

Meeting Minutes

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA)	Chair	Toyin Higgs Ian Kelsall Alistair Fisher	SASSOT Core Team
Angela Dale (AD)	Keele University		
Cllr. Mark Deaville (MD)	Staffordshire County Council		
Jane Kracke (JK)	Chief Operating Officer, SASSOT		
Prof. Derek Peters (DP)	Independent		
Kimiyo Rickett (KR)	Senior Independent Director		
Jude Taylor (JT)	Director, SASSOT		
Prof. Pauline Walsh (PW)	Independent		
Hazell Thorogood	Office Manager		
Rebecca Roberts	Independent		
Jonathan Topham	Public Health Staffordshire		
Tim Clegg	Stafford Borough Council		
Camilla Denham White	SASSOT – People’s representative		
Stuart Arnold	Punter Southall Aspire		
Mark Fudge	Keele University		

No.	Item Topic
1.	Apologies As above
2.	Declarations of Interest Jane Kracke, Jude Taylor Camilla Denham White and Hazell Thorogood as employees of SASSOT.
3.	Start to Success’ overview (TBC) <i>Angela Dale + Mark Fudge</i> Mark Fudge attended to discuss the ‘Start to Success’ presentation. Key Comments: <ul style="list-style-type: none"> • TC – Commented that is welcome that the Universities are addressing the issues around mental health, however consistency of training on these issues needs to be focused on in addition to aspects such as timetabling and assessment patterns. • PW commented that Keele University is working on a number of activities which will allow the student to feel improved wellbeing with a sense of belonging. • Mental health isn’t just an issue across the FE sector, but generally across young people of today. • JT It would be great to see PA content pulled across the whole programme of activity
4	Minutes of last meeting 16.07.19 <i>Enc. 1</i> - Accepted as a true record by all
5	Reports – discussion by exception <ul style="list-style-type: none"> • KR (Finance and Audit) commented on paragraph 2.4 and 2.5: as SASSOT will be moving to a different structure as of 2020 we will need to consider the purpose and remit of the Finance and Audit Group, and also review the reserves policy. • JT – Highlighted that there has been some staff turnover in the last month. Lee Booth has accepted a contract management role in SBC and Dave Richards has accepted a full time

	<p>role elsewhere. We will not be going out to recruit at this stage.</p> <ul style="list-style-type: none"> The dashboard shows two areas of red. The place based approach continues to be an issue in terms of partners engagement, capacity and skills. STP is currently on hold due to changes in leadership. The Board thanked Lee and David leaving the organization and recognised that this will increase pressure on the remaining members of staff.
6	<p>Staff Showcase – Children and Young People <i>Camilla Denham-White</i></p> <ul style="list-style-type: none"> CDW took the Board through a presentation on the work being carried out in the children and young people area. The board gave their thanks to CDW for her work in this pivotal role.
7	<p>Name Change <i>Naomi Bird and Georgia Phillips</i></p> <p>Following an intensive social media campaign, the most popular name voted for, for the new organisation was ‘Together Active’.</p> <p>DECISION 1 – The Board voted to approve the new organisation name of ‘Together Active’.</p> <p>Key comments</p> <ul style="list-style-type: none"> The name seems flexible and forward facing. The team don’t intend to move away from the existing colour palette. The board feel the need for a modern, fresh icon. RR commented it may be beneficial to consider health / wellbeing within values and guidelines. NB commented that we are looking to trademark the name and if there was any experience of the complexities of trademarking to share it with NB. There will be an announcement by the end of w/c 14th October regarding the name of the new organisation. SASSOT will remain as named until after the new organisation is in place. <p>ACTION 1: HT to organise a half staff and Board away day in two / three months’ time to focus on the brand, values, vision and objectives and communication strategy.</p>
8	<p>Constitution and Trustees <i>Enc. 5 Jane Kracke</i></p> <ul style="list-style-type: none"> Paragraph 4.3 – Initially at least three ‘First Trustees’ are required. <p>DECISION 2 – the Board confirmed they are happy for Malcolm Armstrong, Kimiyo Rickets and Pauline Walsh to act as the three First Trustees.</p> <p>ACTION 2: if there are any other board members who wish to join to increase this to five First Trustees then let JK know by Friday 18th October. By April 2020 we need to identify the full set of 12 trustees.</p> <p>Paragraph 4.4</p> <ul style="list-style-type: none"> The current Board members can become trustees once the organisation changes. Documentation has been shared with the board members in regards to how the role would change. <p>ACTION 3: – <i>Once all board members have read through the relevant documents, please consider whether you are prepared to become a Trustee of the new organisation, and confirm this to Hazell Thorogood (hthorogood@staffordbc.gov.uk) by 30.11.19.</i></p> <ul style="list-style-type: none"> DECISION 3- The Board formally approved the objects of the constitution. DECISION 4 – The Board approved the whole constitution.
9	<p>Pensions <i>Enc. 6</i> <i>Stuart Arnold, Punter Southall Aspire</i> <i>Jude Taylor / Jane Kracke</i></p>

ACTION 4: - HT to send formal note to Lee Mason to convey thank you from the Board.

Stuart Arnold attended to present information on pensions to the board.

- Punter Southall Aspire (PSA) was approved as the group scheme provider, using Aviva. 50% of other independent APs currently use this scheme.
- Aviva offers scheme members 20% off their other insurance products.
- SA advised there is a modeller which staff will be able to use to forecast their own pension.
- CDW agreed the flexibility would be a good option for staff.
- TC commented that staff might not save as much as they might have done within the LPGS scheme. A review was suggested for staff to understand what their contributions would mean for their overall forecast.
- SA confirmed there isn't a cost if there are changes to the level of contributions.
- JK commented that feedback to the organisation is that the staff are key in terms of level of skill and knowledge and they would appreciate this is recognised.
- Thanks to JK for undertaking the financial modelling

DECISION 5 – The Board agreed that Punter Southall Aspire / AVIVA can be the pension provider.

Key Comments

- The liability reduces naturally over time due to staff turnover.

DECISION 6 – the below contribution scheme was agreed for existing staff.

- Staff have the flexibility to put more in to the fund if they choose to.

Employer contribution	Employee contribution	Total contribution
16.8%	5%	21.8%
14.8%	4%	18.8%
12.8%	3%	15.8%
10.8%	2%	12.8%
Based on total salary		

DECISION 7 – The board agreed the below scheme for new staff.

New employees

Automatic enrolment compliant contribution

Employer contribution	Employee contribution	Total contribution
8%	5%	13%
7%	4%	11%
6%	3%	9%
Based on total salary		

ACTION 5: - The decision is to be written down for the purposes of communicating to staff.

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Date of next meeting(s)

- Tuesday 21st January 2020, 2pm, Stafford BC
- Tuesday 21st April 2020, 2pm, Stafford BC
- Tuesday 14th July 2020, 2pm, Stafford BC
- Tuesday 20th October 2020, 2pm, Stafford BC

Actions	Owner	Date
1. HT to organise a half staff and board away day in two – three months' time to focus on the brand / values vision and objectives and communication strategy.	HT	21.01.2019
2. If any other board members wish to join the trustees to increase to five trustees, then let JK know by Friday 18 th October 2019	ALL	18.10.2019
3. Once all board members have read through the relevant documents, please consider whether you are prepared to become a Trustee of the new organisation, and confirm this to Hazell Thorogood (hthorogood@staffordbc.gov.uk) by 30.11.19.	ALL	30.11.2019
4. HT to send formal note to Lee Mason to convey thank you from the board.	HT	
5. The pension decision is to be written down for the purposes of communicating to staff.	JT	

Decisions

1. The Board voted to approve the new organisation name of 'Together Active'.
2. The Board confirmed they are happy for Malcolm Armstrong, Kimiyo Rickets and Pauline Walsh to be fulfill the roles of trustees.
3. The Board formally approved the objects of the constitution.
4. The Board approved the whole constitution.
5. The Board agreed that Punter Southall Aspire / AVIVA can be the pension provider.
6. The Board agreed the below contribution scheme for existing staff.

Employer contribution	Employee contribution	Total contribution
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Prepared By:	Date	Checked By	File Code
Hazell Thorogood	16.10.2019	Malcolm Armstrong	Board Minutes 15.10.19