

**Mary Ward Settlement/Mary Ward Legal Centre  
INTEGRATED BOARD**

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Approved Minutes of the meeting of the Integrated Board held on 21 October 2014, at the Mary Ward Centre Legal Centre.

**PRESENT:** Diana Good (Chair); Helen Carty; Jane Chamberlain; Peter Clyne; John Edwards; Alex Horsup; Jake Lee; Caro Millington; Jo Monk; Raja Nadarajan; Irene Payne; Andrew Peck; Mehul Shah and Andrew Williams.

**IN ATTENDANCE:**

Suzanna Jackson (Warden); Allister Duncan (Head of Finance & Resources); Paula Twigg (Director of the Legal Centre); Sue Craggs, (Head of Adult Education).

**SECRETARY:** Michael Wood (Clerk to the Trustees)

**1. Apologies for Absence**

An apology for absence was **received** from Anna Haworth.

**2. Declaration of Interests**

There were no declarations of interests.

**3. Minutes**

The Minutes of the meeting held on 8 July 2104 were **confirmed**, subject to it being **noted** under 12(c) that additional information relating to financial assets was available for circulation to the Board, and that the word 'avoiding' should read 'reducing'.

**4. Matters Arising**

**4.1 (Minute 11 refers):** that an opportunity for Legal Centre staff to address the Board had yet to be arranged;

**4.2 (Minute 15 refers):** that the revised Whistleblowing Policy, which now conformed to the AoC template, would be considered at the next meeting.

**5. Reports from Sub-Committees**

**5.1** The Board **received**, for information, unconfirmed Minutes of the meetings of the Finance Committee held on 7 October 2014 and the Governance & Nomination Committee held on 8 October.

## 6. Chair's Report

- 6.1 The Board **received** a report from the Chair on matters progressed since the last meeting. Trustees particularly welcomed the reference to police arms training and the link to better policing, at home and abroad.

## 7. Warden's Report; Strategic Plan Update

- 7.1 The Warden presented her report to the Board in the context of the Strategic Plan Update, the following key points being **noted**:
- a) that this year's fundraising activity had seen donations being received at an earlier point in time and in greater volume. The Legal Centre had been nominated by the local Waitrose as one of their November charities of the month, and the Adult Education Centre would hold a 'Fun'Raising Week' w/c 3 November;
  - b) that several Mary Ward staff and Trustees attended an SDI reception in the Houses of Parliament on 14 October, sponsored Baroness Shepherd. It was pleasing to note that the Minister for Education addressed the group and praised the high quality work carried out by the SDIs in educating 600,000 students each year;
  - c) **Confidential**
  - d) that in terms of geography, it was noted that the Settlement recruited from all 33 London Boroughs at present, in fulfillment of its SDI mission, and was not directly competing with any other providers;
  - e) **Confidential**
  - f) **Confidential**

- 7.2 The Chair thanked the Warden for her thought-provoking strategic update, which had raised important issues that would be discussed further at the Board's away-day in January.

## 8. Adult Education Centre Report

- 8.1 The Board **received** a report from the Director of the Adult Education Centre, together with an update on the Development Plan, 2013/14 and a SAR Timetable. Trustees were pleased to **note** the high student retention rate of 93%, a 13% increase in total enrolments and a 99% student satisfaction rate. With regard to other KPIs, the question was posed 'on what basis does green mean green?', it being suggested that a narrative should be included to support judgments where internally-set targets have been missed slightly (although still within Ofsted tolerances and national benchmarks).

**8.2** In respect of the SAR timetable, it was **noted** that the SFA deadline for returns was 24 October. The Warden advised that it was anticipated that Ofsted would inspect the MWC later in the year and that preparations were in place for this.

**8.3** The Chair thanked the Director of Adult Education for her report.

## **9. Legal Centre Report**

**9.1** The Director of the Legal Centre presented her report to the Board. It was **noted** that the forecast deficit on 2013/14 had not materialised and that the Centre had generated a £56k surplus on the year; a significant achievement when compared to other legal centres. Great demand still existed for the Centre's services, especially related to housing law advice. A grant from Trust for London amounting to £20k per annum for three years had recently been secured.

**9.2** The Director also commented that she had given evidence to the Justice Select Committee in Parliament earlier on 21 October with regard to the detrimental impact of cuts in legal aid and the increased bureaucratic burden placed on some of the most vulnerable people in society.

**9.3** The Chair thanked the Director of the Legal Centre for her report and the success achieved in recent times in challenging circumstances

## **10. Financial Matters**

### **Confidential**

## **11. Board Vacancies: Recruitment of Chair and Trustees**

**11.1** The Board **received** a report from the Clerk setting out the proposed recruitment process (as considered by the Governance & Nomination Committee), for the role of Chair and two Trustee vacancies. It was **noted** that shortlisted candidates for the role of Chair would be required to make a presentation before the full Board in January, and that a recruitment microsite had been developed by Harvey Nash to promote all three vacancies, the closing date for which was 12 December 2014.

The Board **approved** the recruitment process as outlined.

## **12. Board Self-Assessment Process**

**12.1** The Board **considered** a report on the recent Board Self-Assessment Exercise, the following key points being **noted**:

- a) that Trustees needed to understand benchmarking data and how the performance of the Education Centre and the Legal Centre compares with that of equivalent providers;
- b) that equality and diversity training would be provided for the Board via distance learning materials, prior to the December Board meeting;
- c) that the Clerk should maintain a record of those Trustees who undertake training offered by Buzzacott's each year;
- d) that the self-assessment exercise should be carried out on an annual basis, with the Board's performance being periodically reviewed by an external facilitator.

### **13. Any Other Business**

There was no other business to transact.

### **14. Confidentiality**

It was **noted** that the matters raised under Items 7 and 10, relating to the Settlement's strategy and financial considerations, should be treated as confidential. The Chair requested that in future the authors of reports should highlight anything that needed to be treated confidentially.

### **15. Date and Time of Next Meeting**

The date of the next meeting was **agreed** as **9 December 2014**, at 6.15 pm.