

Minutes of BHA Board of Trustees Meeting
14 November 2015 11.00-15.40 at 39 Moreland Street, London EC1V 8BB

Present: Robert Ashby (RA, Chair), John Adams (JA), Tom Copley (TC), Blaise Egan (BE), Guy Otten (GO), Naomi Phillips (NP), David Pollock (DP), Jeremy Rodell (JR), Patricia Rogers (PR), Adam Rutherford (AR), and Amy Walden (AW).

In attendance: Andrew Copson (AC, Chief Executive and Company Secretary), Thomas Williams (TW, minutes).

Item		Action
29/15	<u>Report of Appraisal of Chief Executive (Confidential)</u>	
29/15/1	The Board received a report of the Appraisal of the Chief Executive from RA.	
30/15/1	Apologies for absence were received from Michelle Beckett (MB), Natalie Haynes (NH), and Alom Shaha (AS).	
30/15/2	A declaration of interest was made by Amy Walden as a BHA contractor for pastoral support training.	
30/15/3	The Board welcomed new trustee Adam Rutherford for his first meeting.	
30/15/4	There were the following agenda additions: <ul style="list-style-type: none"> - Appointment of Chair Apparent - Etherington Review into charity fundraising 	
30/15/5	The Board approved the minutes of the August 2015 meeting, with the following clarification: <ul style="list-style-type: none"> - 16/15/14: add 'potentially' between 'and' and 'clarifying' 	TW
30/15/6	There were the following matters arising from the minutes of the August 2015 meeting: <ul style="list-style-type: none"> - 15/15/12: LGBT Humanists committee. AC has spoken to the LGBT Humanists Chair, and agreed to advertise for someone to represent the BHA Trustees on the committee. The existing committee is all men and so they are looking for a woman, ideally with campaigning experience. The Board noted that the current committee's all-male composition is a problem in itself, and AC agreed to discuss that with them. - 15/15/16: National Council of Faiths and Beliefs in Further Education (FBFE). This appointment has not yet been made. LD as a qualified teacher is able to join other organisations that other members of staff cannot, so he may be better deployed elsewhere. - 15/15/19: The Board has received information on business rates 	AC

	<p>and on the number of celebrants completed training, and the trustees handbook uploaded</p> <ul style="list-style-type: none"> - 16/15/18: The Board has received clarification on Development income that is not donations or subscriptions - 16/15/19: A paper on workplace pensions is on the agenda for this meeting - 16/15/20: expenses policy has been drafted for JA's scrutiny and there will be a meeting in December - 18/15/3: Values we reviewed and agreed in September - 18/15/4 and 18/15/6: Actions not relevant until December Strategy Day - 18/15/13: A paper on livestreaming of events is on the agenda for this meeting 	
31/15	<u>Management (AC)</u>	
31/15/1	The Board received the 2015 Q3 management report.	
31/15/2	The Board asked whether school volunteers receive DBS checks or are asked about criminal records. AC informed them that they are never alone with children so do not require DBS checks. AC will check whether we ask them about criminal records.	AC
31/15/3	The Board noted the benefits of centralising records of school volunteers and introducing regional leads.	
31/15/4	The Board asked about the Happiness photography competition, which is not covered in the report as the deadline and exhibition are in Q4. AC informed the Board that the competition received many entries, and the exhibition opens 24 November. No decision has yet been taken on how we will use these photos in the future: many of the more interesting ones would not be suitable for stock usage. We had difficulty persuading photography magazines to advertise the competition. AC will talk to LD, PD, LW, AW about further publicity.	AC
31/15/5	The Board asked about the growth in ceremonies which had previously been limited by the number of new potential celebrants coming forward. AC commented that this has largely been overcome, thanks in part to research showing level of unmet demand encouraging more people to train as celebrants. There is still a constraint in the number of people we can practically train in a year.	
31/15/6	The Board asked about the agreement that had been suggested between BHA and political affiliates. AC informed the Board that this had been agreed with the Labour, Conservative and Green Humanist groups, but not the Liberal Democrat Humanists and Secularists. The LDHS are more formally established in their party structure and are more limited in what	

	they can legitimately do with other external groups.	
31/15/7	The Board welcomed news that several strong applications had already been received for the new fulltime position of Head of Pastoral Support and asked whether DS would work alongside the new postholder once appointed. AC confirmed he would.	
31/15/8	The Board asked what the basis was of our challenge to the GCSE curriculum. AC informed them that we argue the Secretary of State has erred in approving a curriculum that if followed by schools would lead to the schools failing in their duties under the Education Act and the Human Rights Act to supply education that does not discriminate on grounds of religion or belief. We are expecting a judgment expected by Christmas. We have a protected costs order so our costs are capped at £30,000.	
31/15/9	The Board asked about action following our complaints to the Office of the Schools Adjudicator and accompanying report. AC informed the Board that the Department for Education are not very receptive to us. There have been reports that the government may be considering changing the requirements standing for challenging admissions codes as a response. The Board asked if we could put in a freedom of information request for the minutes of the meeting which led to these reports, and AC agreed to do so if possible.	AC
31/15/10	The Board asked if progress had been made in arranging to meet people from the NUS to discuss 'no platform' and similar issues, such as the problems with Maryam Namazie at Warwick. AC informed the board that an informal meeting took place at the Labour Party conference, and they had agreed to meet again for further discussions.	
31/15/11	The Board noted that a background paper from the Equality and Human Rights Commission had raised the possibility of extending the stronger legal protection enjoyed by Jews and Sikhs, as religious groups that overlap with racial groups, to other religions.	
31/15/12	The Board noted that the complaint to the European Commission about religious discrimination in the employment of teachers in faith schools has been rejected.	
31/15/13	The Board asked about the interaction between the BHA and humanist groups in Northern Ireland and the Republic of the Ireland. AC explained that the situation is complicated, with a mixture of atheist and humanist groups in each, with different relationships with us and each other. The Board noted that there are significant opportunities for campaigning work in Northern Ireland, particularly about RE, and legal humanist marriages.	
31/15/14	The Board asked for clarification on the nature of the complaint received	

31/15/15	<p>against a celebrant. AC explained that a level 3 complaint is the most serious level of complaint, covering behaviour such as not turning up to a ceremony, getting the client's name wrong throughout a ceremony, or responding abusively, or failing to respond at all, to the client.</p> <p>The Board received the 2015 Q3 and YTD accounts.</p>	
31/15/16	<p>The Board noted its approval of the change in format to these, on the condition that the Treasurer receives sight of them in advance of meetings and has the opportunity to feed back to AC if necessary.</p>	
31/15/17	<p>The Board noted that if our members gave us on average as much as the average Church of England member gives them, we would raise £8m a year in donations.</p>	
31/15/18	<p>The Board asked what the money from cash appeal 2 was used for, and was informed that cash appeal income is unrestricted and not hypothecated to any particular campaign.</p>	
31/15/19	<p>The Board noted a projected operating surplus of around £50,000 this year and a total surplus of around £300,000.</p>	
31/15/20	<p>The Board noted that staff have consistently managed their budgets well, such that the Board has confidence in them and need to spend far less time on the minutiae of budgets than they have previously.</p>	
31/15/21	<p>The Board received a presentation from AC on the BHA fundraising strategy for 2016.</p>	
31/15/22	<p>The Board noted that the Blackham Society is more about giving certain donors a particular identity rather than giving a lot of significant perks.</p>	
32/15	<p><u>Budget (AC)</u></p>	
32/15/1	<p>The Board received the Budget for 2016 and projected budgets for 2017 and 2018.</p>	
32/15/2	<p>The Board noted that the Budget for 2016 and projected budgets for 2017 and 2018 all involve significant increases in expenditure from 2015 and are deficit budgets, even allowing for the likelihood of currently unaccounted for legacy income. However, given our current income and reserves, they can still be considered prudent.</p>	
32/15/3	<p>The Board approved the budget for 2016.</p>	
32/15/4	<p>The Board noted that we have large reserves and can afford to take more risks in our budgeting. AC commented that we do not yet know the effect</p>	

	of the Director of Communications and Development and Director of Community Services positions, so cannot reliably predict relationship between extra spending and growth in income.	
33/15	<u>Governance</u>	
33/15/1	The Board received a paper from AAW regarding the recent breach of data protection and a verbal update from AC. Five actions listed have been implemented to the extent that they can be.	
33/15/2	The Board commended AAW for his swift and proper action in reporting the breach and acting to minimise the damage.	
33/15/3	The Board asked how Data Protection policies and HR processes interact. AC clarified that HR folder includes all relevant policies, not just ones for HR processes.	
33/15/4	The Board received a paper from CM regarding pensions auto-enrolment.	
33/15/5	The Board asked whether we would wait till the staging date or implement earlier. CM: there are a series of steps starting in January before the staging date.	
33/15/6	The Board asked about why self-certification was recommended. CM replied that the alternative method has upper and lower limits and is very complicated for individuals to understand the implications. Self-certification has a flat rate.	
33/15/7	The Board approved the recommendations in this paper.	
33/15/8	The Board received a paper on the election of trustees.	
33/15/9	The Board asked how we validated the election software we used. AC explained the software was a spreadsheet for calculations of eliminations, but ballots were counted by hand.	
33/15/10	The Board discussed the requests from members to change the information included in the candidate booklet.	
33/15/11	The Board agreed to review and prioritise characteristics included in profiles of candidates. AC to bring a paper on different demographics that we might want to include (February).	
33/15/12	The Board did not approve including photographs of candidates in the election information.	
33/15/13	The Board did not approve marking existing trustees as such in the	

33/15/14	election information. The Board asked AC to explore the possibility of online voting and to bring a paper to the February meeting.	
34/15 34/15/1 34/15/2	<u>Strategy</u> The Board received a note on the feasibility of live streaming of events from IS. The Board noted that this is an operational rather than strategic matter and should be left to the staff to act on accordingly.	
35/15 35/15/1 35/15/2 35/15/3 35/16/4 35/16/5 35/16/6 35/16/7	<u>Presentation from Head of Operations</u> The Board received a presentation from CM and thanked her for it. The Board noted that consequences of data breach include consequences for the data subjects, as well as us. The Board asked BE to share details of his laptop security processes for BT with CM to see if we can learn from them. The Board asked if there was anything that only one person knows how to do. CM replied that there is not as far as she is aware: everything is documented. Over 130 processes documented in the operations team alone. The Board noted the advantages of subcontracting management of particular sorts of data to organisations who specialise in it, as we do with DD bank info and asked if there are other areas of activity we can apply the same thing to? RA declared an interest as director of a company that provides services for managing HR data. CM commented that most information we store is not as easy to separate: HR data overlaps with membership data. We already keep payroll data separately. The Board asked about data held by celebrants. CM commented that they have been given data protection policy and CM is in contact with trainers about giving them training. We have a quality assurance framework for celebrants. CM noted that we should look at this when considering the risk register. The Board asked how secure we now are against malicious hacking. CM answered that the main website is now on a separate server which makes it more secure. Other websites have moved to managed hosting. We are in a much better position than we were, but could still be more secure.	BE CM

36/15	<u>Any Other Business</u>	
36/15/1	The Board resolved that we continue to bank with the Co-operative bank in accordance with the declaration in Section 3a of the bank's change of account signatories mandate; that Mrs Lisa Ronsholt Bounds should no longer be an authorised signatory to our accounts; that all other current signatories retain their existing authorities, and that Mr Luke Donnellan should be included as an additional named individual, from 1 December 2015.	
36/15/2	The Board resolved that we continue to bank with the HSBC bank in accordance with the declaration on Page 1 of HSBC's 'Mandate for Society/Clubs'; that Mrs Lisa Ronsholt Bounds should no longer be an authorised signatory to our accounts; that all other current signatories retain their existing authorities, and that Mr Luke Donnellan should be included as an additional named individual, from 1 December 2015.	
36/15/3	The Board noted that earlier this year, lots of charities came under scrutiny for fundraising practices leading to the Etherington review. This made several recommendations, all of which were accepted by the Cabinet Office so are most likely going to be put in place. These could have an impact on our fundraising practices, although we are already aware of the need to be careful with vulnerable donors and do spot checks. AC will provide a presentation on the topic for the February meeting.	AC
36/15/4	The Board appointed Tamar Ghosh as a director and trustee for a three-year term.	TW
36/15/5	The Board mandated the Chair, Vice Chair, Treasurer, and Chief Executive to devise ways of involving and inducting Tamar Ghosh into the role between now and 30 July 2016.	RA, PR, JA, AC
36/15/6	The Board noted that PR offered to stand down as Vice-Chair to allow Tamar Ghosh to become Vice-Chair until 30 July 2016. RA to discuss with Tamar Ghosh and then come back to PR.	RA, PR
	<u>Date of the next Meeting</u> BHA Board of Trustees Strategy Away Day on 12 December 2015 11:00-16:00 (location tbc) BHA Board of Trustees Meeting on 13 February 2016 11.00-15.40 at 39 Moreland Street, London EC1V 8BB.	