

## Sport Across Staffordshire & Stoke-on-Trent

### Governance & Appointments Group Meeting

9<sup>th</sup> October 2018, 1200hrs

Chetwynd Room, Civic Suite, 1<sup>st</sup> Floor, Stafford Borough Council



Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA) Chair Ben Hollands (BH) Jane Kracke (JK) Kimiyo Rickett (KR) Sarah Bixter (notes)	SASSOT Chair Interim Strategic Lead, SASSOT Interim Director, SASSOT Senior Independent Director Admin Office Manager	Ian Kelsall	Board

### Meeting Minutes

Previous Actions	Owner	Date
1. Jane Kracke to produce a report containing the SLCOF recommendations for discussion in the Board meeting next week	Jane Kracke	COMPLETED
2. New date to be decided upon for Team Away Day for the end of September to ensure the whole team attend	Jane Kracke	COMPLETED
3. Venue to be booked for the Board ½ day away day	Sarah Bixter	COMPLETED
4. Mid-Year staff satisfaction survey to be created by Ian Kelsall to be sent to all staff asap	Ian Kelsall	COMPLETED
5. One to one meetings to be scheduled with team members and Ian Kelsall to discuss the survey	Sarah Bixter & Ian Kelsall	COMPLETED
A. Review attendance for all Board Members	Malcolm Armstrong	ONGOING
B. Sarah to arrange 1-2-1 meetings with the new Board members and Jude and Malcolm	Sarah Bixter	ONGOING

No.	Item Topic
1.	<b>Apologies – Ian Kelsall</b>
2.	<b>Minutes of Last Meeting &amp; Matters Arising</b> <ul style="list-style-type: none"> <li>- Minutes from 05.07.2018 agreed</li> <li>- Action Points</li> </ul>
3.	<b>Board Review</b> <p><b>New Board Member</b></p> <ul style="list-style-type: none"> <li>- Toyin Higgs has been selected as a new Board member pending Board approval at the next meeting on 24<sup>th</sup> October. Toyin specialises in Safeguarding.</li> </ul> <p><b>Education Sub Group</b></p> <ul style="list-style-type: none"> <li>- Malcolm and Jane met with Angela at Keele to discuss the Education sub group.</li> <li>- A meeting is being held on 17<sup>th</sup> January at Keele and Malcolm will act as chair. All FE and HE have been invited to attend. The question will be asked if they want to continue meeting and what they want to achieve</li> </ul>

No.	Item Topic												
	<p><b>Board Effectiveness</b></p> <ul style="list-style-type: none"> <li>- Review should take place once a year but this will be postponed until April 2019 as we have a lot of new Board members who have only started this year</li> </ul>												
4.	<p><b>Constitution</b></p> <ul style="list-style-type: none"> <li>- The constitution is now out of date and needs working on. Jane will work on this and bring it to the next GAG meeting in January.</li> <li>- <b>Action Point 1</b></li> </ul>												
	<table border="1"> <thead> <tr> <th data-bbox="858 483 1182 555">Actions</th> <th data-bbox="1182 483 1342 555">Owner</th> <th data-bbox="1342 483 1495 555">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="858 555 1182 622">1. Constitution to be updated and discussed at the next GAG meeting</td> <td data-bbox="1182 555 1342 622">Jane Kracke</td> <td data-bbox="1342 555 1495 622">08/01/2019</td> </tr> </tbody> </table>	Actions	Owner	Date	1. Constitution to be updated and discussed at the next GAG meeting	Jane Kracke	08/01/2019						
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5.	<p><b>General Update</b></p> <p><b>Staff Satisfaction Survey</b></p> <ul style="list-style-type: none"> <li>- Ian Kelsall has now met with most of the team – only 2 telephone conversations outstanding</li> <li>- Good conversation at the team away day. We discussed the positives and challenges.</li> </ul> <p><b>Tier 3 Update</b></p> <ul style="list-style-type: none"> <li>- No Audit certificate yet</li> <li>- Governance &amp; Leadership Action Plan work not yet completed – no feedback received yet – Jane chasing with Sport England.</li> </ul> <p><b>SLCOF</b></p> <ul style="list-style-type: none"> <li>- Malcolm chairing the next SLCOF meeting this afternoon 09.10.2018</li> </ul>												
6.	<p><b>Board Away Day Agenda</b></p> <p>Friday 9<sup>th</sup> November - Elizabeth Room, Keele Hall, Keele University, Keele, ST5 5BG</p> <table border="0"> <tr> <td>1000 – 1015</td> <td>Introductions</td> </tr> <tr> <td>1015 – 1100</td> <td>From Hosted to Independent</td> </tr> <tr> <td>1100 – 1130</td> <td>Timeline to Take Off</td> </tr> <tr> <td>1130 – 1145</td> <td>Refreshments</td> </tr> <tr> <td>1145 – 1300</td> <td>Performance Management &amp; Improvement Plan</td> </tr> <tr> <td>1300</td> <td>Lunch</td> </tr> </table>	1000 – 1015	Introductions	1015 – 1100	From Hosted to Independent	1100 – 1130	Timeline to Take Off	1130 – 1145	Refreshments	1145 – 1300	Performance Management & Improvement Plan	1300	Lunch
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7.	<p><b>Board Meeting Dates for 2019</b></p> <ul style="list-style-type: none"> <li>- Wednesday 23<sup>rd</sup> January 2019 – 1400-1600</li> <li>- Tuesday 9<sup>th</sup> April 2019 – 1400-1600</li> <li>- Tuesday 16<sup>th</sup> July 2019 – 1400-1600</li> <li>- Tuesday 15<sup>th</sup> October 2019 – 1400-1600</li> </ul>												
	<p><b>Dates of Next Meeting</b></p> <ul style="list-style-type: none"> <li>- 8<sup>th</sup> January 2019 – 1200hrs – Chetwynd Room, Civic Suite, SBC</li> <li>- 2<sup>nd</sup> April 2019 – 1200hrs – Marmot Room, Third Floor, SBC</li> <li>- 9<sup>th</sup> July 2019 – 1200hrs - Chetwynd Room, Civic Suite, SBC</li> <li>- 8<sup>th</sup> October 2019 – 1200hrs - Chetwynd Room, Civic Suite, SBC</li> </ul>												

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Prepared By	Date	Checked By	File Code
Sarah Bixter	17.10.18	Malcolm Armstrong	Governance Group Minutes 09.10.18