

Restless Development Minutes of Trustee Meeting 26th November 2019

Minutes of Trustee Meeting, 26th November, 2019. Attendance is reflected in the table below. Members of the International Board of Trustees are listed on the left; Senior Leadership Team members are listed on the right. Charlotte Eaton, the chair, opened the meeting and welcomed all those attending. Apologies were sent by Matt Beard. Ed Francis, Affan Cheema and Jenny Wilson joined remotely.

Meeting Dates	24 July	7 Aug	11 Sept	20 Nov	29 Jan	23 April	23 July	10 Sept	26 Nov		24 July	7 Aug	11 Sept	20 Nov	29 Jan	23 April	23 July	10 Sept	26 Nov
Hannah Bronwin	○	●	●	●	●	●	○	*	●	Ed Francis	*	○	*	●	●	*	*	*	*
Affan Cheema	●	*	●	●	●	●	●	●	*	Gemma Graham	○	●	○	○	●	*	●	●	●
Jon Gorrie	●	○	○	●	●	●	○	●	●	Perry Maddox	●	●	●	●	●	●	●	●	●
Carol Monoyios	*	*	*	●	☒	☒	☒	☒	☒	Alex Kent	○	○	○	○	○	●	●	○	●
Bella Mosellmans	●	●	●	○	●	●	●	○	●	Kate Muhwezi	●	●	●	*	*	●	●	●	●
Jim Sewell	○	●	●	☒	☒	☒	☒	☒	☒	James Sole	○	○	●	●	●	○	●	●	☒
Myles Wickstead	●	●	●	☒	☒	☒	☒	☒	☒	Graham Leigh	●	●	●	●	☒	☒	☒	☒	☒
Charlotte Eaton	●	●	●	●	●	●	○	●	●	Katie Rowberry	○	●	●	●	●	○	●	●	●
Anand Aithal	●	●	*	*	●	*	●	●	●	Christina Lewis	●	●	●	●	●	●	●	●	●
Jenny Wilson	●	○	●	●	●	●	●	*	*	Alex Stewart	●	●	○	●	●	●	☒	☒	☒
Mark Dickinson	☒	☒	●	○	●	○	●	○	●	Nazzy Amin	☒	☒	☒	☒	☒	☒	☒	●	●
Paul Wafer	☒	☒	●	●	●	●	●	*	●										
Antoinette Boateng	☒	☒	●	*	●	●	*	●	●										
Amelia Pan	☒	☒	☒	●	●	●	○	○	●										
Matt Beard	☒	☒	☒	●	*	○	○	○	○										
Tom Allen	☒	☒	☒	●	●	●	●	●	●										
Lucinda Moore	☒	☒	☒	☒	☒	☒	●	○	●										

● In attendance

○ Absent/Apologies

☒ Not a Trustee/Resigned

* Via Phone/Skype

1. **Welcome.** Charlotte Eaton, the Chair, opened the meeting and welcomed all those attending. Apologies were sent by Matt Beard, and the chair noted that Paul Wafer would be joining the meeting at 5pm. Affan Cheema, Jenny Wilson and Ed Francis joined remotely.
2. **Minutes and Matters Arising.** Charlotte started the meeting by expressing how impressed she was with the quality of papers in this reporting cycle. She also made a special note of appreciation from the board to the unrestricted fundraising team for exceeding their stretch targets in such an impressive way. Charlotte reviewed the actions from the last meeting, noting them all as complete with the exception of SLT Directors to dial into Hub board meetings in Q4. Kate explained this was one third complete and that SLT were working with Hubs to make this connection happen in the coming quarter. **Action: SLT to dial into Hub board meetings in Q1.**
3. **CEO Report.** To open, Perry, the CEO, explained that recent news has changed the financial picture in Zimbabwe from that described in the CEO Report. Gemma, Business Director, announced that Zimbabwe has now secured funding from a Trust for the coming year. Perry noted James Sole had stepped down as Finance Director. He assured the Board that he is well and that this is a personal decision. He notified that the recruitment process for the new Finance Director was in process, looking promising and likely to conclude within the week for a January start by a new Finance Director. Perry then gave a brief overview of the Directors Conference, outlining that it was a great success, rating the highest of a conference to date in the feedback survey. He thanked the Board for participating in the Board Fireside sessions and noted how helpful that was for the Directors. He specifically thanked Bella for her leadership in a variety of spaces over recent months, noting how valuable trustee engagement has been on the whole across the board in recent months. The CEO paternity leave cover plans were presented. An interim leadership plan will be in place with the creation of two short term positions (Chief Operating Officer and Deputy Chief Executive Officer). The idea behind this approach was to provide greater support to the staff stepping up into these roles and to more importantly trial new approaches to executive leadership in the agency. Hannah asked whether his role covers will start before or after his leave, and Perry answered that a handover plan will be put in place before his leave. Anand thanked Perry for his comprehensive paper and noted the strong annual success of the agency.
4. **Finance & Audit Committee Report.** Jon Gorrie, chair of the Finance & Audit Committee, presented the finance committee paper and updated on agency progress toward the year end position, both balance sheet work completed in Q4 and coming year end work in Q1. Kate Muhwezi, Operations Director, echoed that the focus over the next three months will be year-end audits and balance sheets, ensuring statutory audits for all hubs and international are completed over the three months. She then talked the Board through the emerging year-end picture for each hub in the paper.
5. **Programmes, Policy and Practice Committee Report.** Affan Cheema, chair of the Programmes Committee, presented the highlights from the committee. He pointed out that 19 evaluations had been completed across the hubs and the committee discussed how these evaluations can be used creatively to tell the Restless story.
6. **Resource Mobilisation Committee Report.** Gemma Graham, the Business Director, presented her paper and pointed out that the majority of the fundraising targets had been met for the year. She reminded the trustees about the Big Give campaign and event in December. Charlotte asked how we are reaching out to a diverse audience to make the most of the scheme. Gemma further explained that the team have used social media to reach out to volunteers/alumni and network members. The US Hub development strategy was discussed. **Action: Gemma to include US-specific update in future board papers.**
7. **People Committee Report.** Christina Lewis, People Director, shared with the Board a draft version of the agency's first-ever Diversity and Inclusion Strategy. Antoinette Boetang, people committee trustee explained the strategy, highlighting its four pillars and data-led approach. Antoinette and Christina then talked through the data headlines from Restless Development's first every global diversity and inclusion survey (which had a 65%

response rate). Antoinette highlighted how brilliant it is for us to have such a high response rate in our first year considering the sensitivity of the data. Antoinette emphasised the importance of collecting this data to provide a baseline measure on how we can progress on Diversity and Inclusion as a global agency over the coming years. Tom wondered if the committee has defined the characteristics the data is looking at. Christina answered that yes we have these definitions and they vary in each country/hub. Antoinette mentioned that we added many categories above the standards in the 2010 Equality Act, such as carer responsibilities which was reflective of certain contexts and country legislations.

8. **External Engagement Committee Report.** Alex Kent, Strategy Director, presented the External Engagement Committee Report pointing out that the external engagement team has been in place since October and are leading on a series of global initiatives including the new website build and the new youth-power partnerships initiative to accelerate delivery against the global goals and to begin to build a Youth Power Fund for youth civil society investment in partnership with other organisations. Affan asked what our big picture is on Climate Change, considering the next Conference Of Parties (COP) will take place in Glasgow. Alex mentioned that we are looking at initiating campaigns on Agenda 2030 and the Paris Agreement, especially in the run up to COP.
9. **Quality Assurance including Risk & Safeguarding Report.** Kate, Operations Director, presented the Quality Assurance Paper noting that the agency met 88% of our standards. Safeguarding training has been incorporated into all staff re-inductions globally. Kate highlighted how well the recent Wilton Park Safeguarding Conference went and the role Restless Development played. Kate offered to add more external context in the future safeguarding papers to provide reflection on what we have learned so far and the changing landscape of safeguarding in the charity sector. Anand asked who in SLT has ownership on IT and Data risk. Kate responded that she does, convening several staff to ensure compliance and safety in their technical remits.
10. **Spotlight on “Thrive” Corporate Partnerships.** Dom Smith, Corporate Partnerships Manager, joined this part of the meeting to present the new “Thrive” corporate partnership initiative..
11. **AOB.** Trustees were asked to read and sign the ‘Declaration of Interests’ form and there was no other business.
12. **Meeting close.** 19.10