

## Curve Community Centre

### Board of Governors Meeting (7)

11:10:18

#### Attendees BOG:

Lizzie Cho LC, Reedah N El-Saie RE, Kerstin Razzaq KR, Tom Charles TM, Aziza Boudafcha AB, Nadia Boujettef NB, Jacqui Haynes JH, Emily Stevens ES, Abderrahman Elgerbouzi AE

#### Attendees The Curve:

Callum Wilson CW (Head of Service, Grenfell Assistance Centres), Kevin Ramsey KRA (Centre Lead), Di Donaldson DD (Secretariat, Community Liaison)  
Jacqui Haynes JH Abderrahman Elgerbouzi AE

**Apologies:** Emily Stevens ES

**Minutes of the meeting:** Di Donaldson

**Chair:** Nadia Boujettef NB

| Agenda Point | Agenda Point                  | Introduced by | Key Discussion Point(s)  | Action(s)  |
|--------------|-------------------------------|---------------|--|--|
|              | 10-minute private BOG         | NB            | N/A  | N/A  |
|              | 72 second silent observance   | Chair         | <ul style="list-style-type: none"><li>Opening statement to begin the period of silence to be agreed and followed each meeting.</li></ul>   | N/A  |
|              | Minutes approved and seconded | NB            | <ul style="list-style-type: none"><li>Minutes agreed.</li></ul>  | N/A  |
| <b>A1</b>    | Consultation                  | DD            | <ul style="list-style-type: none"><li>OST Event has been finalised.</li><li>Promoted via Newsletter, tweets, fliers and members.</li></ul> | <ul style="list-style-type: none"><li><b>DD/KRA</b> outcome report will be forwarded to BOG after the event.</li></ul> |

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|  |                               |        | <ul style="list-style-type: none"> <li>• <b>CW</b> residents are reporting that they are experiencing consultation fatigue. Other local consultation exercises have reported low turnout from residents due to this.</li> <li>• <b>BOG</b> in spite of possible low turnout, the OST event will be positive for the BOG as this will be their first opportunity to meet with Curve staff.</li> </ul>  |   |
|  | Reception/Housekeeping        | KRA/CW | <ul style="list-style-type: none"> <li>• <b>KRA</b> electronic signing-in procedure to be installed. <b>KRA</b> has been in contact with the finance team at the LA regarding the implementation of this.</li> <li>• <b>CW</b> agreement has been made with the LA regarding the end of AMEY contract.</li> <li>• Plasma screens are now operational.</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>KRA</b> to update at next BOG.</li> <li>• <b>CW</b> to update the BOG regarding next steps.</li> </ul>  |
|  | Staff                         | BOG    | <ul style="list-style-type: none"> <li>• <b>BOG</b> are seeking for there to be the option of therapeutic support via clinical supervision for staff. This is currently not available.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>BOG</b> to draft a letter of support regarding this matter.</li> </ul>  |
|  | Information and Communication | KRA    | <ul style="list-style-type: none"> <li>• <b>KRA</b> has commissioned an external colleague to support with the in house COMMS work, she has produced a range of logos, designs were shown to service users and staff to choose. She is also progressing with website designs.</li> <li>• <b>KR</b> would like to involve children in the final design of the logo and is keen to support with the development of this, COMMS related work and branding for the Curve.</li> <li>• <b>BOG</b> would like an email address to be set up to support with ease of communication between each other.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>DD</b> has organised for KRA to meet with KR to discuss how to move this forward. Meeting booked for 01.11.18. <b>KRA</b> to update the BOG at next meeting.</li> <li>• <b>DD</b> to liaise with the ISDN department at LA to see how this might be implemented.</li> </ul> |

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|           | Interface with wider recovery programme | CW     | <ul style="list-style-type: none"> <li>Unable to discuss due to time constraints. To be discussed at next meeting.</li> </ul>  | <ul style="list-style-type: none"> <li><b>BOG</b> to take papers and feedback to DD any comments.</li> </ul>  |
|           | AOB                                     | All    | <ul style="list-style-type: none"> <li><b>KR</b> time needs to be allocated to the more important aspects of the BOG meeting agenda.</li> <li>The BOG decided in the May 2018 BOG meeting that they would prefer to operate a quarterly rotational chair system. <b>AE</b> was the first chair, <b>NB</b> the second. The third chair for the December meeting onwards will be selected at the next meeting.</li> </ul>  | <ul style="list-style-type: none"> <li><b>DD</b> a new format for the BOG papers will be trialled at the next meeting in support of time management.</li> <li><b>BOG</b> to agree next chair at the November meeting for December onwards for 3 months.</li> </ul>  |
| <b>A2</b> | Performance reporting                   | KRA/CW | <ul style="list-style-type: none"> <li><b>CW</b> since <b>DD</b> and <b>KRA</b> have been in post The Curve has seen an increase in footfall. More weekend activities have been organised as well in support of this such as Salsa classes, Taekwondo and Jambi Tribo Samba-Reggae this is in addition to the activities already in place.</li> <li><b>NB</b> discussion was had regarding the request that residents be able to hold birthday parties at the Curve. <b>CW</b> this is not feasible whilst therapeutic services are operational on site, and therefore we need to consider this request carefully as it's probably only possible via exclusive use.</li> <li><b>TC</b> discussed the Curve visiting local partners.</li> </ul> | <ul style="list-style-type: none"> <li><b>KRA</b> to discuss the impact of newly established weekend activities at the next BOG meeting.</li> <li><b>All</b> to review recovery and therapeutic focused weekend plans at the next meeting and to consider whether we want to carve out time for parties too.</li> <li><b>DD</b> will be working to forge strong relationships and promoting collaborative work with partners; ensuring there is limited duplication of activities and that the Curve focuses its efforts effectively.</li> <li><b>DD</b> continues to programme visits, moving forward she will organise partnership meetings to be held at the Curve.</li> </ul> |
|           | Finance                                 | CW     | <ul style="list-style-type: none"> <li><b>CW</b> provided an overview of the financial picture of the Grenfell response (past and present) and outlined the likely budget reduction. The BOG asked when we were</li> </ul>   | <ul style="list-style-type: none"> <li>It is agreed that the Admin, finance and receptionist post will be recruited to via the Curve budget.</li> </ul>   |

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|           |  |    | <p>likely to know what funds would be available for next year from Government and CW confirmed we are expecting some information by the end of October.</p> <ul style="list-style-type: none"> <li>• <b>BOG</b> reviewed Curve finance and supported recruitment plans and proposals to change Amey contract and consider starting to recharge CNWL for use of 2<sup>nd</sup> floor. The Board liked the more focused detail on expenditure and asked for more detail breakdowns.</li> <li>• Discussion regarding the hypothetical longer term relocation of the Curve to a building in the Ladbroke Grove area given high rental costs of current site. The rationale that it would reach a wider community in a more accessible location and the building in question is owned by the LA so would be rent free.</li> <li>• <b>JH</b> a new community centre is being considered on Lancaster West Estate, the hope is that this will be utilised for Lancaster West residents. The Curve is seen by the community as a prize which is able to accommodate wide and varied activities. The BOG should ensure the Curve's future is led by residents and their needs rather than finance.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>BOG</b> to consider how much the Curve might seek for CNWL second floor services. While the clinicians have always been paid for by CNWL, the Curve pay for the Space which has proved to be a popular provision.</li> <li>• <b>BOG</b> to discuss long term location of the Curve at the BOG Strategy meeting on 10th December.</li> </ul> |
| <b>A3</b> | Current Focus Areas for The Curve        |    | <ul style="list-style-type: none"> <li>• Unable to discuss due to time constraints. To be discussed at next meeting.</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>BOG</b> to take papers and feedback to DD any comments.</li> </ul>  |
| <b>A4</b> | Recap of Terms of Reference and Proposal | NB | <ul style="list-style-type: none"> <li>• Unable to discuss due to time constraints. To be discussed at next meeting.</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>BOG</b> to take papers and feedback to DD any comments.</li> <li>• <b>DD</b> to forward TOR to members.</li> </ul>  |

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|           | on Focus Areas – for BOG decision. |        |  |  |
| <b>A5</b> | AOB                                | CW/BOG | <ul style="list-style-type: none"> <li>• Can the Curve have a licence to serve alcohol on special occasions.</li> <li>• More time needs to be allocated to the important aspects of minutes.</li> <li>• CW will be presenting papers at the Scrutiny Committee on Monday 15<sup>th</sup> October.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>CW</b> this is not feasible whilst therapeutic services are operational in the building.</li> <li>• <b>CW</b> to feedback to BOG regarding outcome of Scrutiny Committee Meeting.</li> </ul> |