

Sport Across Staffordshire & Stoke-on-Trent
Emergency General Meeting
 20 November 2017, 10.00am, Craddock Room, Stafford Borough Council



Meeting Minutes

Present Attendees	Apologies	Also Distributed To:
Malcolm Armstrong (MA) chair Angela Dale (AD) Andrew Weston (AW) David Pinnock (DP) Jane Kracke (JK) Janene Cox (JC) Jonathan Pace (JP) Jonathan Topham (JT) Roger Moore (RM) Russell Turner (RT) Tony McGovern (TM) Trevor Humphreys (TH) Wendy Jennings (WJ) Sarah Bixter (SB) notes	SASSOT Chair Keele University English Schools' FA Voluntary Sector Strategic Lead, SASSOT Staffordshire County Council Staffordshire University Public Health Staffordshire Stoke-on-Trent City Council Sport England Cannock Chase District Council Stoke-on-Trent College Stafford Borough Council Admin Officer, SASSOT	Alistair Fisher Katrina Hull Cllr Mark Deaville Jude Taylor SASSOT Core Team

Summary of Issues and Action

No.	Item Topic
1.	Welcome by the chair, Malcolm Armstrong. Introductions made by everyone for the benefit of new members. Apologies – as above
2.	Declarations of Interest - None
3.	Restructure of the Board Report presented by Malcolm Armstrong to update the board on the work of the Governance Sub Group and to gain approval for the recommendations pertaining to the restructure of the board. Malcolm Armstrong explained the background of the report and the Sport England Tier 3 requirements which must be met by 31.12.2017. These requirements have a direct effect on funding. * Board Members given copies of the Skills Matrix by Jane Kracke Malcolm Armstrong explained the Skills Matrix and thanked Jane Kracke for her work on putting together the matrix following on from the last meeting. Gaps in the skills matrix were highlighted to the board.
i)	Reduction of current Board membership from 12 to 8 One Representative from Stoke City Council - Malcolm Armstrong has been unable to arrange a date to meet with Alistair Fisher to discuss

this prior to the EGM

- Roger Moore in attendance in place of Alistair Fisher today but has had no feedback regarding this item
- Board agree to defer on making a decision on this item until a meeting has taken place between Malcolm Armstrong and Alistair Fisher to discuss further
- **Action Point 1**

One rep from HE / FE

- Proposal by Malcolm Armstrong to create a non-formal Education Sub Group which will meet prior to the SASSOT Board meetings to discuss any matters arising
- Education Sub Group then to nominate one formal representative to attend the SASSOT Board meetings and speak on behalf of the Education Sub Group
- Malcolm Armstrong happy to attend to chair the meeting if required
- **Action Point 2**

One Cabinet Member / Chief Executive Representative

- Discussion regarding the proposal around who can apply for this position and how it would be split
- Tony McGovern and Janene Cox to liaise with the 10 local authorities and request nominations for 1 Senior Officer
- Malcolm Armstrong to contact Mark Deaville regarding his role for senior Politician
- **Action Point 3**

Independent Chair, Staffordshire Public Health and Stafford BC (Host) representatives

- Proposal by Malcolm Armstrong that these representatives remain the same – no objections
- Jonathan Topham to remain as Staffordshire Public Health representative, noted for any future recruitment; the Public Health Representative can be from either Staffordshire or Stoke-on-Trent

Janene Cox and Dave Pinnock Membership

- Although both have exceeded the maximum term of membership permission granted by Sport England for them to remain on the Board until 31.03.2018
- Succession Plan, to include new Board members, to be developed after the January Board meeting
- **Action Point 4**

Andy Weston Membership

- Andy Weston will be stepping down after EGM as the maximum term has now been exceeded
- Malcolm Armstrong thanked Andy Weston on behalf of the Board and presented him with a gift
- Andy Weston invited by Malcolm Armstrong to become a member of the Chair Advisory Group along with Janene Cox and Dave Pinnock. Andy Weston accepted

SASSOT Stakeholder Events

- Malcolm Armstrong explained the proposal and that the idea behind the proposal came from Dave Pinnock
- Dave Pinnock was invited to explain the idea to the board
- It was agreed by the board that there would be a stakeholder event twice a year to engage funding partners and to allow for wider networking
- **Action Point 5**

	SASSOT Engagement at a Political Level - Malcolm Armstrong explained the proposal to the board and all members were in agreement		
	Actions	Owner	Date
	1. Arrange a meeting between Malcolm Armstrong and Alistair Fisher ASAP	Sarah Bixter	24.01.2018
	2. Education Sub Group to nominate one formal representative to attend the SASSOT Board meetings	Jonathan Pace & Angela Dale	24.01.2018
	3. To liaise with the 10 local authorities and request nominations for 1 Senior Officer	Tony McGovern and Janene Cox	24.01.2018
	4. Succession Plan, to include new Board members, to be developed after the January Board meeting	Malcolm Armstrong & Jane Kracke	Feb 2018
	5. To calendar suitable dates for the two Stakeholder events	Malcolm Armstrong	2018
ii)	Board Substructure <ul style="list-style-type: none"> - Malcolm Armstrong explained the CAG (Chair Advisory Group), FAG (Finance and Audit Group) and GAG (Governance Appointment Group) subgroups and their attendees to the Board - Malcolm Armstrong confirmed that Jude Taylor and Jane Kracke will attend the GAG meetings, with exception to the meetings where leadership would be discussed as this pertained to them individually - FAG and GAG meetings already calendared - CAG meetings to be calendared bi-monthly; meeting two weeks prior to each Board Meeting - Malcolm Armstrong also noted that the newly formed Education Sub Group should meet in advance of the Board meetings - Tony McGovern highlighted a gap in the sub groups around Strategy. - The Board agreed that following their next meeting the Vision 2021 group would be re-named SAG (Strategy Advisory Group) - Action Point 6 and 7 		
	Actions	Owner	Date
	6. CAG meetings to be calendared for two weeks prior to the Board Meetings	Sarah Bixter	31.12.2017
	7. Vision 2021 to be renamed SAG (Strategy Advisory Group) from their next meeting	Malcolm Armstrong	28.11.2017
iii)	Recruitment process for new Board Members <ul style="list-style-type: none"> - Jane Kracke explained the advert and interview process, hoping to recruit new Board members to be in place before 31.12.2017 - Currently 5 places to be filled but will recruit again in January 2018 should all spaces not be filled first time round - Recruitment pack and advert will be emailed to all members of the Board, Jane Kracke asked that it be shared with their contacts - Malcolm Armstrong and Jane Kracke clarified why the timescale is so tight following concerns raised by Tony McGovern – this relates to the Tier 3 funding from Sport England - Interview panel will be Dave Pinnock, Malcolm Armstrong, Russell Turner, Jane Kracke and Jude Taylor 		

	<ul style="list-style-type: none"> - Tony McGovern asked whether Jane Kracke and Jude Taylor should be on the interview panel as they should only be there as an advisory role - Discussion around the current interview panel having a wide enough perspective, Board agreed that Wendy Jennings would be on the panel as a member of the hosting Authority - Board members agreed that following recruitment in December a new Board Structure document should be created and circulated to include information pertaining to the sub groups - Action Point 8 	
Actions	Owner	Date
8. Board Structure chart to be created and circulated to all Board Members	Sarah Bixter	Feb 2018
4.	Date of next meeting(s) Weds 24 th January 2018 – 2pm – Craddock Room, Stafford BC Weds 18 th April 2018 – 2pm – Stafford BC Weds 11 th July 2018 – 2pm – Stafford BC Weds 24 th October 2018 – 2pm Stafford BC	

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Prepared By:	Date	Checked By	File Code
Sarah Bixter	20/11/2016	Malcolm Armstrong	Minutes 20.11.2017