.

Guests/observers for future meeting

- Group agreed to aim for next meeting with a set of rules/criteria agreed ahead of such invitation which will be shared in advance. KA will share a template for consideration.

KA

	<p>d) 2021 AGM minutes – shared with all</p> <p>e) Business Plan and Annual Planner – shared with all</p>	
11	<p>Upcoming training</p> <ul style="list-style-type: none"> • Not all had received link to upcoming meeting. This was being disseminated to all by Ken during the meeting. 	
12	<p>Report back</p> <ul style="list-style-type: none"> • STMOC • North West Area Housing Forum • Potters Fields Park Management Trust • Safer Neighbourhood Team 	

The board agreed that its next meeting will be in February 2022 and would only convene in January 2022 should there be an urgent item to consider by the board.

Agreed as an accurate reflection of the meeting:

Chair