

Meeting Minutes

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA)	Chair	- Rebecca Roberts	Core Team
Angela Dale (AD)	Keele University	- Cllr. Mark Deaville (MD)	
Jane Kracke (JK)	Chief Operating Officer, SASSOT	- Derek Peters	
Jude Taylor (JT)	Director, SASSOT	- Kimiyo Rickett	
Prof. Pauline Walsh (PW)	Independent	- Toyin Higgs	
Hazell Thorogood (HT)	Office Manager	- Ian Kelsall	
Jonathan Topham (JTT)	Public Health Staffordshire		
Tim Clegg (TC)	Stafford Borough Council		
Naomi Bird (NB)	SASSOT		
Alistair Fisher (AF)	Board Representative		

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	Minutes of last meeting 15.10.19 - Accepted as a true record by all
4	<p>It was noted that Angela Dale and Ian Kelsall are stepping down as members of the Board. The Board would like to pass on their thanks for their hard work and contribution.</p> <p>Reports – discussion by exception</p> <p>Chair’s Actions: Malcolm Armstrong</p> <ul style="list-style-type: none"> - MA has conducted 9 121’s, attended a goodbye meal for Sarah Bixter and had an introductory meeting with Marie Jenkins. - MA has spent 2 days at Sport England. - Attended the FAG /GAG and PALS meetings. - Attended a Sport England Webinar. - A calendar of events will be sent out to the Board members. <p>The School Games will be held on the 26th June 2020 at Keele University. Camilla Denham-White has requested if possible, four trustees to attend to mingle with the VIP session.</p> <p>ACTION 1: HT to add support for the team and the wider organisation to the next Board agenda.</p> <p>Chair’s Advisory Group</p> <ul style="list-style-type: none"> - The next CAG is to be held in April 2020, the meeting may be reviewed after this. <p>PALS (Formerly SLCOF)</p> <ul style="list-style-type: none"> - Sport England are attending the April 2020 PALS meeting to discuss strategic planning guidance: this meeting has been opened up to the West Midlands.

Finance & Audit Group Enc. 2

- The five year forecast has been amended slightly to ensure SE funds are fully utilised.
- The next FAG will review the liabilities and deficit and look ahead to generate opportunities for funding.
- Risk Register: new posts will be recruited to from 1st April; there are currently capacity issues within the team. Ben Holland is moving onto a new role. The Board thanks Ben for his long service and huge contribution.
- JT suggested potentially increasing hours to full time until the end of March 2020.
DECISION 1: The Board agreed JT can increase hours to assist with this transitional period.
- **Reserves Policy:** the FAG have approved the Reserves Policy.
- A three partner drop in funding has been built in which would need to be adjusted if the rate of dropout worsened.
- Building in 3 months' worth of employment costs does affect the deficit.
- **DECISION 2:** The Board approved the reserves policy.

Governance & Appointments Group Enc. 3

- The majority of Board members have agreed to become Trustees. There are two, possibly three vacancies.
- A skills audit was carried out last year which pointed to a need for experience in commercial acumen, income generation, and accounting and audit in newly recruited trustees.
- Recruitment packs are to be shared shortly.

ACTION 2: All to share recruitment packs with their own networks to contacts with the relevant skills to become trustees.

- Screening Policy: Together Active would ask new potential trustees for two references, a declaration of interest and a code of conduct.

DECISION 3: The Board approved the Screening Policy

Tier 3 Compliance: Together Active will be required to go through the entire process as a new organisation. There will be an internal review in Jan 2021 and an external review in 2022.

Board of Trustees Working Procedures: This contains the operational detail of the Board and compliments the constitution.

DECISION 4: The Board approved the Board of Trustees Working Procedures

JK has been invited to sit on a governance review panel for Sport England. The Board gave their congratulations to Jane.

Director and Chief Operating Officer Report Enc. 4

- SE will be holding a 1 day workshop with SASSOT as part of their PMIF Quality Assurance process.
- The morning session will monitor progress against the improvement plan.
- The PM session will be a deep dive activity potentially focusing on our strategic direction over the next four years.

Funding is confirmed from: SCC/SMDC/CCDC/LDC/ESDC/SBC. Discussions are ongoing with SOTC and NULBC who have confirmed the budget has been accounted for but needs to be finalised.

- There are consultation events being ran in conjunction with the SE improvement framework: the focus seems to be on in-actives.
- As an organisation we need to be agile to a PBA mandate.
- The abolition of the sugar tax would have a profound negative impact on investment in school

	<p>sport.</p> <p>Independence Working Group Enc. 5</p> <ul style="list-style-type: none"> - Thanks to the IWG for their hard work and contribution. - The working group is ongoing. - The constitution was changed based on the Charity Commission's feedback. This was approved and Together Active is now a formal charity. - DECISION 5: The Board formally approved the constitution change. - The Board discussed the Judges Residency / Entrust as new office options. The Judges residency would mean the team is split across a series of rooms and has no disabled access. - DECISION 6: The Board agreed Entrust is currently the preferred office option pending cost negotiation. A larger room is currently being scoped out. - A date has been set to review if the organisation has finalised all plans and can transition: Friday 21st Feb 2020. -
5	<p>Staff Showcase – Open Data – Naomi Bird NB presented slides on the Open Data Project</p> <ul style="list-style-type: none"> - ACTION 3: AF to check if SOTCC have a physical activity platform and to share with NB. - The Board discussed promoting the open data information at the BUCS Physical Activity Board via Angela. - 80% of universities use Gladstone. If a provider uses Gladstone there is a £5k cost to upgrade to be open data compliant. - The brand can be localised where required. - A widget could link into the 'MyStaffs' App. - The incentive to gather the data is free advertising. - The Board discussed the need for quality assurance and/or Kitemarks. - Any timetable information is linked to booking systems not static webpage information. - Smaller organisations could struggle to feed in changes. - IMIN cleans the data before entering into the tool. - ACTION 4; Please can all endeavour to champion the Open Data project within your own networks.
6	<p>Stakeholder Satisfaction Survey – Naomi Bird</p> <ul style="list-style-type: none"> - The net promoter score was 40%. The national benchmark is 45%. - Overall feedback was very positive. - There is mop up activity happening to capture feedback from key partners who didn't take part in the survey.
7	<p>Board Sub Groups – Jude Taylor</p> <ul style="list-style-type: none"> - There will be one more CAG in April. - There are two, potentially three vacancies on the Board to become trustees. - A new remunerations committee has been set up to work in conjunction with HR support. - A scrutiny committee has been added to ensure all are happy with the quality and direction of the work, with rotating members dependent on the subject.
8	<p>Dates of Independence – Jude Taylor Provisional transition date: 1st April.</p>
9	<p>Date of next meeting(s) – Please note, venues may change from April onwards: this will be communicated and new invites will be sent.</p> <ul style="list-style-type: none"> • 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 add support for the team and the wider organisation to the next Board agenda	HT	21.04.20
2. All to share recruitment packs with their own networks to contacts with the relevant skills to become trustees.	ALL	21.02.20
3. AF to check if SOTC have a physical activity platform and to share with NB.	AF	21.04.20
4. Please can all endeavour to champion the Open Data project within your own networks.	ALL	21.04.20

Decisions

DECISION 1: The Board agreed JT can increase hours to assist with this transitional period
DECISION 2: The Board approved the Reserves Policy.
DECISION 3: The Board approved the Screening Policy.
DECISION 4: The Board approved the Constitution.
DECISION 5: The Board approved the Constitution change due to the Charity Commission feedback.
DECISION 6: The Board agreed Entrust is currently the preferred office option pending cost negotiation.

Prepared By:	Date	Checked By	File Code
Hazell Thorogood	21.01.20	Malcolm Armstrong	Board Minutes 21.01.20