



**Opportunity
Knox**

Company Registration Number (CRO): 574339

Tax Registration Number: 03453817 KH

Registered Charity Number (RCN): 20106164

Revenue Charity Number: (CHY3): 21754

Registered Offices at: "Cluain Caoin", Lower Kilmacow, via Waterford, Co. Kilkenny, X91 E37V

Document agreed at E.G.M. held on Saturday January 14th 2023 to show adherence to the Governance Code.

Some of the key questions that typically appear on a board appraisal included in the table below

Advancing Charitable Purpose	Comments	
<p>Does the board understand and comply with the Charity's governing document?</p>	<p><input checked="" type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know</p>	<p>Yes we do.</p>
<p>Are all charity trustees aware of your charity's purposes and public benefit and how your charity works to achieve these?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>	<p>Definitely so, having worked together for nearly 6 years.</p>
<p>Do all charity trustees understand and meet their obligations to act in accordance with the best interests of the charity and its beneficiaries at all times?</p>	<p><input checked="" type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know</p>	<p>Yes.</p>
<p>Has the board approved an annual plan and/or budget and formally undertaken an annual evaluation of actual performance by reference to the plan and/or budget?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>	<p>Yes we have and we have done so</p>

Behaving with integrity		Comments
<p>Are you satisfied that updated Codes of Conduct are approved by the Board and circulated to all Board members, management and employees?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	<p>Yes to the 4 Trustees. No management people and no employees now or in the remaining two to three years of the Charity.</p>
<p>Are you satisfied that the procedures relating to the disclosure of Board members interests are complied with?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	<p>Yes.</p>
<p>Are you satisfied that the Board has adequate procedures in place to monitor and manage potential conflicts of interest and confidential information of management and Board members?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	<p>As this is a shared project of the 4 Trustees from the outset and there have been no conflicts for the past 7 years we believe we do not need a procedure. The 4 of us maintain confidentiality on our discussions etc.</p>
<p>Has the board agreed a set of values for your charity and do these underpin its decision-making and the activities of the charity?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	<p>Yes we adhere to the values as set out in the Governance Code and they are detailed in our Compliance document.</p>

Leading people		Comments
<p>Does the board make sure that there are proper arrangements in place for the recruitment, support and supervision of staff and/ or volunteers to enable them to work effectively?</p>	<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know	<p>Yes we are familiar with the procedures of employment roles from previous work responsibilities etc. However, not applicable to the Charity as we have no management people or other employees.</p>
<p>Are the roles and responsibilities of the board clearly defined and communicated in role descriptions for all positions within the board?</p>	<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know	<p>Yes. We believe we have such an understanding.</p>
<p>Are you assured that the charity has all the necessary tools in place to effectively manage staff and/ or volunteers (policies, procedures, job and role descriptions, HR records, etc), where applicable?</p>	<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know	<p>Yes, we believe we could have them in place if they applied to us, but they don't apply to us now or in the future.</p>

Exercising control		Comments
<p>Do the charity trustees provide sound financial oversight and ensure that resources are properly managed?</p>	<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know	<p>We believe we do.</p>
<p>Does the board review the controls and procedures adopted by the charity to provide itself with reasonable assurance that such controls and procedures are adequate to secure compliance with statutory and governance obligations?</p>	<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know	<p>We have reviewed them informally each year and will formally record that we have done so in all future AGM minutes.</p>
<p>Does the board regularly identify and review the risks the charity faces and do you take action to manage these?</p>	<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know	<p>We are aware of the risk points and have reviewed them informally. We have identified the risks and the precautions in the Governance Code response document.</p>
<p>Does the charity operate in accordance with legal and regulatory requirements?</p>	<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know	<p>Yes, we account to the CRO and to the CRA according to the required guidelines.</p>
<p>Does the charity seek expert and professional advice when needed?</p>	<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know	<p>Yes, but seldom needed. If we are in doubt we refer our query to the Auditor</p>
<p>Do the charity trustees understand their legal duties and the roles and responsibilities, both individually and collectively?</p>	<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know	<p>Yes, we believe we do understand.</p>

Working effectively		Comments
<p>Do all charity trustees take collective responsibility for decisions?</p>	<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know	<p>Yes we do so.</p>
<p>Are decisions clearly and formally recorded in a timely way which allows for actions to be followed up?</p>	<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know	<p>We take them clearly and in a timely. In the past we have not always recorded them formally as we are all aware of what we have agreed even between AGMS. However, we will record all such decisions formally in the minutes of the AGM going forward.</p>
<p>Do all charity trustees contribute at Board meetings and in-between?</p>	<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know	<p>Yes, we all communicate both formally and informally on a very regular basis between AGMs. We discuss all issues that are appropriate and relevant at the time they arise.</p>
<p>Does the board of charity trustees meet often enough to be effective?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>We meet formally by agreement for our AGM. We believe that along with our many informal communications during the years that this is sufficient for this Board.</p>
<p>Are meetings structured and productive, and are charity trustees well prepared having read the agenda, minutes of previous meetings and reports that will form the basis for discussion?</p>	<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know	<p>Our AGM is structured and productive. All Trustees have experience at Chairing meetings both big and small and we know the value of preparation in advance for meetings.</p>
<p>Are you satisfied with the quality of the board papers and minutes (e.g. not overly lengthy, clearly explain the key issues and priorities, consistent, timely)?</p>	<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know	<p>Yes we are happy with their format and with the clarity with which information is presented.</p>

<p>Is adequate time allowed and sufficient energy given to discussion and decision making at meetings?</p>	<p><input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know</p>	<p>We communicate very well with each other and check for mutual understanding because each of us are contributing time and money to the Charity.</p>
<p>Are there trustees on your board with the skills and experience your charity needs?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>	<p>Yes. We have a shared vision and practical goals for the Charity.</p>
<p>Does the charity provide charity trustees with opportunities for training and development?</p>	<p><input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know</p>	<p>Not in the normal sense that this question implies. We are each qualified for the roles and the documentation with regard to duties of care and responsibility that govern the Charity are very clear and can be read and studied.</p>
<p>Do you take into account skills gaps when recruiting and developing trustees?</p>	<p><input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know</p>	<p>The same Trustees will be in place for the duration that the Charity will exist. There will not be any new Trustees recruited unless one of us dies or the Regulator insists one or more of us step-down.</p>
<p>Do all new trustees receive an induction which introduces them to their responsibilities and to the charity?</p>	<p><input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know</p>	<p>We were all aware of the normal responsibilities that we believed were required before we formed the Board. As new documentation from the Regulator has evolved in the years since we have formed we have adapted and changed.</p>
<p>Do you have maximum terms of office for trustees to ensure the board is refreshed?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>	<p>Not Necessary. The original plan was for a 5 to 7 year. We have extended that to 9 years to compensate for what the children missed out on due to the Covid Lockdown in both India and Uganda.</p>
<p>Do you check how well your board is performing from time to time?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>	<p>We measure our performance by what we can accomplish each year in line with our resources and our original expectations. We Believe we have exceeded our own original goals and have added new important areas that we had not planned.</p>

Being accountable and transparent		Comments
Does your charity communicate openly about itself and its work?	<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know	Yes. We use newsletters to donors, have a Facebook page to display photographs and videos taken while visiting the schools, a website where all the official documents can be accessed and have had some articles published in a local Newspaper describing our work
Do you know who the charity's stakeholders are for example, users or beneficiaries, volunteers, donors, etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No	The main stakeholders are the beneficiaries who are the children, their parents or guardians, their teachers. The other stakeholders are the donors teens. The Trustees are stakeholders and have contributed greatly to the funds.
Do you communicate effectively with your stakeholders and are you responsive and accountable to them?	<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Don't know	All of the benefactors meet the Trustees twice a year when they visit Uganda. Principals have access to the Chairperson through WhatsApp all year round. The Donors have access to the phone number of one the same Trustee at all times either from the newsletter or from the website. Most of the donors are local and meet the Knoxs regularly. People have access to the Trustees if they have an issue to raise. No complaint except lots to tell them that there is no need for receipts!.
Do you have a complaints procedure and do you learn from your mistakes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	There have been no complaints so far. We have agreed between us that if we cannot satisfy a complainant in the future that we will give the contact details to them and ask them to write, email, or phone the Regulators Office with their complaint and it will be investigated impartially.
How does the board communicate with, and listen and respond to, members, staff, volunteers, beneficiaries and other stakeholders?	Provide Details <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	We have listed our communications methods above. Whenever beneficiaries suggest improvements or additional ways to help improve our efforts for them we listen and if we believe it will help them we do our best to implement the suggestions. We often ask for suggestions when we meet the families individually on our visit. Donors seldom offer suggestions but if they do we will implement them if it will improve matters.
Does the charity meet all legal and contractual obligations to provide information to all of your funders and donors, both public and private?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	Our commitment as a "no overheads" charity is to spend 100% of the public donations only on services to help the benefactors. We depend on the Auditor to see that we do that as well as to ensure that the Trustees pay for all administration charges both in Ireland and abroad, as well as to pay the Trustee's own travel and subsistence only from the Trustee's donations to the Charity

Signatures: Harry Knox Ursula Knox Date: 14/01/2023
Maria O'Mahony John Carey

Board Meeting Evaluation Sheet

Response Key:

Strongly Agree

Neutral

Strongly disagree

5

4

3

2

1

1. The meeting materials were provided timely for review.

5

4

3

2

1

x 4

2. The materials mailed in advance provided me with sufficient preparation for the meeting.

5

4

3

2

1

x 4

3. I had adequate opportunities to discuss the issues presented today and ask questions.

5

4

3

2

1

x 4

4. Today's agenda items were appropriate for board discussion.

5

4

3

2

1

x 4

5. I have a sufficient understanding of the issues covered.

5

4

3

2

1

x 4

6. I feel as if today's meeting was a good use of my time.

5

4

3

2

1

x 4

Signatures;

Sharyn Kneel Mrsula Knox Date: 14/01/2023
Marina O'Mahony John Carey

What was most helpful for you at this board meeting?

The preparation by the Secretary and Chairperson In advance for the meeting.

The Board pack provided In advance of the meeting

The Agenda and the clarity of the work needing to be done

What was least helpful for you?

Some of the jargon on the documents had to be explained during the meeting again so that all present knew what was intended.

The distinction between all 4 of us being Directors of the Company and our duties and responsibilities in that regard as well as being Trustees of the Charity.

Please recommend any agenda items for upcoming meetings:

We seem to be using the correct formula and layout for the agenda and for the minutes well as for recording minutes and decisions at the meeting.

Other comments/suggestions:

To continue with just one formal meeting per year to pass the Audit and to sign off on the Draft Annual Report. Both will be posted more promptly on the website.

Any additional details that need to be discussed between meetings to be carried out by email or by individual phone calls and where necessary, especially if a consensus is not obvious, by group WhatsApp Video call.

Signatures: Barry Knox Ursula Knox Date: 14/01/2023
Maria O'Mahony John Casey

**Opportunity Knox Charity is a "No Overheads" Charity; Trustees pay all administration & travel expenses.
Website: opportunityknox.ie Email: info@opportunityknox.ie Registered Charity Number.: 20106164
To donate using Banking Online or Credit Card/PayPal visit: Opportunityknox.ie/contribute/ to see options.**