

SAVE THE CHILDREN FUND

Summary of a (Virtual) Meeting of the Board of Trustees on 8th October 2020

Guests

Jennifer Moorehead, *Country Director, Save the Children Lebanon (item 5 only)*
Jad Sakr, *Director of Operations, Save the Children Lebanon (item 5 only)*
Kizzy Augustin, *Russell Cooke Solicitors (item 6 only)*
Jahnine Davis, *observer (item 2,3 & 4)*

Trustees

Present:

Charles Steel, *Interim Chair*
Arabella Duffield
Dianna Melrose
David Ripert
Anne Fahy
Babatunde Soyoye
Razia Khan
Tanuja Randery
Richard Winter
Jessica Gladstone

Apologies:

Mark Swallow
Kajal Odedra

Executive Directors

Kevin Watkins *Chief Executive Officer*
Francis D'Souza, *Interim Chief Financial Officer*

Lynne Holmes *Executive Director of Human Resources*
Gemma Sherrington *Executive Director of Fundraising & Marketing*
Gwen Hines *Executive Director of Global Programmes*
Kirsty McNeill *Executive Director of Policy, Advocacy & Campaigns*
Fiona Clark *Executive Director of Transformation*

Staff

Habibunnisha Patel *General Counsel and Company Secretary*
Charlotte Knight, *Compliance Officer (minutes)*
Reema Malhotra *Chief of Staff*
Samantha Pow, *Administrative Advisor, CEO's Office*
Katherine Williamson, *Senior Humanitarian Child Protection Adviser (item 5 only)*
Lydia Sparrow, *Humanitarian Operations Lead (item 5 only)*
Thais Mendez de Andes, *Head of Middle East & Asia - Regional Portfolio (item 5 only)*
Jayne Liu, *Head of Risk Management (item 6 only)*
Sara Spence, *Health & Safety Manager (item 6 only)*

Agenda:

1. Trustee and CEO closed session
2. Introduction to meeting
3. Chief Executive's report
4. Finance and budget update
5. Protecting children in conflict and emergencies – Lebanon
6. Health and safety responsibilities
7. People and Culture update
8. Regular Business
9. Trustee only session and close

Item 1. Trustee and CEO closed session: The Board of Trustees kicked off the meeting with a closed session with Kevin Watkins (CEO).

Item 2. Introduction to meeting: The Executive Leadership Team joined the meeting. Charles Steel (Interim Chair) noted that matters arising and the minutes from the previous Board meeting had been passed via email prior to the Board meeting.

Item 3. Chief Executive's report: Kevin gave his quarterly update to the Board, which focused on the charity's response to the COVID-19 pandemic, including the Emergency Grants Programme which has supported more than 2,100 families across the UK. Kevin also noted the success of the recent *I ♥ Beirut concert* which raised over £193,00, to be split between Save the Children and the Lebanese Red Cross to support the people of Beirut affected by the recent explosion and economic crisis.

Item 4. Finance and Budget update: Francis D'Souza (Interim CFO) provided an update on our 2020 financial performance, and income projections for 2021-2023. Gemma Sherrington (Executive Director of Fundraising & Marketing) delivered a presentation on fundraising and how it performed in 2020 within the context of Covid-19 and also looked forward to 2021 plans.

Item 5. Protecting children in conflict (PCIC) and emergencies: The Board welcomed Jad Sakr and Jennifer Moorehead from the Lebanon Country Office, to speak about the emergency response in Lebanon. The Board were also joined by Katherine Williamson, Lydia Sparrow and Thais Mendez de Andes from SCUUK to talk about our PCIC work.

Item 6. Health and safety responsibilities: The Board welcomed Kizzy Augustin, a Partner at Russell Cooke Solicitors, who delivered a briefing to Trustees on their personal and organisational duties and responsibility in relation to health and safety legislation and best practice, with a special regard to COVID-19 risk mitigation.

Item 7. People and Culture update: Lynne Holmes (ED of HR) and Fiona Clark (ED of Transformation) shared updates on SCUUK's people and culture work, including the Diversity and Inclusion Steering Group. Dianna Melrose, in her capacity as staff liaison trustee, shared her reflections based on feedback and conversations held with staff over the last quarter.

Item 8. Regular Business: The Board considered its regular business. This included governance safeguarding reports, subcommittee updates and a Q3 risk update.

Item 9. Trustee only session and close.