

LETCHWORTH GARDEN CITY HERITAGE FOUNDATION

(Registered Society under the Co-operative and Community Benefit Societies Act 2014.

Registered Society includes a Community Benefit Society)

**PART I MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 10th
SEPTEMBER 2019 IN THE BOARD ROOM AT ONE GARDEN CITY,
BROADWAY, LETCHWORTH GARDEN CITY**

Present:	PAM BURN (Chairman)	PB
	TREVOR SAUNDERS (Vice -Chairman)	TS
	ROBERT RIGGALL	RR
	GARY MALLETT	GM
	KEVIN JONES	KJ
	TERRY HONE	TH
	WILLIAM ARMITAGE	WA
	HELEN OLIVER	HO
In attendance:	Graham Fisher (Chief Executive)	GF
	Jas Kaur (Company Secretary and Head of Governance)	JK
	Matt Peak (Executive Director – Finance)	MP
	David Ames (Executive Director – Stewardship and Development) – Part of the meeting	DA
	Mark Coles (Executive Director – Property)	MC
	Stuart Sapsford (Executive Director – Communities, Culture and Heritage)	SS

187/09/19	<p>APOLOGIES, MEMBERSHIP & QUORUM</p> <p>The Chairman reported that the notice of the meeting had been given in accordance with the Rules of the Foundation and that a quorum was present.</p> <p>Apologies were received from Simon Franklin. Terry Hone apologised to the Chair that he would need to leave the meeting at 7.10pm.</p> <p>David Ames apologised that due to the injury to his ankle, he would be leaving the meeting after his papers on the agenda had been discussed.</p> <p>The Chair advised the Trustees that David Ames papers would be considered at the beginning of the meeting.</p>
188/09/19	<p>MINUTES</p> <p>Minutes of the 288th meeting held on 9th July 2019 were approved and signed by the Chairman as a true record.</p>

189/09/19	<p>MATTERS ARISING</p> <p>The Board agreed that there were no matters arising. The outcome of the actions on the minutes from July were not considered or discussed.</p>
190/09/19	<p>DECLARATIONS OF INTEREST</p> <p>None.</p>
191/09/19	<p>FAMILIES PROJECT UPDATE</p> <p>An update on the Families Project was provided to the Trustees by GM and AS. The project is grant funded by the Foundation in collaboration with statutory and voluntary agencies working with residents on the Jackmans under the strategic objective of “improving life chances”.</p> <p>GM provided Trustees with Letchworth specific statistical data on health, education, skills and employment and compared this to Hertfordshire and England. GM advised the Trustees the under 5 child development rate of 52.9% in Letchworth, was low compared to the national average of 60.4%.</p> <p>The Trustees noted due to the low development rate of the under 5’s in Letchworth, only 1 in 3 Letchworth secondary school pupils achieved grade 5 or above in their English and Maths GCSE.</p> <p>The Trustees were provided with comparative development figures of those living on the Jackmans Estate to those in other parts of Letchworth. The figures highlighted an inherited life cycle that had been adopted which if broken before a child reached 5, would improve future life chances. The Trustees were advised that statistical data highlighted early development was a key player in achieving higher attainment levels. The Trustees noted the theory of change being piloted to bring about change for families in the Jackmans Estate.</p> <p>The Trustees noted that the delivery of change required the following resource:</p> <ol style="list-style-type: none"> 1. A First 1,000 days Champion (specialist) working with 0-3year olds. 2. A 2 – 4 years specialist and assistant working with children aged between 2 and 4 years. 3. A Nursery and Family Centre offer at the GCA for 3 plus age group. 4. Community connector - based at CAB developing community capacity to enable local networks to be formed to affect positive change. <p>The Trustees were advised that the Foundation was working with the Family Centre to establish if an “app” for smart phones could help families support child development. The designers Oliiki will help support developing this “app”, at a reduced cost.</p> <p>The Trustees noted that bid for funding of £120,000 from the Syliva Adams Trust and Garfield Weston Foundation had been prepared to cover roles 1 and 4 above.</p>

The Trustees noted the Foundation would play a role of an enabler with voluntary groups and key sector organisations to achieve the outcomes on the pilot project.

The Trustee noted the planned work programme for 2019/20 as set in the Board report.

The Chairman highlighted that there was a lack of capacity by other organisations to take these types of programmes forward. The Chairman emphasised to the Trustees, that if the Foundation was going to take a lead on this project, it was important that as Trustees they understood the long-term costs. The Chairman also highlighted that it was important for the Foundation to undertake the project as it was one of the objectives of the Foundation to improve the life of all those who lived in the town.

The Trustees were provided with the pilot Project budget, as set out below. The Trustees noted bids for funding were being developed for the project. The Trustees noted that there was no guarantee that the bids would be successful. Therefore agreed in principle that if there was no success in getting any funding, the Foundation would consider covering the cost of £162,780 for the pilot project once a more detailed proposal was put forward for approval.

Element of Spend per Strand per Calendar Year	Cost
First 1,000 days champion salary and operational costs such as group work, 1:1, networking, etc.	£39,000
2 – 4 years Speech, language, communication specialist with assistant and operational costs for weekly groups and 1:1 sessions	£65,740
Nursery School activities including games library, parent stay and play, educational apps and development of 20 hour offer for children aged 2- 3-years old living on the Jackmans.	£20,000
Community Connector salary, initiating fund and training/development	£38,000
Total Annual cost of pilot	£162,740

Organisation	Role	Application Deadline	Contribution
Sylvia Adams Trust	First 1,000 days Champion	Late October 19	£39,00
Heritage Foundation	2 – 4 Year Family Lead	Agreed June 19	£85,780
Garfield Weston Foundation	Community Connector	Late October 19	£38,000
Total			£162,780*

*This figure does not include contributions made by School, Family Centre, Steering Group partners in terms of time, internal management and delivery of programmes/actions, infrastructure, room hire, IT and comms

	<p>The Trustees noted that the background of the specialist for the first 1000 days would be clinical.</p> <p>From a question raised by HO, AS confirmed that the 1000 day specialist would deliver a series of services open to all the families in the Jackman's. The Trustees noted that once the project had developed, the future plans were to hand over to the community to resource and run the services themselves.</p> <p>RR asked what would happen if the funding could not be received from the funders? GF confirmed that there may be other sources of funding available and, their was no expectation that the Foundation should be the sole provider for future funding. GF highlighted that fruition of the project would create testimonies which would be used for establishing future funding opportunities.</p> <p>RR highlighted the Foundation had a duty to help the whole town and therefore a pilot scheme of this kind should be offered in other locations within the town. RR was advised that once the achievements were measured, there was a view to undertake similar projects for other parts of the town.</p> <p>The Chairman highlighted that the Jackman's project was chosen for a number of reasons. One of the main reasons for this location was the willingness and appetite of Garden City Academy, as a partner to bring about change to the cycle of life of all those who lived in the Jackman's community.</p> <p>WA highlighted that the Foundation should take other steps to ensure all offers from the venues were available to all those in need. He highlighted that the Foundation should take measures to ensure that children from the Jackman's were able to benefit from the other services offered by the Foundation. SS confirmed that business plans being formed by the venues which will now have a link/feed for services to thread through each of the areas of planned activities.</p> <p>WA requested that the Foundation consider grant funding to local sports clubs in return they provide/offer free training sessions, memberships to those from the deprived areas of the town. The Chair agreed that this was a notable action for the Executive to take forward.</p> <p>The Trustee thanked GM and AS for the insight into resource and work required to improve the educational attainment of children under 5 in the Jackmans. The Trustees were cognisant that this project would need to continue for a long period of time to see any step change. The Trustees noted that the project would require addition injection of cash which should be fed into the 2020 budgets for approval in November 2019.</p> <p>The Trustees noted the update.</p>
192/09/19	<p>GRANTS COMMITTEE</p> <p>The Trustees were provided with the minutes of the Grants Committee meeting of July 2019. The Trustees noted that £76,890 were awarded at the July meeting across all the grants programmes.</p>

The Trustees noted the grant recipients and the grant awarded as set out below:

Supporting Community Groups & Organisations	Award
Kings Community Church – Summer Holiday club on the Jackmans	£750
	£750

Supporting Community Spaces	Award
Made with Clay – Support with business planning and business development	£1,000

Supporting Education and Learning	Award
Imajica Theatre – Environmentally Themed Plays in Primary School	£5,000
Fearnhill School – Refurbishing Library	0

Supporting Health and Well Being	Award
Letchworth Centre for Healthy Living – Mindfulness in Schools Pilot Project	£13,690
Resolve – Utilities and internal fixtures and fittings to new premises 54 Leys Avenue	£25,000
North Herts CVS – Volunteer Letchworth Programme	0
Garden House Hospice Care – In Patient Lounge extension and refurbishment	£25,000

Supporting Recreation and Leisure	Award
North Herts Organ Society	£0
Letchworth Music Club	£750
Street Dance	£4,500
KLM Table Tennis Club	0
Caribbean Harmony Group	£1,200

The Trustees also noted the grants approved by the Chairman of the Foundation under their delegated Authority during August as set out below:

Organisation	Purpose	Grant Award
Resolve	To enable utilities to be installed and towards the cost of fixtures and fittings associated with the relocation of Resolve from Walsworth Community Centre Hitchin, to 54 Leys Avenue Letchworth.	£25,000
Garden House Hospice Care	To part fund the refurbishment and upgrade of the in-patient lounge at Gillison Close	£25,000

	<p>The Trustees NOTED the grants awarded and the minutes of the Grants Committee from the July 2019 meeting and those approved by the Chairman in August 2019 under their delegated authority.</p>
193/09/19	<p>HEALTH AND SAFETY REPORT</p> <p>The Trustees were provided with report of the Health and Safety Business Partner to note and discuss.</p> <p>The report included: Minutes from the H&S Committee meeting of 16th July 2019; H&S Survey results. – Action plan from the survey to be developed. Accidents and Incidents that had occurred since the last meeting in July.</p> <p>The Trustees noted the 5 accident reports which involved employee’s and 1 incident that involved a visitor.</p> <p>The Trustees were noted that the H&S Business Partner had resigned and had left the organisation at the end of August. The Trustees were advised that a review of the Foundation’s H&S was being undertaken. A brief for the services required by the Foundation had been put together by the CEO with input from the Leadership team. This briefing had been issued to three organisations to produce a proposal and costings with a due date of 4th October 2019.</p> <p>The Trustee noted that an interim H&S consultant would be appointed to ensure that Foundation was complaint with H&S until a permanent person was appointed.</p> <p>The Trustees NOTED the report.</p>
194/09/19	<p>HERITAGE ADVISORY COMMITTEE (HAC) MINUTES</p> <p>The Trustees were provided with the minutes from HAC meeting of 26th July 2019.</p> <p>The Trustees NOTED the minutes.</p>
	<p>ANY OTHER BUSINESS</p>
195/09/19	<p>INSTALLATION OF EBNEEZER HOWARD</p> <p>The Trustees noted the installation of the Ebneezer Howard statue in Spirella Gardens. The statue was donated by Peter Colvin some time ago and had been stored by the Foundation. The Trustees noted that there would be a formal unveiling of the statue would be carried out by the Chairman and Peter Colvin.</p>
	<p>There being no further business the meeting was closed.</p> <p>Signed</p>

	Dated7 th October 2019.....
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