**Chair of Trustees Report**

**March 2024**

Identifying Risks:

* Risk Register developed and shared with Leadership & Management Committee – for feedback in meeting (on portal).
* A lot of time in the past month spent around item 8 – verbal update in meeting.
* I have not been directly involved in any further fundraising.

Actions relating to lease negotiations:

* HoT sent to WCC representatives 21 February – to be shared with these notes ahead of Trustee meeting. Main headline is to move away from a full maintenance contract and for WCC to support ongoing issues with the lift in perpetuity.
* Meeting on 6 March cancelled by WCC – moved to 27 March.
* Ongoing WCC councillor and MP support – not utilised yet.
* FOI request made relating WCCs record of community buildings leased to 3rd parties and the nature of their contracts.

Interaction with users:

* Issue raised relating to a user dealing with leak in Main Hall for an early morning session. Sarah and I met with her and identified a need to sharpen comms with users – monthly updates and reminders to be sent to all users with a form to record any issues that need to be brought to the managers’ attention.

Youth engagement strategic review:

* Attendance and external support at youth club is very good currently with stronger links with WCC agencies in place – e.g., drugs education team attending bi-weekly, police presence to support security.
* Meeting at the end of January with Becky and Sam Metcalfe to develop a clear vision for youth up to the end of this academic year.

HR:

* HR review of staff contracts underway.
* HR company to rewrite all personnel related contracts following donation to cover costs.

Safeguarding:

* Underwent Safeguarding for Trustees training – some gaps in policies identified that will be addressed by HR policy review.
* Plan to review Safeguarding training in light of this for the next iteration to new people involved in tKC.

Trustee Board:

* Have met with a couple of potential Trustees – need to keep seeking support to manage gaps in skills (media, marketing and business panning).

Future actions:

* Attending Radio Abbey Big Quiz.
* Explore Energy Efficiency review and funding with SMcC.
* Appraisals with Centre Managers set for start of April.
* Will seek a meeting with key links at Kenilworth School to review partnership and explore further support.
* Seek opportunities to promote / drive 200 for £100 campaign in partnership with provision committee.

Mandy Brougham

6 March 2024