

**The David Mather Foundation (DMF)**

Inaugural Trustee Meeting – Thursday 14 May 2009 7.30pm to 10.30pm

**Minutes**

Agenda Item	Action	Who
Present	Alison Redshaw, Simon and Helga Brown, Lydia Brown, Adam Oskwarek, Kalpan Patel, Lucy Wheatley, Alan and Marianne Wilson, Ian and Ceri Mather	
Apologies	Hannah Cross, Rachel Barlow	
<b>1. Rationale &amp; Update – aims &amp; objectives &amp; progress to date (IM / CM)</b>		
<ul style="list-style-type: none"> <li>Logo ratification - IM</li> </ul>	Accepted: Official thanks given to James Dawson, Logo is vey large in email terms Simon to prepare a cut down version for paper versions	SB logo IM thank JD
<ul style="list-style-type: none"> <li>Aims &amp; Objectives &amp; Framework</li> </ul>	<p>Argentinean Board ( AB) can only operate within the parameters set by the English Trustees</p> <p>Argentina: Minister has identified a Salta Official to work with the AB</p> <p>AB will need to appoint a co-ordinator</p> <p>Q status of AB ? separate foundation?</p> <p>A No There is one foundation (UK) with clear mgt links, but they (AB) do need to be a formal body. It is not clear at present what the Argentinean requirements are but they will not be able to function without the money and sanction of DMF Trustees.</p> <p>Documentation will need to be refined and strengthened to clarify governance over time.</p> <p>Understood that this is a starting point which both sides will need to sign up to.</p> <p>Aim has to be broad enough to encompass all that charity wants to do but be specific enough to limit functions to the core functions.</p> <p>Statement discussed: Remove help and put support, no adverbs.</p> <p>Decision to use the first general statement and the 3 points from the second statements.</p>	<p>LB to put into the Deed</p> <p>Needs to be inserted into DMF documentat ion for AB - IM</p>

	<b><i>Need to ensure that the words used have the same meaning and inferences in translation</i></b> This will become the Charitable Deed statement.	
<ul style="list-style-type: none"> <li>Board of Directors Argentina</li> </ul>	A form of words has been received from Argentina which address the formal process there. This has been aligned with the core documentation presented and returned to the authorities there for clarification	
<ul style="list-style-type: none"> <li>Financial statement - LB</li> </ul>	£4342 in the bank at time of meeting and a further £2000 has been pledged LB circulated financial statement and projection	
<ul style="list-style-type: none"> <li>Website – IM</li> </ul>	Up and running and looking good, expanding daily Official thanks to Simon and Richard for developing and executing the website and maintaining	IM
<ul style="list-style-type: none"> <li>Communications Plan - IM</li> </ul>	Draft prepared by Richard Williams and being developed by Jody Hockley	
<ul style="list-style-type: none"> <li>Salta meeting - IM</li> </ul>	Meeting with Minister for Human Development, He expressed gratitude for the aspirations of the Foundation has pledged support incl. a member of staff to guide through set up process in Argentina and intros to schools, universities etc.	
<ul style="list-style-type: none"> <li>M.P.meeting – CM</li> </ul>	Reported. Formal question to be asked in HoC on 19 <sup>th</sup> May, and written questions already made to S. American office( I&C have followed this up with letters to Observer and Mumbai bombing victim who suffered similar appalling treatment) MP has also raised DMF with Sports Minister.	
<ul style="list-style-type: none"> <li>RFU – IM</li> </ul>	No progress with British RFU, Some progress in Salta re signed shirts	
<ul style="list-style-type: none"> <li>Events - IM</li> </ul>	Fundraising: London Marathon, Manchester run, RW cycle ride, O2 half marathon T shirts with logo purchased to support anyone doing sponsored event	
<b>2. The Trust Deed (LB)</b>	It was agreed that 5 Initial Trustees should be appointed from those present at the meeting, for a variety of terms to ensure continuity: Ian Mather - 10 years	

	<p>Lydia Brown - 10 years  Lucy Wheatley - 6 years  Alan Wilson - 6 years  Allison Redshaw - 4 years  Reappointment and termination agreements clarified  LB to establish a set of procedures  Further Trustees can be added through the formal setting of future meetings.  Need clarification re indemnity and liability of trustees. LB to explore  Only direct employees would need to be insured – not volunteers</p>	<p>LB  LB</p>
<b>3. Appointment &amp; Role of Trustees (LB)</b>	The formal documentation, conflict of interest policy, declaration of interest statements and Trustee role descriptions were circulated for signing	
<b>4. Charity Commission Application (LB)</b>	<p>Clarification re the wording of the aims and objectives to limit qualification to higher qualification (first degree or equivalent ) and that the student is demonstrating commitment through the contract.</p> <p>Financial year agreed as April 1<sup>st</sup> to March 31<sup>st</sup>  Application signed</p>	
<ul style="list-style-type: none"> <li>Financial statement</li> </ul>	<p>Paper tabled indicating that the Foundation is on stream to raise £10k by year end  Priority area - boost monthly donations  Financial procedures to be established</p>	LB
<ul style="list-style-type: none"> <li>Safeguarding policy (CM)</li> </ul>	<p>Draft safeguarding policy to be re drafted with guidance for small charities but will need to reflect the law in Argentina (UN rights of the child)  CRB checks not required by law, but it does demonstrate good practice</p>	LAW

	<p>Trustees will have sight of details of vulnerable young people and therefore under British Safeguarding practice all Trustees should have a CRB check.</p> <p>There will need to be a nominated person to oversee the Safeguarding policy, 50% of Trustees are already CRB checked and 100% will be by the time student details are seen.</p> <p>Agreed response to CRB section of CC registration form</p>	
<ul style="list-style-type: none"> <li>• Conflict of interest policy</li> </ul>	Yes - agreed	
<ul style="list-style-type: none"> <li>• CRB checks</li> </ul>	Yes see above	
<ul style="list-style-type: none"> <li>• Appointments</li> </ul>	<p>ICM Chair - proposed by LB and seconded by Alan Wilson and Lucy Wheatley</p> <p>LB Treasurer – proposed by IM seconded by ARE</p> <p>CM = Charity Secretary – non-trustee role.</p>	
<b>5. Action Plans (IM)</b>		
<ul style="list-style-type: none"> <li>• 6 month start-up plan</li> <li>• 1 year plan</li> <li>• 5 year plan</li> </ul>	<p>Requirement to establish AB is a down payment of £1000 =A\$5000</p> <p>Agreed to transfer money to AB</p> <p>Family of Schools: paper circulated re potential of raising aspiration in this country through working with children in different countries ( Argentina and Germany) plus through fundraising.</p> <p>There is already an established interest in this from several schools</p>	
<ul style="list-style-type: none"> <li>• success criteria (CM)</li> </ul>	Circulated for comment – feedback positive	
<b>6. Action Plan Components (IM)</b>	Components to be assigned:	
<ul style="list-style-type: none"> <li>• Communications</li> </ul>	Jody has agreed to work on this – to discuss further at next meeting	
<ul style="list-style-type: none"> <li>• Patrons, Sponsors &amp; Friends</li> </ul>	Initial ideas discussed – to be explored further at next meeting	

<ul style="list-style-type: none"> <li>• Fundraising strategy &amp; implementation -</li> </ul>	Lydia and Adam to work on fundraising charity Need to use Facebook viral messaging etc Use of T shirts etc	AO & LB
<ul style="list-style-type: none"> <li>• Investment strategy</li> </ul>	Will be needed in time - Alan	AW
<ul style="list-style-type: none"> <li>• Framework</li> </ul>	Ian	
<ul style="list-style-type: none"> <li>• Co-ordinator post</li> </ul>	Ian	
<ul style="list-style-type: none"> <li>• Transport</li> </ul>	Gareth has offered use of Jeep to the employee	
<ul style="list-style-type: none"> <li>• Mentors roles</li> </ul>	Will be role of co-ordinator, Helga to be a champion informal monitoring	
<ul style="list-style-type: none"> <li>• Recipients</li> </ul>	Ian	
<ul style="list-style-type: none"> <li>• Recruitment</li> </ul>	Ian to lead. Could local priests help with identifying young people, need recommendations from a variety of sources to overcome prejudice and discrimination. Needs to include interview processes	
<ul style="list-style-type: none"> <li>• Safeguarding</li> </ul>	LAW to update policy as previously discussed, and to research Argentinean requirements for employee	LAW
<ul style="list-style-type: none"> <li>• Family of schools</li> </ul>	All agreed that this was an area of interest to the Foundation and whilst not the main focus of our work, we would use all opportunities to support the development of meaningful partnerships. Agreed to pursue as peripheral but worthwhile.	
<b>7. Initial Ideas (ALL)</b>	Start a search for investors – there is a Reference doc/CD developed by the Charity commission library LAW will explore if Darlington and Durham have background on charitable donations	
<b>8. Away Day (IM)</b>	Yes if a weekend day The Wilsons offered their home for this Provisionally 20 <sup>th</sup> June	

<b>9. Future Meetings (IM)</b>	Frequency of meetings to be agreed at away day	
<b>10. AOUB</b>	None	