

## Summary of Trustee Meeting 15<sup>th</sup> April 2019



**Present:** Revd Andrew Knowles, Nicole Poole (Vice Chair), Paul Amphlett, Revd Anne Mitchell, Kay Rothwell (Secretary), Natalie Saunders (Treasurer)

**Apologies:** Sue Dunn

1. Welcome and Prayers
2. Reviewed minutes of previous meeting (18/03/19) and signed
3. Finance
  - Latest role descriptions for all staff members issued prior to the meeting
  - A conversation about staff being salaried or paid hourly
  - A pay structure was proposed and unanimously agreed by trustees, though further work to be done on role descriptions in conjunction with staff members
  - A commitment to put new salary structure in place as soon as possible.
  - Paperwork for the staff will be required
4. Nursery development plan
  - Andrew discussed the need for a development plan for the nursery
5. Vacancy for treasurer
  - The manager had proposed a possible candidate for this role.
  - Paul suggested we also look at the North Surrey Voluntary organisation as they may have someone who could fill the position.