

**Board of Trustees
Matters Arising**

Meeting(s)	Minute	Action	Responsible	Timeline
16th September 2020	8	Officer Trustees to provide a paper on objective setting.	Officer Trustees	October 2020
16 th September 2020	9	Provided PP with an update regarding a confirmed timeline of the VAT review.	TF	October 2020
16 th September 2020	13	To provide Trustees with skills audit review template and collate feedback from Trustee recommendations.	TF	October 2020
16 th September 2020	14	Contact the four potential RO's to determine interest and provide feedback to Board for approval.	TN	October 2020
16 th September 2020	16	Ensure a communications plan / procedure is in place in the event of a crisis.	TF	October 2020
16th September 2020	17	To introduce Ashley Cory to Kate at next catch-up meeting.	TF	October 2020