

SAVE THE CHILDREN FUND
Summary of a Meeting of the Board of Trustees
on 3 December 2019

Guests

Her Royal Highness The Princess Royal
Patron, Save the Children (item 5 only)
Charles Davies *Private Secretary to The Princess Royal (item 5 only)*

Trustees

Present:

Charles Steel, Interim Chair
Arabella Duffield
Sophie McCormick
Dianna Melrose
David Ripert
Anne Fahy
Babatunde Soyoye (*items 1 to 5*)
Razia Khan (*items 1 to 8*)
Tanuja Randery (*items 1 to 8*)
Kajal Odedra (*item 6 to 13*)

Apologies:

Mark Swallow
Naomi Eisenstadt

Executive Directors

Kevin Watkins *Chief Executive Officer*
Sam Sharpe *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*
Steven McIntosh *Executive Lead for Organisational Change*

Staff

Habibunnisha Patel *General Counsel and Company Secretary*
Reema Malhotra *Chief of Staff*
Esther Hodges *Project Adviser, CEO's Office (minutes)*
Gareth Owen *Director of Humanitarian (item 5 only)*
Adam Berthoud *Director of Programme Partnerships (item 8 only)*
Sayyeda Salam *Director of Partnerships & Philanthropy (item 8 only)*

Agenda:

1. Introduction to meeting
 2. Chief Executive's report
 3. Statutory Inquiry update
 4. Centenary recap
 5. Impact for children: spotlight on humanitarian
 6. Diversity and inclusion training (Trustee only)
 7. People and culture update
 8. Finance and budget update
 9. Operating model update
 10. Risk update
 11. Regular business
 12. AOB
 13. Trustee and CEO closed session
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Item 1. Introduction to meeting: Charles Steel welcomed Fiona Clark to her first meeting as Executive Director of Transformation. Trustees reviewed and approved minutes and matters arising from the Board meeting of 8th October 2019 and approved a proposal to publish summaries of Board meeting minutes on Save the Children UK (SCUK)'s website for greater transparency.

Item 2. Chief Executive's report: Kevin Watkins gave his quarterly update to the Board and reflected on what SCUK has achieved during its centenary year, despite a number of headwinds faced by the organisation and the sector. Trustees requested an update on Save the Children's work on climate and environment issues.

Item 3. Statutory Inquiry update: The Board received an update on the organisation's planning for the publication of the Charity Commission's statutory inquiry, for which we do not yet have a confirmed publication date. Trustees also received an update on Dr Shale's independent progress check-in following the workplace culture review she led in 2018.

Item 4. Centenary recap: Sophie McCormick provided a recap on what has been achieved by SCUK's volunteers and supporters in the organisation's centenary year. She noted that the momentum generated by SCUK's supporters must be capitalised and built upon in 2020.

Item 5. Impact for children: spotlight on humanitarian: The Board welcomed Her Royal Highness The Princess Royal, Patron of Save the Children, to the meeting and thanked her for almost 50 years of dedicated support for SCUK. Gareth Owen provided an overview of SCUK's humanitarian work in 2019 and responded to The Princess Royal's and the Board's questions and comment.

Item 6. Diversity and inclusion training (Trustee only): Trustees participated in a 90-minute training session on diversity and inclusion, which challenged them to consider their power and privilege and the role they could play in creating a more diverse and inclusive culture at SCUK. It was agreed that further training would be conducted in 2020.

Item 7. People and culture update: Lynne Holmes and Steven McIntosh led an item on matters relating to SCUK's people and culture, including safeguarding and whistleblowing matters. They noted that a draft People and Culture strategy would be written before the end of 2019. Trustees requested a meeting to review this strategy in Q1 2020. It was also noted that Trustees would receive the results of the Q4 2019 Pulse Survey results in Q1 2020.

Item 8. Finance and budget update: Sam Sharpe presented his paper on SCUK's 2019 income, expenditure and reserves. The Board approved the 2020 budget. Adam Berthoud and Sayyeda Salam presented on their cross-divisional approach to diversifying SCUK's restricted income base and responded to questions and comment from Trustees.

Item 9. Operating model update: Fiona Clark provided initial reflections on SCUK's change programme. It was agreed that the Board would receive an updated view of SCUK's transformation plans in the new year.

Item 10. Risk update: Trustees received an update on the status of SCUK's principal risks, and management's risk mitigation and management plans.

Item 11. Regular business: The Board considered its regular business. This included a review of governance matters, as well as a review of subcommittee updates and the Safety & Security, Health & Safety and volunteering annual reports.

Item 12. AOB: The Board thanked SCUK colleagues for their work and achievements in 2019 and were thanked in turn by Kevin Watkins for their support and engagement.

Item 13. Trustee and CEO confidential closed session.