

**ST CHADS COMMUNICATION CENTRE TRUST AGENDA  
THURSDAY 15<sup>TH</sup> APRIL AT 5.05PM**

<b>PRESENT (TRUSTEES):</b>	Tess Thorne (Chair), Roger Loveless (Deputy Chair), Elaine Fox, Tups Wright, Ann-Elise Miles.			
<b>IN ATTENDANCE:</b>	Sharon Black, Mary Barnett, Anne Teremoana (Secretary), Donna Ross and Jebraun Clifford. (Donna and Jebraun left at 5.55pm).			
	Introduction from Sharon has already been made to the Trustees and the Staff.  Introduction from Mary (potential trustee) – She is a Local Area Co-Ordinator for an organisation called Journey Together. She has been a friend of St Chads for quite some time and she has a good working relationship with St Chads and has known quite a few people who attend St Chads. In her role, she is very passionate about people with disabilities belonging and being part of the community. She feels that St Chads shares that vision as well. She is very disability focused she would to think that St Chads has a focus, vision and statement of everything we decide, and she hopes to make contributions along that line at St Chads.			
<b>APOLOGIES:</b>	Nicky Mayne			
<b>CONFLICT OF INTEREST DECLARATION:</b> None				
<b>INWARDS CORRESPONDENCE</b>	Correspondence from Geysler Foundation.			
<b>MINUTES:</b>	<b>Resolution</b> “That the minutes of the meeting held on, Monday 15 <sup>th</sup> March 2021, be accepted as a true and accurate record.”		<b>Moved: T Wright Seconded: E Fox Motion passed: Yes Abstentions: None</b>	
<b>MATTERS ARISING</b>	<ul style="list-style-type: none"> <li>• Van – Chris and his partner went to Auckland to pick up the van, so it is done. Thank you, Chris.</li> <li>• Renovations with Gary – not yet, Tups checked with him by no date has been confirmed.</li> </ul>			
<b>SPECIAL TRUST MEETING</b>	<b>Resolution</b> “That the minutes of the meeting held on, Wednesday 31 <sup>st</sup> March 2021, be accepted as a true and accurate record.”		<b>Moved: E Fox Seconded: T Wright Motion passed: Yes Abstentions: None</b>	
<b>GENERAL MANAGERS REPORT</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
<b>STAFFING</b>	Recruitment is underway for a new Tailored Support and Community Participation workers (as approved in March).			

<p>FACILITIES, EQUIPMENT AND VEHICLES</p> <p>CENTRE INFORMATION/DISCUSSIONS</p>	<p>2 Devon renovation projects: Progress planned for late April. Significant R&amp;M completed in March prior to the end of the FY</p> <p>Quin house has no date for the driveway yet. The new van has its modification scheduled this month. Work Together Rotorua are delighted with their new office, increasing their capacity to meet with clients.</p> <p>Erin is working with the team to action the survey outcomes. MSD biennial Accreditation is due. Erin is working with Nicky on this.</p> <p>Wilson Trust accounts have been attached and we have not accessed these funds in the last financial year. Condition of the Trust was the capital must stay and that we use the interest.</p>			
<p>GENERAL MANAGER'S REPORT</p>	<p><b>Resolution</b> "That the General Manager's report be accepted and adopted by the Board."</p>	<p><b>Moved: T Thorne</b>  <b>Seconded: T Wright</b>  <b>Motion passed: Yes</b>  <b>Abstentions: None</b></p>		
<p>WORK GROUP REPORTS</p>	<p>NOTES (IF ANY)</p>			
<p>COMMUNITY PARTICIPATION WORKGROUP</p>	<p>MSD – 55 out of max. 60 clients. There were 0 new clients during the month. We will be exiting 1 client.</p> <p>There are 3 clients we are aware of who may pursue enrolment.</p> <ul style="list-style-type: none"> <li>• Transition services is a priority.</li> <li>• Erin is working on having volunteers for Inspire Gallery.</li> <li>• Donna is to tweak to job description for a support person only, not someone who delivers the programme</li> <li>• Tatum has asked for unpaid leave from 6<sup>th</sup> May 2021 to 11<sup>th</sup> June 2021.</li> </ul> <p><b>Resolution</b> "That Tatum be granted her unpaid leave by the Board, this is made due to the GM not being appointed yet and Rushme is the recommended replacement for two months and will work 41.5 hours per week at her same rate."</p>	<p><b>Moved: E Fox</b>  <b>Seconded: R Loveless</b>  <b>Motion passed: Yes</b>  <b>Abstentions: None</b></p>		

	The Community Participation Workshop report has been read and discussed by the board and carried.	<b>ADOPTED BY BOARD</b>		
<b>TAILORED SUPPORTS</b>	Both new VHN clients are forming connections with staff and taking an interest in group sessions. They both continue to receive 1:1 support.  Advertising for new TS Support Worker which will relieve some pressure for the team has been done and the recruitment closes in a week.  The Tailored Supports Workgroup report has been read and discussed by the board and carried.	<b>ADOPTED BY BOARD</b>		
<b>WORK TOGETHER ROTORUA</b>	Elsie met with four families from WHHS who have all enrolled. And she will be meeting with another family in April.  The Work Together Rotorua report has been read and discussed by the board and carried.	<b>ADOPTED BY BOARD</b>		
<b>THANK YOU FROM CHAIR AND THE BOARD TO THE SENIOR MANAGEMENT TEAM</b>	Tess thanked Senior Management especially Donna, Jebraun and Elsie. Especially with all the difficulties that have been happening lately. Thank you for your patience and extended the Board's gratitude for you taking over some of the responsibilities of the GM and looking after the whole organisation.			
<b>OPERATIONS COORDINATOR REPORT</b>	The Operations Coordinator report has been read and discussed by the board and carried.	<b>ADOPTED BY BOARD</b>		
<b>HEALTH AND SAFETY REPORT</b>	There were two Medium to High-Risk incidents during the month. The High-risk event occurred offsite at a group placement and the Medium-risk event has resulted in a physical safety control being put in place.  All been recorded. All high-risk incidences were discussed and signed off by the Trustees.  Health & Safety – Quarterly Statistical Report also presented. Large difference in number of incidences from 2020 due to Covid lockdown.  The health and safety monthly report has been received, read and discussed by the board and carried.	<b>ADOPTED BY BOARD</b>		

FINANCIAL REPORT	DISCUSSION	ACTION	PERSON	TIME FRAME
<b>I) INCOME &amp; KEY FACTS</b>  <b>II) ACCOUNTS AUTHORISED FOR PAYMENTS</b>  <b>III) GRANTS</b>	<p>Gross surplus is \$6k ahead of budget for the month and finishes the year a healthy \$262k ahead of budget (noting the impact of the renovation (\$155k) on this amount.</p> <p><b><u>\$65,045.31 accounts to be paid</u></b></p> <p>Grants &amp; Donations are still ahead of budget. The success rate for grants is sitting at 76%. Donations have also ended the year ahead of budget.</p> <p>We have received an extension for the use of Lotteries funding for the renovation project.</p>	<p>Resolution "That the accounts be paid".</p>	<p>Moved: A Miles  Seconded: T Wright  Motion passed: Yes  Abstentions: None</p>	
<b>FROM THE CHAIR</b>	<p>Tess has discussed VHN. We are no longer accepting any more clients for VHN at the moment. Is this an organisational fit? Test as a group. Do we have enough staff? We have 2 MOH, 6 VHN and 5 ACC.</p>	<p>Resolution "That the Financial report be accepted as a true and accurate record."</p>	<p>Moved: E Fox  Seconded: A Miles  Motion passed: Yes  Abstentions: None</p>	
<b>RESOLUTIONS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
	None			
<b>PRIORITY ITEMS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
PROFESSIONAL CONDUCT POLICY  FINANCIAL MANAGEMENT POLICY  INVESTMENT POLICY  BEHAVIOUR MANAGEMENT POLICY  LEAVE POLICY	<p>Roger checked the policies.</p>	<p>Motion: "That all policies amended by Roger has been circulated and sent to be approved by the Board after being updated by Erin"</p> <p>Moved: R Loveless  Seconded: T Wright  Motion passed: Yes  Abstentions: None</p>		

WORK IN PROGRESS	DISCUSSION	ACTION	PERSON	TIME FRAME
	None			
GENERAL BUSINESS	DISCUSSION	ACTION	PERSON	TIME FRAME
ANN-ELISE MILES	She mentioned that she has been here a long time and commented that if we have enough Trustees she may want to leave	The strategic planning meeting will be held 18 <sup>th</sup> January 2021.		
TRUST IN SESSION	DISCUSSION	ACTION	PERSON	TIME FRAME
6.15pm	Moved <u>T Thorne</u> "that the trust be moved into session".			
6.20pm	Moved <u>T Thorne</u> "that the trust be moved out of session and all matters discussed be accepted".			

Meeting closed: 6.25pm  
 Next Meeting: Thursday 20 May 2021

Signed: 

To be actioned:	Personnel	Due Date	Completed Date	Notes
Minutes from November 2020 to be put on website as well as the strategic plan	Nicky/Erin	April		