

Minutes of meeting

Hyman Robertson Foundation Trustee Board Meeting

MS Teams

17 August 2021 at 3.30 pm

Present: Clive Fortes CF (Chair) Marcella Boyle MB (CEO)
Gill Tait GT (Trustee) Graham Stevens GS (Treasurer)
Sarah Gilmour SG (Secretary) Rachel Nixseaman RN (Trustee)
Mike Fahy MF (Trustee)
Marjory Logie ML (Minutes)

1 Opening Remarks

The Chair welcomed everyone.

2 Apologies

Katherine Hussein.

3 Declarations of Interest

None.

4 Minutes of Board Meeting on 15 June 2021

MB reported a delay with the Charity Partners reports due to holiday season and busy workload. Reports will be circulated as soon as all are received. The minutes were approved.

5 Actions Arising (Actions Log)

ML to update Actions Log and circulate by email this week.

Action – ML update and circulate Actions log

6 Revised 5-year Financial Forecast (GS)

GS shared updated forecast on funding requirements for Core Funding and Project Funding requirements. GS noted forecast is assumed and open to adjustment. CF suggested core spending is reviewed regularly; GS proposed this item added to every 2nd meeting agenda. In response to a question from MF on reserves, GS confirmed there is a 6 months funding reserves policy.

Action – GS/MB/SG to meet and discuss 3 yrs. financial forecast

Action – Financial Forecast to be tabled at every 2nd meeting agenda (ML)

Action – GS to circulate full report

7 CEO Update (D) MB

MB summarised her circulated paper. GS, SG and MB have prepared a long list of potential charity partners for the next funding cycle (2022-2025). MB reminded the Board the Foundation currently has seven charity partners: two of which will be exiting within the next 2 years.

MB updated the Board on the Mental Health and Wellbeing Request for Proposal.

MB was pleased to share news of a new Bursary partner in London.

Action – MB share long list of charity partners with RN and KH for review

Action – SG share long list with Helping Hands teams for their review and input

Action – 6-month Bursary update tabled at the October Board (ML)

8 Charity Partner Update from Rachel Clark of Sports Inspired

SG introduced Rachel Clark (RC), SportInspired's new Philanthropy Manager. Rachel shared a summary of activity at SportInspired and plans underway to work with Helping Hands teams to engage Hymans Robertson volunteers in upcoming sports festivals.

Action – ML invite RC to HH Meeting on 24 August 2021

Action – RC to confirm risk assessments for volunteering

9 HRF Board Workshop 28 September 2021

SG reminded the Board of the upcoming Board Workshop and Charity Partners event and shared outline plans for these events.

Action – SG to distribute Trustee Effectiveness Form

Action – ML to confirm Board Room capacity for attendance

10 For Approval – 5th Year Anniversary Awards to Charity Partners

Approval was granted by all Trustees for the 5th Anniversary grant to each eligible charity partner.

11 Update on Volunteering Survey

SG shared the results of the recent survey of volunteering at Hymans Robertson LLP, noting that whilst supporting and facilitating volunteering is a strategic LLP priority, the Foundation will continue to support and highlight volunteering opportunities to the firm, including hosting volunteering information and awareness sessions.

12 AOB

SG shared an update from Works+ on how they have allocated their Bursary funding and some of the impact this has had including First Aid Training for eleven young people and were then able to provide this support to local businesses.

13 Date of Next Meeting

Tuesday 19th October 2021, at 3.30pm – 5.00pm