



NATIONAL CITIZEN SERVICE TRUST

Minutes of a meeting of the board of directors held at the Pembroke Building,
Kensington Village, London at 6:00 pm on Monday 22 July 2019

Present: Brett Wigdortz (Chair) Michael Lynas (CEO)
Paul Cleal Dame Julia Cleverdon
Ndid Okezie Flick Drummond
John Maltby Ashley Summerfield

Sarah Knight (Acting Secretary)

In attendance: John Kerslake Simon Woods
Miriam Jordan Keane Emily Tierney
John Enstone Steve Lyons

Apologies: Dame Sally Coates Tristram Mayhew
Ian Livingstone Lord Iain McNicol

1. Context

1.1 The board met to discuss the status of discussions with one of NCS Trust's providers concerning ongoing contractual issues. The chair welcomed everyone to the meeting. Mr Maltby explained that a letter had been received by Mr Maltby from Mr Reynolds, requesting that he communicate with an alternative representative of the NCS Trust board as he no longer wished to correspond with the chair of NCS Trust.

1.2 The discussion covered the nature of conversations between the respective chairs of NCS Trust and the provider concerned.

1.3 Mr Wigdortz asked the board to consider whether it had any concerns with regards to the nature of the discussions in question.

2.4 Private meeting begins

2.5 The directors duly considered the nature of discussion between the two organisations. They expressed full confidence in Mr Wigdortz, and wished him to continue in his current role as a lead member of discussions with the provider concerned.

2.6 The board suggested that an additional director attend future meetings with the provider's Board member(s), and that meetings be recorded, in order to ensure that negotiations continued effectively and a verifiable record of the provider's statements could be maintained.

3.1 Private meeting ends

3.2 Mr Wigdortz and the executive team members rejoined the meeting. Mr Wigdortz was informed that the board had expressed full confidence in his leadership and in his participation in connection with the provider in question and discussions with them, and did not wish to make any change to interface arrangements with the provider in question with respect of Mr Wigdortz..

The meeting closed at 7:45 pm.



These minutes were approved as a correct and complete record of the proceedings by the board at its meeting on 11 September 2019 and signed by the chairman as authentication.

A handwritten signature in black ink, appearing to be "John Maltby", written over a dotted line.

Chairman

Board minutes 22 July 2019 - Action schedule

Min	Action	By whom?	By when?
2.6	John Maltby to revert to TC to suggest that that an additional director attend future meetings on behalf of the Trust, and that meetings be recorded	John Maltby	ASAP