



Meeting of the Interim Board of Governors
Thursday, 22nd March, 1800-1930
The Curve Community Centre, 10 Bard Road, W10 6TP

Attendees:
Fatima Elguenuni, NHS and mother of resident of Grenfell Tower (Chair) Revd Dr Michael Long, Notting Hill Methodist Church Callum Wilson, Head of Service – Assistance Centres RBKC Curve Minute Taker
Apologies:
Abderrahman Elguerbouzi, Making Communities Work and Grow (MCWG) Abdurahman Sayed, Al Manaar Fatai ('Abdul') Towolawi, Healthwatch Central West London

1. Welcome and Introduction to Agenda

- The IBoG agreed to approve the minutes of the previous meeting which took place on Thursday, 8th March.
- Abderrahman Elguerbouzi and Fatai ('Abdul') Towolawi were advised not to attend the meeting as they had applied to become a member of the permanent Board and this meeting was called to review and consider applications that would be taken for shortlist.

2. Status Update on actions from the previous meeting of the Interim Board of Governors

2.1 Callum provided an update on the status of implementing the 10 recommendations to make the Curve more 'inviting, welcoming and professional' as laid out on page 6 of the meeting pack. *The following points were raised:*

- The decoration of the hoarding on Bard Road with community art created by local children has been completed
- The installation of 10 more bilingual signs in the local area had been approved however the timeline for installing them has been pushed back until the end of April
- The Easter holiday timetable has been agreed and this will be soon be delivered to the local community
- The IBoG questioned why the front-desk security had not yet been replaced with a dedicated Curve receptionist as well as establishing a revised route in and out of the Curve. Callum explained that the Curve's current daily rota consisted of 1 Centre Manager and 1-2 Community Centre Officers (CCOs). With the limited resource this currently makes it difficult to re-configure the entrance and staff it with a member of the Curve team. However, Callum explained that the newly recruited Curve team would be starting from the week commencing 2nd April so that the daily staffing will increase to 1 Centre Manager, 1 Team Leader and 4-5 CCOs. Callum felt that following this these recommendations will be progressed and completed by the next meeting.

2.2 At the last meeting, the IBoG asked the Curve management team to carry out internal planning sessions to improve the delivery of events and activities at the Curve. Callum updated the IBoG on the outcome of these which are summarised on page 8 of the meeting pack. *The following points were raised:*

- The end-to-end process for delivering events at the Curve has been reviewed. A number of improvements have been implemented to ensure that there is a longer lead time for agreeing and planning events as well as ensuring that the appropriate level of spend are allocated to these
 - The Curve management team also focused a session on reflecting on the parts of the local community that the centre had engaged with as well as other parts where increased engagement would be required. They further identified specific activities that could be put in place at the Curve with the aim of delivering positive outcomes for residents. This could be developed into a more structured programme of activities at the Curve which could involve allocating certain days to specific demographics of the local community. For example, a Children and Family days on Wednesdays and Fridays and a Youth day on a Friday. The IBoG acknowledged this approach but added that there should be flexibility within the activity programme to be responsive and adaptive to any new centre users in the future that need to be engaged and positive outcomes delivered for
 - The planning sessions also focused on risk management at the Curve. The Curve management team took a holistic view of all identified and anticipated risks at the centre. The team took an end-to-end view of these risks to ensure that appropriate mitigating actions were identified and planned for. Callum explained that the Curve management would continue to review and monitor risks at the Curve in conjunction with a future permanent Board of Governors
 - Callum concluded by explaining that an induction half-day is planned for Tuesday 27th March with the whole of the new team
 - The IBoG acknowledged the progress of the planning meetings however added that additional support mechanisms should be put in place in staff to maintain their health and wellbeing. Callum explained that 121 supervisions would be in place for all staff with both Centre Managers and Clinical Practitioners. The IBoG also suggested that a 15 minute debrief at the end of each day could be put in place
- 2.3 Due to the overwhelming number of applications received to become a Governor for the permanent Board, the IBoG agreed that a contingency plan was no longer required

3. Review of applications for the permanent Board of Governors

- 3.1 The IBoG agreed that due to the overwhelming number of applications that the interview process would be postponed until **Wednesday 25th and Thursday 26th April** so that shortlisted candidates would have enough lead time to agree to an interview slot
- 3.2 Following the receipt of applications from current sitting Councillors and individuals standing in the coming elections, the IBoG agreed that whilst sitting Councillors and candidates could be shortlisted for interview, they would need to resign from their elected position should they be both elected as a Councillor and appointed as Governor. This arrangement was agreed to avoid any conflicts of interest and because of how close the elections are to the interview dates.

4. A.O.B.



5.1 The next meeting will be held at the Curve on **Thursday 26th April at 6.00pm-7.30pm** following the interviews of all candidates shortlisted for the position to become a Governor of the permanent Board

The meeting closed at 1945