



# Board of Trustees Extraordinary Meeting Minutes

Thursday 29<sup>th</sup> October  
at

Virtual Meeting via Zoom  
Transforming Futures MAT  
Unit 3 Ensign House, Parkway Court,  
Longbridge Road, Marsh Mills,  
Plymouth PL6 8LR

## **TRUSTEES IN ATTENDANCE:**

Dr Karen Deeny – Trustee.  
Mr Peter Cubbon – Trustee.  
Mr Peter McDonnell – Trustee.  
Mr Tim Thexton – Trustee.

## **IN ATTENDANCE:**

Mr Gavin Gracie – CEO.

Minute No.	Agenda Item	Action
1)	<p><b>ATTENDANCE AND DECLARATIONS OF INTEREST REGISTER.</b></p> <p>The video call was evidence of meeting attendance, no further declarations of interest.</p>	
2)	<p><b>APOLOGIES.</b></p> <p>Mr Denis Parsons – Acting Chair of Trustees. Dr Tim Searle - Trustee Apologies received were accepted</p>	
3)	<p><b>Short Notice</b></p> <p>The Board acknowledged and accepted that the meeting had been called with short notice.</p>	
4)	<p><b>Chair</b></p> <p>Dr Karen Deeny was proposed and unanimously approved to Chair the meeting.</p>	
5)	<p><b>New Trustees</b></p> <p>KD and TT reported on the selection process for new Trustees culminating in panel interviews held on 14 October. All candidates were interviewed by two panels, one comprising the Heads and the other Trustees, CEO and COO. All applicants were asked the same agreed schedule of questions with responses scored and recorded.</p> <p>KD and TT reported that the panels sought diversity in skills, perspective, thinking and, if possible, available personal and professional networks. The process was robust, consistent and clear. The board noted that one applicant for the finance role advertised had withdrawn just prior to panel interviews.</p> <p>GG reported that the members met on 23 October and formally ratified the appointments of the co-opted Trustees PC, KD and TT.</p> <p>The members also approved the appointments of Dr Clive Grace, Carole Burgoyne, Geraldine Herage and Graham Oliver subject to DBS checks that are currently in process.</p>	
6)	<p><b>Appointment of Chairs</b></p> <p>After discussion the Board unanimously approved the appointment of Dr Clive Grace as Chair of the Board.</p> <p>They further appointed Graham Oliver as Chair of the Finance and Audit Committee, and Geraldine Herage as Chair of the Education and Safeguarding Committee.</p> <p>After discussion the Board agreed that appointment of Vice Chairs for the Board and two sub-committees should take place once CG had met all Trustees, and GO and GH had met members of the respective sub-committee. Trustees also agreed to discuss committee memberships with CG in their discussions arranged.</p>	
7)	<p>There being no further business the meeting closed at 17:10pm</p>	

Signed:

Date:

Chair

Dates of Future Meetings:

Wednesday 16 <sup>th</sup> December 2020	TBC
Wednesday 10 <sup>th</sup> February 2021	TBC
Wednesday 31 <sup>st</sup> March 2021	TBC
Wednesday 9 <sup>th</sup> June 2021	TBC
Wednesday 14 <sup>th</sup> July 2021 + AGM	