

## **Minutes of the Meeting of Lucky Ewe Trustees held on Monday, 29<sup>th</sup> August 2022 at 19 Crossgate, Cupar at 19:00**

**Trustees present:** Joan Brown (Chair), Alana Paterson-Brown, Anna Chworow, Jill Dawson (Treasurer), Abby Doig, Libby Elliot, Claudia Marshall and Mary Gibbon (Secretary)

**Apologies:** Richard Young

### **Matters arising from previous meeting**

The Risk Assessment document was adopted and will be put up on the Lucky Ewe website.

Alyssa will check staff's qualifications in First Aid Training and arrange training if necessary.

Trustees are working on responding to the Fife NHS matrix for our CAT appeal. Again there is a tight deadline as our comments to Stuart McLuckie, Case Officer, Planning and Environmental Appeals Division (DPEA), Scottish Government must be returned by 19<sup>th</sup> September 2022.

### **Item 1: Staff restructuring and recruiting**

The meeting discussed how to re-structure the working week on the farm and the need for an interim farm manager (pending any move from Bonnyton). Colin has indicated that he would like to take on this new role and is happy to work flexibly within the new framework.

It was agreed to offer the post of Interim Farm Manager to Colin and Joan will liaise with Jen, Jenny and Susan as to how they wish to go forward.

The Recruitment sub-committee will discuss this further when it meets on 6<sup>th</sup> September 2022.

### **Item 2: Fundraising and PR**

Joan and Caroline are organising and attending Balgove Night Market; Libby is leading on the Farmer's Market on Saturday, 17<sup>th</sup> September and the Cupar Celebration on Sunday, 18<sup>th</sup> September. Volunteers, staff and interns are providing cheese and craft items for sale at both venues.

We hope to have a good response to our invites for the Lucky Ewe Open Afternoon on 23<sup>rd</sup> September; plans for this are progressing well. Libby is leading on this.

### **Item 3: Updates from sub-committees**

The Education sub-committee are planning to present a National 4 Skills for Work: Rural Skills qualification in conjunction with Windward Education. The sub-committee will meet to discuss plans on 14<sup>th</sup> September 2022.

The Funding and Development sub-committee are meeting next week to discuss networking opportunities.

### **Item 4: Participation Request Form**

This will be carried over to the next meeting.

**Item 5: Update on intern figures and tasks**

Jen's monthly update shows we have 29 interns and 6 inductions: the running total is 46 interns

**Item 6: Fife Voluntary Action Report**

The Finance Report will be completed by the end of the month and the FVA Report will be actioned to meet its September deadline.

**Any Other Business**

Mary reminded the meeting that by December of this year we will be obliged to submit quite a few "end-of-term reports". The Gannochy Trust, in particular, needs a detailed response as we are required to find and support placements outwith Lucky Ewe. Anna proposed that we should seek an extension from the Gannochy Trust to April 2023 and agreed to contact the Trust regarding.

The Meeting finished at 20:30.

The next meeting will be held on Monday, 26<sup>th</sup> September 2022 at 19:00 at 19 Crossgate, Cupar.