



Charity Business Plan

2025-2028

Version 4 - 28 July 2025 (Review date - January 2026)

Foreword

The importance of friendship

"It has been an honour to serve as Co-Chair since the founding of the charity.

In 2025, I will be stepping down from the position to allow a new young leader to take on this role, but the accomplishments we have achieved so far are truly remarkable and worthy of celebration.

The name 'Bfriends' came from children in care and care leavers. The value of being friends is being there for people and that is what we are passionate about doing as a charity, being there for young people and adults and making sure everyone has the opportunity to have someone there for them.

The role of the charity is to provide an extra offer to children and young adults in Birmingham and will enable us to continue to develop our network of businesses, partners and the community and access more funding to provide further support to the additional local offer children and young people already have in Birmingham.

My vision for Bfriends is that we support our children to have better outcomes in life and a healthy and happy future ahead of them by developing a good additional offer that is sustainable.

I am confident together we can achieve just that, and I am excited as your co-chair to be on this incredible journey with you all."



Abba Loughran, Co-Chair Bfriends Charity and Ambassador for children in care and care experienced young people

Foreword

"I am delighted to present our first three year business plan which outlines our priorities for 2025-28.

Our targets against these priorities are focused on adding value to the work of Birmingham Children's Trust as its connected charity.

We are proud to work alongside the Trust and the Council to strengthen the Corporate Parenting offer to children and young people. We have made a lot of progress in the last twelve months creating opportunities to expand their life skills.

I would like to pay tribute to Claire Preston one of our former trustees who sadly passed away in the last year. Claire's contribution and passion in helping set up the charity and continued support to children and young people will leave a lasting legacy for us all to remember.

Finally I would like to thank all our friends, including my fellow trustees, partners and staff across the Trust who have either volunteered their time and supported the charity to deliver another successful year."



Lee Yale-Helms (left), Co-Chair Bfriends Charity

Foreword

"I am honoured to be the Young Adult Ambassador for Bfriends, a charity that has the wellbeing and empowerment of young people at the heart of its mission.

Bfriends is focussed on delivering real, lasting change for care experienced young people and adults, something I have experienced personally.

In its priorities Bfriends focuses on the things young people and adults tell us make the most impact on their lives. This includes mentoring, building relationships, creating pathways into employment, social entrepreneurship, and supporting young people into independence.

What sets Bfriends apart is our commitment to action. We bridge the gap between isolation and opportunity, building confidence, resilience and long-term success for young people and adults.

I am proud to be part of such impactful work and am very excited about the future of the charity."



Sabina Begum, Young Adult Ambassador, Bfriends Charity



Trustee Board

Co-Chair Lee Yale Helms	Director of Finance & Resources Birmingham Children's Trust
Co-Chair Abba Loughran	Referral Information & Advice Officer Birmingham Children's Trust
Ama Agbeze	Non-Executive Director, Birmingham Children's Trust
Joshua Cronin	Education Partnership Director, Step into Teaching
Leigh Garbutt	National Social Value Manager, Fortem Solutions
Daniel Hickman	Director of Operations, Jacobs Engineering
Hamish Munro	Marketing and Business Development Consultant, 3PB Barristers
Guy Rippon	Head of Aston Villa Foundation
Vacancy	Trustee
Vacancy	Trustee
Vacancy	Young Adult Ambassador

Officers

Natalie Loon	Operations and Partnership Manager
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- Trustees and Membership
- Finance, banking and audit arrangements

Introduction

Bfriends

Friends of Birmingham Children's Trust (Bfriends) was officially established on 29 November 2021 as an independent charity.

We were developed and designed by children in care and care leavers in collaboration with city partners and Birmingham Children's Trust.

This refreshed Business Plan outlines Bfriends' strategic priorities and targets for 2025-28.

Building on the significant impact Bfriends has made for children, young people, and families, it aligns with our vision, mission, and values.

We are excited to present these ambitious goals as we continue to make a meaningful difference for young people.

The Business Plan will be reviewed annually and monitored quarterly by the Board and Trustees, in consultation with the young people we support.

Voice of our children and young people

The voice of children and young people is at the heart of the charity.

As a Board, one of our Co-chairs acts as an ambassador for children in care, care experienced young people and children known to Birmingham Children's Trust.

The Board ensures that what we do is shaped by listening to the views, feedback and experiences of our children and young people.

Bfriends mission and values

Our mission and values have been established through collaboration with our children, young people, and our Board of Trustees.

These principles are closely aligned with the Trust's Values and Corporate Parenting Strategy, ensuring that we focus on and prioritise what is most important and impactful for our children and young people.

Our Mission and Values

Our Mission

Creating destinations - To create and support access to employment, apprenticeships and internships.

Creating opportunities and experiences - Support funding of projects, experiences and social entrepreneurship working in partnership with businesses, our partners and the community to enhance the offer to children and young people.

Transitions - Supporting our children and young people's transition into independence and to live independently. An important part of this is supporting social connection, friendships and mentoring opportunities.

Our Values

Friendship – We incorporate the importance of friendships and partnerships in all aspects of the work we do.

Inclusive – We respect diversity and equality and recognise people's individual needs.

Ambitious – We aim high to develop new opportunities and experiences for our children, that leave special and lasting memories.

Governance

The Bfriends Board has a Chair and two Co-Chairs and is made up of ten independent Trustees from who bring a range of specialist knowledge and experience to the Charity. In addition, we have one Trustee who is a non-executive member of the Children's Trust. One Trustee is specifically chosen as a Birmingham Children's Trust representative that is close to current social work practice and understands the experiences of our children and young people.

The Trustees have support and guidance from the leadership within Birmingham Children's Trust and its Corporate Parenting Service.

Bfriends has an Operational Manager that runs the Charity and leads the work and delivery of its Business Plan.

More information about the Board and how it works is set out in the Appendix.

Our Key Priorities

1. Creating Destinations

In 2024 Bfriends:

- Secured 125 30-hour accredited work placements with individual pathway plans for young people.
- Introduced 5 new partners to provide mentoring and volunteering opportunities ArcusFM, Arcadus, Dream Chasers, Feed My Creative, HSBC.

Building on this success, over the next three years, we want to continue to develop employment and training opportunities. During consultation, young people known to the Trust highlighted their concerns. They said:

- We don't always know what is out there and how to access it.
- We would like regular events and taster days to help identify what we want to do and what options are available.
- We would like to access accredited learning and apprenticeships.
- We would like to access summer work experience opportunities.



Our Key Priorities

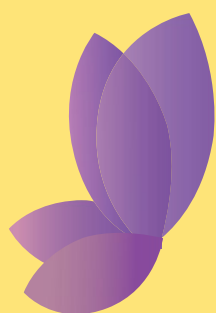
Our Pledge

To create and support access to employment, apprenticeships and internships.

Through Bfriends, children and young adults will be able to follow a pathway into employment and training, that is flexible and tailored to their individual needs.

Our target:

- Ensure we have an accessible online platform that shares opportunities available for young adults and care leavers
- Pilot a scheme to fund an employment and apprenticeship post for children in care and care experienced young people to sit in Birmingham Children's Trust.
- Build a network of volunteers that support individual young adults with employment pathways
- Create apprenticeship and work placement opportunities for care leavers with a range of new employers.
- Work with Birmingham Children's Trust to provide 'taster days' and support work experience through the Care Leavers Conferences.



Opportunity

	Y1	Y2	Y3
Work experience	25	50	100
Apprenticeships	10	20	40
Inclusive Internships	5	15	30
Bespoke Employment Opportunities	5	10	20

Our Key Priorities

2. Creating Opportunities and Experiences

In 2024 Bfriends:

- Supported 16,213 one-off immersive experiences for children and adults. This includes a broad range of events and days out.
- Successfully delivered 14 sport, education, and wellbeing programs working with a range of partners across the city.
- Gave 422 volunteering hours to projects, events, and community work. This was delivered by charity partner staff donating volunteering hours and days.
- Delivered over 17,000 gifts to children, adults, and families across the city, through a range of campaigns throughout the year.
- Secured 30 hours of education and training sessions delivered to 125 young adults and care leavers through the GEN22 Flagship programme between Bfriends and the Birmingham City Football Club (BCFC) Foundation, funded through the Birmingham 2022 Commonwealth Games Legacy.
- Funded 29 residential weekend placements for young people and adults known to the trust between the ages of 14 – 19 years.

During talks, young people asked that we:

- Give time and focus on inclusivity, disability and other protected characteristics.
- Continue to build new projects and programmes.
- Continue to hold regular consultation events with young people and young adults.
- Ensure children, young people and adults have a good offer.
- Give volunteering and community roles to care experienced young people and young adult.

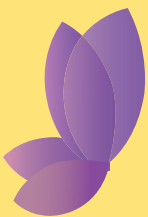
Our Key Priorities

Our Pledge

Support the funding of projects, experiences and social entrepreneurship working in partnership with businesses, our partners and the community to enhance the offer to children and young people

Our targets:

- Create experiences, events and days out for children and young people known to the Trust and its partnership network.



Number of Experiences for young people

Year 1	7,500
Year 2	9,000
Year 3	11,000

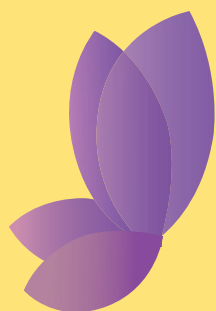
- We will launch new Social Entrepreneurship Programmes, including:

Year 1 - Launch our mobile café, in partnership with BCFC, which will provide training and jobs for care leavers, serving hot food and drink at football matches, and during lunch time at Birmingham Children's Trust offices.

Year 2 - Launch a 'Drop In' project to have a shop front/café for young people that also create training and employment opportunities, including opportunities for young people with disabilities.

Year 3 - Launch further business opportunities based on consultation and coproduction with young people.

- Support the Trust in the establishment of a new care leavers' hub in the city.
- Support the funding of children in care and care experienced programmes, events and awards through donations, grants, bids and fund raising. This includes the targeting Philanthropic fund, social value funding and attracting new corporate sponsors (see Funding Targets).
- Develop and launch Bfriends Staff Giving Network enabling staff within the Trust to join and have a broad range of ways to engage with, volunteer and support the Bfriends. This will include a volunteering offer and option for staff to donate to Bfriends.
- Identify comms/volunteer partner to support and deliver marketing and comms for Bfriends to enhance the website and social media platforms. This work will support the charity in raising the profile in its partnerships, good news stories and a broader project focused fundraising platform.



Opportunity

	Y1	Y2	Y3
No. of staff donating	100	300	500
No. of staff volunteering	50	100	200
Marketing and comms hours	28	75	125

- Care leavers drop in and mentoring hosted at the Community Hub and different sites.
- Create Ambassador group for Bfriends to support consultation events and be a key link between our Bfriends Committees and Bfriends Board. Ambassadors will be members of committees and key projects and work together to report back to the board.

Our Key Priorities

3. Transitions

In 2024 Bfriends:

- Delivered 240 places on life skills programmes to young people, with the support of our partners.
- Incorporated independence sessions into all our programs, which reached 678 young people and adults.

During consultation, young people said:

- Provide us with life skills (tenancy ready) workshops before we reach 18 and post 18 so that we feel prepared and supported to living independently. As part of this create “train the trainer” peer support and learning opportunities.
- Support us living independently with our emotional wellbeing and to develop friendships and networks of support, as we can feel isolated, we want to meet others in the same situation and have a place to share information.
- Small things are important and big things to us help us with the basics WiFi, heating and access to free paint and tools.
- Support us with driving lessons.



Transitions

Our Pledge

To support our children and young people's transition into independence and to live independently. An important part of this is supporting social connection, friendships and mentoring opportunities.

Building on the success of the Next Steps Programme, the charity is looking to enhance the transitions offer for older young people and care leavers by securing funding to underpin additional resources that will focus on support for those transitioning by securing funding for a postholder that will oversee the development of volunteers that support specifically with transitions. This has been identified as a gap and will add value to the current mentoring offer the Trust has developed.

In addition, Bfriends will work with partners to develop a platform as part of this project that supports the purchasing of household items and other essentials with a clear and easy process for care leavers to access. This will provide professionals and care leavers with a more efficient and cost-effective way of purchasing items.

Our Targets

- Funding of Next Steps Post and Programme (£125,000) with room for expansion by YR3. This Next Steps programme will include the following offer Cooking on a budget, affordability, and healthy eating.
- Budgeting, money management, debt, and other aspects.
- Training on decorating, gardening, and D.I.Y.
- Social activities and opportunities to meet up.
- Other aspects in partnership with the Trust - WiFi, heating, paint and tools.
- Engage with partners to deliver ongoing life skills sessions as part of a rolling 16-week programme, 16 young people per programme intake.

Transitions

Our Targets

- Engage with partners to deliver ongoing life skills sessions as part of a rolling 16-week programme (16 young people per programme intake)

Targets: Year 1 - 64, Year 2 - 96, Year 3 - 128

- Support the recruitment of volunteers to support care leavers across the Trust's mentoring programmes

Targets: Year 1 - 25, Year 2 - 40, Year 3 - 50

- Work in partnership with the Trust's Corporate Parenting team to identify a driving school to develop a bespoke scheme for care leavers to access a grant for driving lessons

Targets: Year 1 - 10, Year 2 - 25, Year 3 - 40

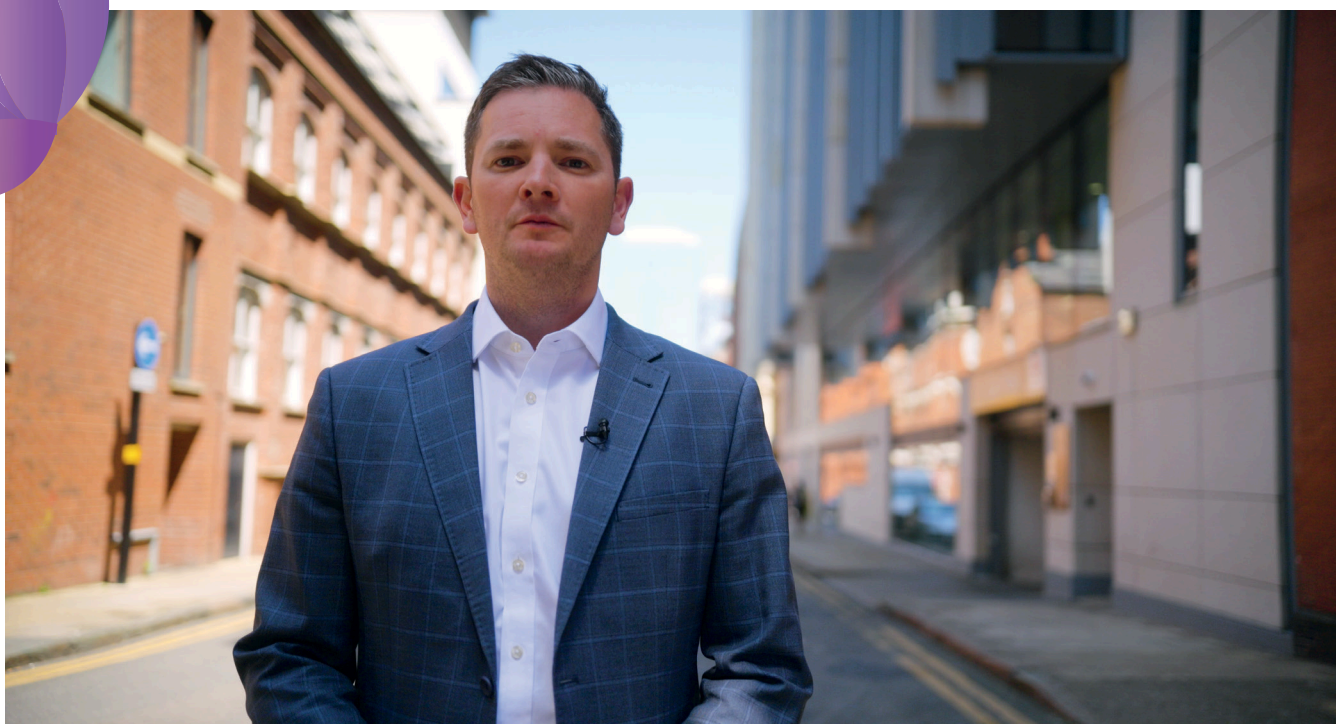


Fundraising targets

Targets 2024-25 to 2027-28

To achieve our priorities, the charity has agreed fundraising targets as follows:

Area	2024-25 £'000	2025-26 £'000	2026-27 £'000	2027-28 £'000
Staff and Community	30	50	100	100
Business and Corporate	70	100	200	400
Bids and Grants	150	200	400	750
In kind donations/discounts	150	200	400	750
Total	400	550	1,100	2,000



Bfriends Ambassadors

Ambassadors Group

The Bfriends ambassadors' group was launched in June 2025 and is made up of five care experienced young adults known to the Trust.

The group will:

- Ensure that Bfriends charity, trustees and board ensure that the voice of children in care and care leavers is at the centre of all the work that is undertaken
- Create culture of co-production and have the space to be open and honest with trustees.
- Consult with children in care and care leavers on the priorities of Bfriends charity and support the review of the Business Plan
- Work in partnership with children in care and care leaver forums at Birmingham Children's Trust through the corporate parenting officer.
- Attend Bfriends Board meetings to present items to and alongside trustees, partners or staff.
- Attend events, programmes and partnership forums to share the work of Bfriends throughout networks.



Appendices

Bfriends Trustee Board

Purpose

Bfriends board clearly outlines the charity's goals and works to ensure that those aims are successfully realised.

Key outcomes

- The board has a shared understanding of and commitment to the charity's purposes and can articulate those clearly.
- The board can demonstrate that the charity is effective in achieving its charitable purposes and agreed outcomes.
- Bfriends board acts with integrity by adopting values to create a culture that helps achieve the charity's goals for children and young people known to Birmingham Children's Trust.
- As the board is accountable for Bfriends actions and decisions, it understands the importance of maintaining confidence and trust.

Leadership

Bfriends has an effective board of trustees that provide strategic leadership to ensure that the charity can achieve its goals.

Key outcomes

- The board and its trustees accept the collective responsibility to ensure that the organisation has a clear, relevant set of priorities.
- Each priority area has a detailed strategy on how this is going to be achieved and that is agreed by each committee.
- The board agrees to Bfriends vision, values and reputation. In addition, anyone that represents the charity must positively reflect the organisation's values.
- The board ensures that Bfriends values are reflected in all of its efforts. The ethos and culture of the charity must be the basis of all its activities.

Appendices

Bfriends Trustee Board

Integrity

Bfriends board acts with integrity by adopting values to create a culture that helps achieve the charity's goals for children and young people known to Birmingham Children's Trust.

As the board is accountable for Bfriends actions and decisions, it understands the importance of maintaining confidence and trust.

Key outcomes

- The board always acts in the best interests of Bfriends and its beneficiaries. In addition, the board will not be unduly influenced by special interest groups that place personal interests above those of the charity.
- The board - collectively - is independent in its decision-making.
- The board safeguards and promotes its reputation.
- Members of the board as well as those representing or employed by Bfriends charity act with integrity.
- Bfriends has an effective board of trustees that provide strategic leadership to ensure that the charity can achieve its goals.

Appendices

Bfriends Trustee Board

Decision making, risk and control

The Bfriends board ensures that its decision-making methods are informed, rigorous and timely.

This process must be based upon effective delegation, risk management and control while being routinely monitored.

Key outcomes

- The board understands that its central focus is on its business plan, performance and assurance, operational matters are managed by the Operations and Partnerships Manager.
- The board has established an effective decision-making and monitoring framework to help the organisation achieve its charitable goals. In addition, the board is aware of the financial and non-financial risks to Bfriends and has practices in place to monitor and manage them.
- The board promotes a balanced culture of managing resources while understanding that being overcautious can curb innovation.
- The board is still responsible for the aspects of its responsibilities that it delegates to committees, staff, volunteers or contractors. This includes any incidents that arise due to oversight.
- Bfriends board supports an approach to diversity that encourages effectiveness, leadership and decision-making.

Appendices

Bfriends Trustee Board

Board effectiveness

Bfriends board works as a cohesive and effective team by using a balance of skills, experience, backgrounds and knowledge to make informed decisions.

Key outcomes

- Culture, behaviours and processes help it to be effective and resolve challenges and different views.
- All trustees possess the appropriate skills along with knowledge on Bfriends and enough time to be effective in their roles.
- The cochairs enables the board to work as an effective team by developing strong working relationships between the members of the board. This includes creating a culture to air and resolve differences.
- The board makes decisions collectively and confidently together.
- Bfriends Co-Chairs will carry out an annual conversation/review with each trustee discuss together engagement and contributions.

Diversity

Bfriends board supports an approach to diversity that encourages effectiveness, leadership and decision-making.

Key outcomes

- Bfriends trustee board will have a monitoring equality and diversity policy, the board will be responsible for monitoring and reviewing this on a regular basis.
- The board adheres to the belief that it is more effective if it includes a variety of perspectives, experiences and skills.
- The board ensures that the organisation adheres to the principles of equality and diversity.

Appendices

Bfriends Trustee Board

Openness and accountability

Bfriends board leads the charity by being transparent and accountable in its actions.

Key outcomes

- The organisation's stakeholders agree on its actions and the impact that they have.
- The board ensures that Bfriends performance and interaction with stakeholders are guided by the values, ethics and culture established by the board. In addition, trustees ensure that the organisation collaborates with stakeholders to promote ethical conduct.

Board meetings

Trustee Board meetings will take place on a quarterly basis and there will be options for a hybrid approach to meetings to enable flexibility for trustees that are unable to meeting person.

Meetings will be two hours long and will follow a set agenda with any additional paperwork approved by Co-Chairs and circulated a week in advance.

Additional attendees at board meetings will be agreed in advance by Trustees and the Co-Chairs.

Additional attendees will be given a month's notice in advance of meetings and will be invited by the Bfriends Business Support Officer.

Appendices

Bfriends Trustee Board

Board meetings, ctd

Trustees will be asked at the beginning of each meeting by the Co-Chairs if there are any items on the agenda where they need to express a conflict of interest and will leave accordingly for voting decisions made by the board.

Standard items will be held at each meeting this will include:

- Matters arising and action tracker
- Governance and fundraising
- Committee updates and reports

Committees

Fundraising and Resources Committee

The Fundraising and Resources Committee will:

- Oversee the setting of realistic goals, plans and targets in for the first 18 months to include fundraising targets.
- Ensure there is an agreed authorisation process in place for finances, major decision making and being the first point around financial decisions and bids on behalf of the charity. This will include the policy that confirms the scheme of delegation for Bfriends.
- Make sure there is an ethical policy around fundraising making sure that money doesn't come from areas of controversy.

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Committees

Fundraising and Resources Committee, ctd

The Fundraising and Resources Committee will:

- Oversee the setting of realistic goals, plans and targets in for the first 18 months to include fundraising targets.
- Ensure there is an agreed authorisation process in place for finances, major decision making and being the first point around financial decisions and bids on behalf of the charity. This will include the policy that confirms the scheme of delegation for Bfriends.
- Make sure there is an ethical policy around fundraising making sure that money doesn't come from areas of controversy.
- Ensure clear structures that are put in place are followed by all members and committees.
- Ensure every committee agrees on individual terms of reference (TOR) and that this feeds into the TOR of the governance and fundraising committee
- Set and monitoring the targets for the Operations and Fundraising Partnership Manager ensuring they are realistic and measured effectively.
- Overseeing the development of the association model for how people will become a 'friend' and what this would look like (including benefits for them) needs to be identified.

Additional Bfriends Committees

- Creating Destinations
- Creating Opportunities and Experiences
- Transitions

Appendices

Trustees and membership

Management and administration

Bfriends Trustees have independent control over, and legal responsibility for the charity's management and administration.

The Charity Commission expects trustees to take their responsibilities seriously. Using this guidance and ensuring you give sufficient time and attention to your charity's business will help.

The Commission recognises that most trustees are volunteers who sometimes make honest mistakes. Trustees are not expected to be perfect - they are expected to do their best to comply with their duties.

Charity law generally protects trustees who have acted honestly and reasonably.

In compliance with the Charity Governance Code, all Bfriends trustees should:

- Be committed to Bfriends cause and want to help the charity deliver its purposes most effectively for public benefit.
- Recognise that meeting Bfriends public benefit is an ongoing requirement.
- Understand your roles and legal responsibilities.
- Be committed to good governance and want to contribute to the charity's continued improvement.

Appendices

Trustees and membership

Your Duty

The voice of children in care and care leavers.

Act in your charity's best interests.

Manage your charity's resources responsibly.

Manage risks.

Act with reasonable care and skill.
Take appropriate advice when you need to.

Read Bfriends Constitution.

Carry out its purposes.

Act in Bfriends best interests.

Comply with charity law requirements.

It is vital that you

Ensure this is considered in all aspects of your role as a Bfriends trustee.

Deal with conflicts of interest

Implement appropriate financial controls.

A duty to avoid exposing your charity to undue risk. Assess risk exposure and take proportionate action.

Ensure you understand Bfriends constitution and objectives

Understand how Bfriends benefits the public being children in care and care leavers in Birmingham.

Comply with Bfriends constitution document. Regularly review periodically.

Make balanced and adequately informed decisions, thinking about the long term as well as the short term.

Consider employment law, health & safety and equality law.

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Trustees and membership

Your Duty

Be accountable to people with an interest.

Duty of prudence.

Act with reasonable care and skill. Give enough time, thought and energy to your role, including:

Decision making

The committee shall strive for consensus (i.e. "you can live with the decision/idea") when making decisions.

If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting or take the issue to the Board of Directors.

When voting, majority (50%+1) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

The committee cannot commit the use of the charity's financial resources without prior approval from a Board Co-Chair.

It is vital that you

Take account of what members and other stakeholders say.

Act responsibly, reasonably and honestly. Make sure CIPFA's assets are only used to support or carry out its purposes.

- Championing key activity or areas of reasonability as agreed
- Attending and actively participating in all Trustees' meetings.
- Actively participating in events, programmes and fundraising activity as agreed as a Board.

Appendices

Trustees and membership

Bfriends objectives as set out in Bfriends Friends of Birmingham Children's Trust Constitution

The object of the CIO are to advance in life and relieve the needs of children and young people who are looked after, in care or are care leavers through the provision or assistance in the provision of activities and support which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals and in particular but not exclusively by providing grants, items, services, facilities and support to individuals in need and/or charities or other organisations working with such children, young people and their families in the following:

- relief or prevention of poverty or financial hardship;
- advancement of education including training and career development and mentoring;
- promotion and protection of good mental and physical health;
- advancement of the arts, culture and heritage;
- recreational and leisure time activities including sports and access to green spaces.

Conflicts of interest

Bfriends board has a policy that captures any known conflicts of interests that trustees are currently aware of that the Co-Chairs and trustees are aware of.

Alongside this trustee will raise any additional conflicts of interest they are aware of with the Operations and Fundraising Manager so that this can be noted and actioned accordingly. A conflict of interest is any situation where your personal interests could, or could appear to, prevent you from deciding only in the charity's best interests.

Preventing a conflict of interest from affecting a decision will depend on the circumstances and the seriousness of the conflict of interest. You must follow any specific conflict of interest provisions in the governing document.

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Trustees and membership

Equality, diversity and inclusion

The principles of equality, diversity and inclusion should be embedded and help to deliver the Bfriends public benefit. The board will be more effective because it reflects different perspectives, experiences and skills.

Charity officers

Charity officers do not automatically have any extra powers or legal duties than their co-trustees but may carry out specific roles or have specific responsibilities delegated to them by the Bfriends Co-Chairs and trustees leading key strands of Bfriends activity.

However, all trustees remain jointly responsible for the charity. For example, all trustees share responsibility for finances (not just the treasurer). A chair can only make decisions in accordance with any provision in the governing document or delegated authority agreed by the trustees and should notify the other trustees of any decisions made.

Annual AGM

Bfriends will hold an annual AGM in person and this will be an opportunity for wider membership of the charity to join the meeting this will be followed by a fundraising and networking event that is designed by the Bfriends Ambassadors group with the Co-Chair and other young people and adults.

Four committees have been formed that will sit under the Bfriends Trustee Board:

- Fundraising and Resources
- Destinations
- Community and Inclusion
- Independence

Appendices

Trustees and membership

Terms of reference for committees

Each Committee will have a term of reference that will feed into the main governance report, trustees in each committee will shape the terms of reference.

Attendance at committee meetings

At the Bfriends planning morning trustees nominated themselves to lead and champion the work under each priority area, they will be the lead members of the committee. Trustees will then recruit members of committees as they feel appropriate including partners, professionals and young adults. The Operations and Fundraising Manager will sit on each committee alongside the Co-Chair and Young Adult Ambassador who will ensure that the voice of young people and adults is part of all aspects of work and decisions, and that then feeds into the Bfriends Ambassadors Group. Trustees that lead committees will make the following decisions:

- Partners that are recruited join the committees.
- Professionals that are recruited to join the committees.

Reporting

Committees will report back into the main Bfriends Trustee Board on a quarterly basis and will work frequently in-between with the chairs of the charity and fellow trustees where quicker decisions are needed to be made. There will be a standard reporting format for each committee with a standard metrics with a section that is bespoke to each area this will include the following:

- How many current projects are active?
- How much funding is being used?
- How many young people are being supported?
- Which partners are involved?

Appendices

Trustees and membership

Roles and Responsibilities

- To be a critical friend to the Bfriends Board and Charity
- Providing advice and guidance on charity priority to the Bfriends Board.
- Reviewing the progress and targets outlined in the business plan and reporting into the Bfriends Board.
- Assisting in the decision making and development of the destinations priority by bringing together different groups of people.
- Reviewing policies, developing strategies and planning events.
- Facilitating decision making and progress.
- Facilitating decision making and progress.
- Creating committee report content
- Managing committee responsibilities

Membership

Each committee will be chaired by a Trustee from the Bfriends Board and will have the following membership:

- Young adult advisor
- Partnership advisor
- Birmingham Children's Trust advisor/s

A committee member who does not uphold their responsibilities or misses three meetings without a reasonable explanation will be asked by the Chair to resign from the committee. If the member refuses to resign, a vote shall be taken on the removal of the member from the committee.

The committee will meet monthly before each full board meeting. The meetings may be in-person or on Microsoft Teams. If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting. Submissions required for a meeting that are made after said meeting will not be considered for decision-making.

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Trustees and membership

Term

Initially June 2025 – June 2026 to be reviewed after a 12-month period.

Chair and Co-Chair

The Chair will be a Board member determined by the Bfriends Board of Directors.

The Chair shall:

- Call meetings of the committee.
- Chair meetings of the committee.
- Designate another Board member who is a committee member to chair the committee in the Chair's absence.
- Report to the Board on the work of the committee or delegate appropriately.

Quorum

Quorum shall be simple majority (50%+1) of the voting committee members present at a meeting.

Minutes and action tracker

The officer supporting the committee shall take minutes at the committee meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the charity's governance. The officer will also keep an action tracker that will be shared with the Charity Manager and committee chair two weeks in advance of each meeting with the tracker being circulated with papers a clear week before the committee meeting to members.

Guests

The Chair can request guests as and when required.

Appendices

Trustees and membership

Fundraising and how we ensure there are an agreed authorisation process in place for finances and major decisions and ensuring the charity has an ethical policy around fundraising.

Bfriends will be honest about how donations are used to fulfil our mission, open about the methods we use to raise funds and who we work with, respectful to the wishes, preferences, personal information and circumstances of the people we interact with and we will take all steps necessary to comply with the law and practice standards.

Authorisation process for finance expenditure and allocation This will be through the cochairs of Bfriends charity alongside all trustees who have a vote around the table at meetings.

Any trustees that have a conflict of interest will not be able to vote on items linked to financial expenditure and allocation and will be asked to declare this at the beginning of meetings and step aside for the vote. Committee leads that are trustees will bring items to the chair and trustees in between meetings as an when needed for quicker decisions to be made so that the work of the charity can continue to operate swiftly and at pace.

Any fundraising bids will be agreed by the governance and fundraising committee and chairs of the charity and endorsed before being submitted on behalf of Bfriends. Donations to be friends through fundraising or other avenues will have a clear focus that is tangible and tracked to demonstrate how it has linked to the charitable objectives and priorities.

Individuals, partners or businesses that would like to fundraise in partnership with Bfriends will work with the Operations and Fundraising Manager and Corporate Parenting Manager at the Trust. The Co-Chairs and Operations and Fundraising Manager will work to ensure that we follow our ethical policy around fundraising ensuring that any funds received, or fundraising doesn't come from areas of controversy.



Trustees and staff

Co-Chairs

Lee Yale-Helms
Abba Loughran

Trustees

Ama Agbeze
Daniel Hickman
Guy Rippon
Joshua Cronin
Hamish Munroe
Leigh Garbutt

Advisor to Bfriends

Lisa Jamieson

Operations and Partnership Manager

Natalie Loon

Contact us



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Postal address

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Registered Charity number: 1196813

