

NATIONAL CITIZEN SERVICE TRUST

Minutes of a meeting of the Board of Directors held at Kingswood, Green Park Aylesbury on 22 September 2022 between 08:30 and 09:30

Present: Brett Wigdortz (Chair) Mark Gifford (CEO)
 Lamin Tarawally (Youth Rep) Ndidi Okezie
 Jacquie Nnochiri Hannah McLellan
 Deborah Tavana Tristram Mayhew
 Darren Xiberras Ian Livingstone
 Amanda Timberg Ashley Summerfield

In attendance: Lizzie Hanna Sarah Knight (Secretary)
 Michael Devlin

Apologies Nick Hurd

1 Introduction

1.1 Mr Wigdortz welcomed all members to the meeting. No conflicts of interest were declared, though it was noted that the FBC agenda item presented a possible conflict of interest for Ms Okezie. A conversation had taken place and it was not anticipated that Ms Okezie would need to leave the meeting because the issue would not be discussed and was not detailed in the papers for the Board.

2 Governance

2.1 Board minutes for approval: The Board minutes from 23rd June 2022 were approved. The signed Committee minutes from ARC on 7th March and Impact on 6th April were noted.

2.2 Action log: The action log was reviewed. Two actions remained open. These were to recruit two external specialists to join ARC and to send the Board data on SEND breakdowns. These actions would remain open until the next Board meeting in December.

3 Updates from Committee Chairs

3.1 ARC: The last ARC meeting took place on 15th August. This had been Mr Xiberras' first meeting as Chair and Ms Timberg's first meeting. Mr Hurd had decided to step down from the Committee. Other key topics covered included the approval of the Annual Report and review of the Trust's Risk Appetite, which would return to ARC in October.

3.2 People and Remuneration: No People and Remuneration Committee meetings had taken place since the last Board meeting. Members of the People Committee continued to support the Executive team where needed, including around the Chair succession and securing expertise in the Digital space. Clarification was being sought from the Government on whether existing Board members could apply to be Chair and information would be circulated with the Board once clarity was gained.

3.3 **Action: involve Amanda Timberg in digital interviews.**

3.4 **Action: provide clarity on which if any Board members can apply to the NCST Chair position.**

3.5 Safeguarding: No Safeguarding meetings had taken place since the last Board meeting. Mr Mayhew reported no Level 1 incidents or otherwise material concerns, however an rise in disruptive behaviour had been observed this Summer, and this would be discussed in the upcoming Safeguarding Committee.

4. Update on Annual Report and Going Concern assessment

4.1 The Board discussed the matter of Going Concern and approved the Trust as a Going Concern for the Annual Report and Accounts FY 21/22. The approval of the Annual Report was delegated by the Board to the ARC, scheduled for 12th October.

5 Approval of Modern Slavery Statement

5.1 The Modern Slavery Statement was approved, subject to including more detail on the version control table on the face of the policy.

5.2 **Action: include more detail in the Modern Slavery statement version control log prior to filing**

6. Approval of FBC

6.1 The final version of the FBC was expected to be sent to the Board for review in the next 2 weeks. The current draft had been tabled with the papers for review. The Board was asked to approve the Full Business Case in its current form subject to the full version being sent in due course. The Board approved the business case with the number of strategic matters discussed, including the approach to residential, alumni, social mixing, data and evaluation, which would be touched on in further detail during the course of the Strategy Away Day.

7. Paper for noting: feedback on summer visits programme

7.1 The paper was noted without discussion.

8. Update on Patrons


8.1 A verbal overview was given. The paper would be published after the meeting and the topic discussed in greater detail at a future Board meeting

8.2 **Action: Table Patrons update for December board meeting**

9. AOB

The meeting closed at 10.45am.

These minutes were approved as a correct and complete record of the proceedings by the Committee/board at its meeting on 1 December 2022 and signed by the Chair as authentication.



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Chairman

Action Schedule

Min	Action	By whom?	Status
3.3	Involve Amanda Timberg in digital interviews	Sarah Knight	Open
3.4	Provide clarity on which if any Board members can apply to the NCST Chair position	Sarah Knight	Open
5.2	Include more detail in the Modern Slavery statement version control log prior to filing	Sarah Knight	Open
8.2	Table Patrons update for December board meeting	Sarah Knight	Open