

## Minutes of meeting

Hyman Robertson Foundation Trustee Board Meeting

MS Teams

19 October 2021 at 3.30 pm

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

---

### 1 Opening Remarks

The Chair welcomed everyone.

### 2 Apologies

Gill Tait

### 3 Declarations of Interest

None

### 4 Minutes of Board Meeting on 17 August 2021

All matters arising from the meetings had been actioned or were scheduled for future action. The minutes were approved.

### 5 Actions Arising (Actions Log)

Open items advised as postponed (due to pandemic); underway or tabled for this meeting.

### 6 CEO Update

The review of Charity Partners (due end of November 2021) is underway with SG, GS and MB carrying out due diligence work for continued strong impact over the next 3 years.

Continuing to refresh website with update on the Bursary.

The report formally included final year reporting ending 31 March 2021: 1740 young people supported with 700 going on to a positive destination.

MB working with GS/SG to classify eligible partners for core and project funding. Separate Board paper defined different levels of charity partners. SG sought approval from Board to vary new funding agreements (currently running June to June) to bring this back to the financial year to help with reporting from April 2022.

The Board approved this recommendation.

### 7 Review of Risk Register

SG shared updated Risk Register with key ask for all to review scoring. Proposal to add new risks: Charity Partner Network i.e. (financial risk; external factors, geographical spread, and

---

reputation) and Operational risk – capacity of resources.

Action – SG to share for all to review Risk Register for 30 November Board Meeting

## 8 HRF Bursary – Half Year Update

Marcella Boyle presented an update on the HRF Bursary 20/21 Financial Year: 75 young people supported at this half year stage, well ahead of 100 YP target.

Support most needed has been clothing, food, and travel along with MHWB. Partners have commented how useful the Bursary continues to be, noting it is “relevant and needed”. MB sought some flexibility from the Board to re-allocate underspend from existing partners (that do not spend their full allocation). The Board is asked to consider allocating more financial support. The full interim report will be provided at November meeting.

## 9 HRF Core Funding 2022-2025 Charity Partner Refresh and 3-year funding arrangements

A paper was circulated (with key messages from Charity Partners workshop in September 2021) to determine if/where Foundation funding could support their core business teams and recommending the Foundation should be open to supporting core costs in its long term relationships with charity partners.

The Board discussed the options, risks and mitigation of allocating unrestricted funding as part of overall grant award.

The Board discussed the Foundation’s resource requirements anticipating an increase in the number of charity partners resulting from the charity partner refresh.

## 11 Forward Board Agenda 2021/22

MB/SG/ML drafting 2022/23 forward board agenda for November meeting for discussion on items throughout the year including expert speakers, specific items for trustee training material for self-learning, any changes in Universal Credit and employment policy etc.

Action – MG/SG/ML – finalise draft Forward Board Agenda for November  
Action – RN notice of session on Policy level early next year (Feb/April TBC)

## 12 AOCB

SG commented on Thank You letters received from Charity Partners.

MF: Good feedback from Matched Funding Article which has triggered uptake; 6-month total is already greater than 2020.

MB: provision dates 17, 18 and 19 November for Birmingham and London meetings with charity partners and HH Teams.

## 13 Date of Next Meeting

Tuesday 15 February 2022 at 1530.