**Board Meeting: 6 December 2023**

**Summary Report to be used when sharing with members.**

This was an online meeting. Main items discussed:

* **Confidentiality.**  All trustees were reminded of the need to ensure that documents associated with the Board or Steering Committee remain confidential to the respective members. Documents are often in a draft format and can change over time leading to possible confusion if they are not read and understood in context.
* **Finance.** The Treasurer’s report including Q2 figures and year end forecast were approved by the Board. End of Q2 showed a slight improvement on budget of £46k but the current year end forecast is expected to be close to budget. Current development projects are expected to be slightly above budget by the year end due to slightly increased costs on Siteworks. Forward projections include the AGM resolution to aim for a membership increase to 500k by end of 2028.
* **Development Projects.** Current progress of all development projects was explained and future reports will include a rationale for each project as agreed during the budgeting process.
* **Budget Process for 2024/25.** The process and timescale was outlined where budget principles are agreed annually in the autumn and the budget is developed throughout the winter based on the strategic aims and the ongoing needs of departments. There will be further discussion at the Finance Committee and Board in January and February and the Board will have the opportunity to approve the final budget in March. It was agreed that the contribution of the current pilot u3a Council is also built into the process.
* **Insurance**. Authority was given to the CEO to sign the new insurance arrangements for the Trust, TATTL, and all u3as and networks and their members, effective from 1 January 2024. Revised figures are expected shortly after the meeting and the new policy cost is expected to rise by around 5% to around £100,000.
* **Grants Proposal.** A revised grants programme was reviewed and approved subject to slight changes. The programme recognises a number of limitations of the current policy and focuses on supporting start ups, replacing old u3a branded materials, encouraging interest-based activities, in u3as, and broadening the opportunity for raising the profile through large regional or national events.
* **Governance Appointments.** The Board approved proposals for an interim chair of the Governance Committee and appointments to the TATTL Board.
* **AGM Roadmap**. The timescale anticipated for various administrative and governance actions leading up to the AGM on 16 October 2024 was explained. Essentially notifications to u3as for registration need to start early enough to allow for all the constitutional requirements to be met. If the Board is to progress the Fit For The Future governance changes, then a decision will need to be made by June 2024.
* **Fit For The Future**. The programme and draft documentation for consulting with u3as and networks on proposals to introduce a u3a Council and revised u3a Board was explained. Essentially all u3as and networks will receive a document and Q&A explaining the proposal in January, and all will have an opportunity to hear an online or face to face presentation, and ask questions during the period up to April 2024. All comments will then be consolidated and considered by the Steering Group who will make a recommendation to the Board for a final decision. If the Board considers there is broad support for such a proposal, then a resolution will be submitted to u3as for consideration and voting at the AGM in October 2024. Currently the relevant drafts are with the Steering Group and they will be made available before the Board meeting on 17 January.

The Board also noted the current wording of drafts of the u3a Council ToRs, u3a Council role description, and the Implementation Group ToRs.

* **Model Constitution**. A number of potential changes to the Model u3a Constitution had been referred from the Governance Committee. The Board approved the changes which included removing the clause requiring members to have an interval of one year between continuous periods of office, removing the note that restricts members from serving on two separate u3a committees, and to provide that u3as should rather than must have a chair, vice chair, secretary and treasurer. However these changes will not be issued to u3as via a revised Model Constitution but as a guidance note enabling u3as to make changes to their local constitution as required.
* **External Speaker Policy**. As required by the Charities Commission, the Board approved a Speaker policy for the Trust that requires organisers to make reasonable advance checks about speakers to reduce the potential for any inappropriate or subversive language. Guidance for u3as would be further discussed and brought back to the Board that would enable u3as to also meet their responsibilities.

**Please note that official minutes are the true record of discussions and decisions taken at Board meetings. This is a brief summary of the main topics discussed and should not be taken as an authoritative statement. If you require any further detail about any item, please contact your Trustee.**

**AW/7/12/23**