



24th August 2026

Dear Board Member,

There will be a Board Meeting on **MONDAY 31ST AUGUST 2026 AT 6.00PM**

If you are unable to attend the meeting, please ensure that you submit your apologies.

If you feel you need additional information in advance of the Board meeting in relation to any Agenda Item, please do not hesitate to contact myself.

Yours sincerely

Linda

Linda Chelton

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<u>MISSION:</u>	<u>VISION:</u>	<u>VALUES:</u>
“WE ARE PASSIONATE ABOUT PROVIDING AFFORDABLE HOMES AND EXCELLENT SERVICES FOR OUR COMMUNITY”	“CHANGING LIVES FOR THE BETTER”	LISTENING RESPECT OPENNESS TRUST

Board Members

Christine McCormack		
Morag Cameron		
Des Phee	Chairperson	
Post Vacant	Vice Chair	
Stephen Baxter	Secretary	
Kevin Boyle		
Stephen Kelly	Treasurer	
Lucy Madigan		
Rebecca Leedham		
Leza Lafferty		
Maryam Idris		
Julia Cheung-Buchanan		Apologies

BOARD & COMMITTEE MEETING SCHEDULE FOR 2026/27				
The Board	Audit & Assurance Committee	Policy Committee	Community Events Group	Staffing Committee
	Finance, Audit, Risk Man, H&S & Policy	Policy Review	Delivering community events	Extra-ordinary Staffing Issues
Chair <u>Des Phee</u>	Chair <u>Stephen Baxter</u>	Chair <u>Morag Cameron</u>	Chair <u>XXX</u>	Chair <u>Stephen Kelly</u>
Christine McCormack Morag Cameron Des Phee Stephen Baxter Kevin Boyle Stephen Kelly Lucy Madigan Rebecca Leedham Leza Lafferty Maryam Idris Julia Cheung-Buchanan	Morag Cameron Stephen Baxter Stephen Kelly Lucy Madigan Kevin Boyle	Christine McCormack Morag Cameron Stephen Baxter Leza Lafferty	Christine McCormack Morag Cameron TO BE ARRANGED WHEN REQUIRED	Christine McCormack Morag Cameron Des Phee Stephen Baxter Stephen Kelly Lucy Madigan TO BE ARRANGED WHEN REQUIRED
Linda Chelton Frances Cunningham Lisa Campbell Sarah Duffy	Linda Chelton Frances Cunningham Lisa Campbell Fettes McDonald Sarah Duffy	Linda Chelton Frances Cunningham Lisa Campbell Sarah Duffy	Lisa Campbell Sarah Duffy	Linda Chelton Frances Cunningham

	The Board	Audit & Assurance Committee	Policy Committee	AGM	Business Away Day	Board Training
	Monday	Monday	Monday	Thurs	Friday	Monday
	6.00pm	6.00pm	6.00pm	6.30pm	9.00am	6.00pm
2026/27	Monthly	3 months	3 months	Annual	Annual	
August	31.08.26	17.08.26				
September	21.09.26		14.09.26	17.09.26		07.09.26 AAS
October	26.10.26				23.10.26	12.10.26 Business Planning
November	30.11.26	16.11.26				02.11.26 Finance
December			07.12.26			
January	18.01.27					
February	22.02.27	15.02.27				
March	22.03.27		15.03.27			
April	26.04.27					
May	24.05.27	17.05.27				
June	28.06.27		14.06.27			
Aug	30.08.27	16.08.27				
Sept	20.09.27		13.09.27	16.09.27		

Quorum:	Board Meetings x 4	Committee Meetings x 3
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Meeting of the Board of Craigdale Housing Association

to be held on Monday 31st August 2026 at 6.00pm

Agenda

No	Agenda Item	Lead Person	Action Required	Enc
1.	Apologies for Absence	Chair		
2.	Chairperson's Remarks	Chair		
3.	Declarations of Interest	Chair		
4.	Minutes of Previous Meetings:			
	a) Approval of Minutes of Board Meeting (29.06.26)	Chair	Approval	Y
	b) Matters Arising from the Board Meeting (29.06.26)	Chair	Noting	Y
	c) Approval of Minutes of the Audit & Assurance Committee Meeting (17.08.26)	Chair	Approval	Y
	d) Matters Arising from Audit & Assurance Committee Meeting (17.08.26)	Chair	None	N
	e) Recommendations from Audit & Assurance Committee Meeting (17.08.26): 4e.1 Factoring Report (April-June 2026) 4e.2 Risk Register 4e.3 Annual Assurance Statement: Regulatory 1 & 7 4e.4 Key Performance Indicators	CM	Approval	Y
	ITEMS FOR APPROVAL			
5.	AGM – Board Members Standing Down & Secretary's Report	CM	Approval	Y
6.	Tender Report: Phase 4 Bathroom Replacement Contract	CEO	Approval	Y
7.	Business Plan Report	CEO	Approval	Y
8.	Financial Statement for the year ended 31 st March 2026	CT	Approval	Y
9.	Audit Summary Report for the year ended 31 st March 2026	CT	Approval	Y
10.	Letter of Representation	CT	Approval	Y

11.	Draft Response to Audit Summary Report	CM	Approval	Y
12.	Reconciliation of Surplus to Management Accounts	FMD	Approval	Y
13.	Management Accounts - Quarter 1, 30 th June 2026	FMD	Approval	Y
14.	Factoring Policy	CM	Approval	Y
15.	Membership Application	CM	Approval	Y
	ITEMS FOR NOTING			
16.	Notifiable Events Report	CM	Noting	Y
17.	Rent Report: July 2026	SHO	Approval	Y
18.	Chief Executive Officer Report	CEO	Noting	Y
19.	CEO Staffing & Service Provider Report	CEO	Noting	Y
20.	Business Plan 2024-27: Strategic Objectives Delivery Plans	CEO	Noting	Y
21.	Business Plan 2024-27: Operational Delivery Plans	CM	Noting	Y
22.	Draft: Annual Assurance Statement	CEO	Discussion	N
23.	Policy Review Register	CM	Noting	Y
24.	Board & Staff Members Training Plan	CM	Noting	Y
25.	Development Report	GS	Approval	Y
26.	Correspondence	Secretary		
	a) Resignation: Stephen Baxter	Secretary	Noting	Y
	b) EVH: July Newsletter	Secretary	Noting	Y
	c) SHR: Annual Assurance Statement	Secretary	Noting	Y
27.	Any Other Competent Business:	Chair		
	a) Board Appraisals 2027	CM	Discussion	N
28.	Date of next meeting	Chair	Noting	✖
	- Policy Committee: Monday 14th September 2026 at 6.00pm - Board Meeting: Monday 21st September 2026 at 6.00pm			

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