



NATIONAL CITIZEN SERVICE TRUST

OFFICIAL

Minutes of a meeting of the board of directors held by teleconference at 09:30 am on Thursday
04 June 2020

Present*:	Brett Wigdortz (Chair)	Mark Gifford (CEO)
	Paul Cleal	Dame Julia Cleverdon
	Ndidi Okezie	John Maltby
	Ian Livingstone	Lord Iain McNicol
	Dame Sally Coates	Ashley Summerfield
	Tristram Mayhew	Jermain Jackman (Youth representative)
	Deborah Tavana (observer)	
	Michael Devlin (Secretary)	

Apologies: None

*all by teleconference

1. Welcome and declarations of conflicts of interest

- 1.1 Mr Wigdortz welcomed the Board to the meeting.
- 1.2 There were no new conflicts of interest raised by any member.

2. Summer and Autumn 2020 updates

- 2.1 Mr Wigdortz outlined the focus for the meeting on 2020 delivery plans and finances with the focus for the July meeting to be on 2021 strategy and approach.
- 2.2 Mr Gifford outlined the content as contained in the papers tabled. The first stream Staying Connected, had been successful to date and had been shaped with the support of graduates of the programme with 100,000 unique log-ins to the digital content, with further amplification of the message with further engagement adding up to over 700,000 unique touches. The second stream, Keep Doing Good, was launched on media with good increasing coverage of the story and improving momentum covering the charity shop volunteering story as well as local activity with authorities. The final stream, Moving Forward, has not yet had the traction or ability to launch due to the inability to work closely with schools to launch the Summer and Autumn activity. There have been other strong relationships with mayoral and sector contacts but the DfE remained unable to approve that approach. Network progress has been strong with revised contracts for delivery on track. Accommodation costs remain a high focus with sunk costs remaining an issue. Media coverage has been mixed with Mr Gifford outlining recent events in gaining approval for coverage from the Government.
- 2.3 The Board discussed the need to gain traction in the Moving Forward scheme and suggested further contacts and organisations that NCS could continue to meet to assist and not fall behind. The Board also discussed the broadening of NCS exposure to a larger group of young people than what are traditionally seen as participants and the usage of the digital platform in preparing young people and their awareness to then engage them in the portfolio of programmes on offer. The board discussed the potential for an increased focus on digital skills, digital making and digital literacy as part of the programme, as well as the noted growing trend in online skills such as music-making and the power of 'play' in learning. The Board discussed the widening impact on the gap for

young people from different backgrounds accessing virtual learning during school closures as well as returning to school.

- 2.4 The Board then discussed the proposed draft success metrics as outlined in the paper tabled. The Board asked that NCS look at a measure of attitude with a focus on inequality and the building of social cohesion and seeing that as a measure of success for any activity that NCS delivers. The Board discussed the opportunity to also continue to focus on employability and using the network of schools and providers that NCS is linked in with.
- 2.5 ***ACTION: Mr Gifford to look at the inclusion of a measure on social cohesion/attitude in the 2020 success metrics***

3. Discussion on NCS role in Social Cohesion leadership

- 3.1 Mr Gifford updated the Board on recent communications within the Trust around diversity, inclusion and combating racism. There is action that can be undertaken in encouraging better diversity in the leadership within the Trust and the network to better reflect the community and that changes the conversation around what is a very important focus.
- 3.2 The Board agreed that the focus needed to move from being 'supportive' of work or neutral in messaging to combat inequality but that it required a more active stance. Mr Jackman updated the Board on his own experience and the need for everyone to work to understand the lived experience of young people and focus on activity to tackle unconscious bias and anti-racism training, the use of external facilitators to support D&I policy, and ensure that diversity amongst staff is a focus. The board discussed the need to create a space where young black people can share their experiences and are empowered and have their voices heard could be a focus for NCS immediately.
- 3.3 ***ACTION: That with the Board's full support, Mr Gifford follow-up directly with the government in response to recent interventions in NCS participation in the media.***
- 3.4 ***ACTION: Mr Devlin to work with members of the Board and other NCS governance groups to create a space for the lived experience of BAME YP to be shared.***

4. Governance review items for approval

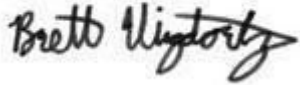
- 4.1 Conflict of Interest Policy (People): The policy was approved by the Board
- 4.2 Code of Conduct: The code of conduct was approved by the Board subject to its request that the principles of empathy and equity be more emphasised in the code of conduct before more widely published.
- 4.3 ***ACTION: The Code of Conduct be updated to include a greater emphasis on empathy and equity before it is published to staff.***

5. Governance

- 5.1 Minutes from board meetings on 01st May 2020 were approved.
- 5.2 The action log from 01st May 2020 was reviewed and all actions were complete.
- 5.3 The Board approved the appointment of Sam Freedman and Natalie Pereira to the I&S Committee as external expert members.
- 5.4 The Board discussed and approved the proposal to invite Dean Creamer, the current Government representative on the ARC and RemCo, to be an observer to all future Board meetings.

The meeting closed at 11:06 am.

These minutes were approved as a correct and complete record of the proceedings by the board at its meeting on 20 August 2020 and signed by the chairman as authentication.

A handwritten signature in black ink, reading 'Brett Wigstortz'. The signature is written in a cursive, flowing style.

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Chair