

# Minutes of meeting

Hymans Robertson Foundation Trustee Board Meeting

MS Teams

Tuesday 8 December 2020 at 0900

## Present:

Clive Fortes - Chair

Marcella Boyle – CEO

James Entwisle – Trustee

Sarah Gilmour – Trustee Secretary

Gill Tait – Trustee

Graham Stevens – Treasurer

Jake Helliwell - Trustee

Graham Weaver – Helping Hands Birmingham

Malcolm Stanley – Helping Hands London

## Apologies

Marjory Logie

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## 1 Opening Remarks

None

### 1.1 Declarations of Interest

None

### 1.2 Minutes of meeting on 21 October 2020

Minutes were approved as an accurate record.

## 2 CEO Update

Bursary announcement attracted traffic to the HRF website. Partners have been asked to provide an update on Bursary funding progress to date. MB shared verbal update from FARE. Works+ and Barnardo's that have successfully rolled out Bursary funding programme. Board noted its commitment to focus services and delivery in London and Birmingham areas.

MB recently represented the Foundation at 2 podcasts:- the Hymans Robertson Fintech Feed Podcast, (available on the Foundation (and Hymans Robertson) website); and as part of the Institute of Chartered Accountants Scotland) Glasgow & West Area Network charities' governance seminar.

MB highlighted HRF Website performance: notably a large increase in traffic: assurance that website was gaining traction. Key stat updates will be provided quarterly. Ongoing maintenance of the website, and social

media management will be developed through volunteers. MB highlighted the amount of work involved in the background to maintain and manage the website.

### **3 Helping Hands update (6 monthly) Malcom Stanley & Graham Weaver**

Graham Weaver and Malcolm Stanley - Birmingham and London HH - gave a review of 2020 and update on plans for 2021. Overall HHs are pleased with fundraising and volunteering achievements in 2020 and are optimistic for 2021.

MB thanked Graham and Malcolm for their updates. The Board noted that there continued to be fundraising and volunteering activity across the 4 LLP offices during the pandemic. CF commented that new avenues for volunteering continue to be identified and supported.

### **4 2020/21 mid-year Financial Budget (A)/Dashboard: 2020/21 Revised Targets (A)**

GS shared the MI Dashboard which now includes key KPIs for volunteering, funds and breakdown of monies spent to date.

MB confirmed the Dashboard will be presented at April's Board Meeting. Focus on outcomes will be maintained, with work underway to capture profile details, including website stats, and developing targets for website and social engagement.

### **5 Preparation for OSCR and CC Annual Reports and 2019/20 Accounts (I)**

SG advised the latest Annual report includes reports from the CEO and Chair for the first time, but with limited visuals due to resource constraints. SG confirmed final date to submit report is 31 December 2020 (OSCR). Final Annual Report and Accounts will be circulated for approval by email.

### **6 Review of Risk Register**

SG confirmed the addition of the Foundation Bursary, recorded at risk level 8. Trustees were requested to submit any comments by email.

### **7 Update on HRF Trustee Refresh**

SG gave an update on attraction and selection process for new Foundation Trustees.

### **8 AOCB**

GT suggested another session with Hymans Robertson LLP Equity Members (EM) to be scheduled for 2021 (following MB's presentation to EM in September). MB agreed; an update will be added to the April agenda, with a view to presenting to EM group in May/June 2021.

### **9 Date of Next Meeting**

Tuesday 16 February 2021.