

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong Jane Kracke (JK) Kimiyo Rickett (KR) Jude Taylor (JT) Jonathan Topham (JTT)	Chair Chief Operating Officer Senior Independent Director Chief Executive Board member	Hazell Thorogood	Board

Meeting Minutes

No.	Item Topic
1.	Apologies: as above
2.	Declarations of Interest – as in previous minutes
3	Minutes of Last Meeting & Matters Arising The minutes were agreed as an accurate record.
4	Tier Three Compliance (Enclosure 2) <ul style="list-style-type: none"> - An updated version of the Tier Three Action Plan was circulated. It has been colour-coded to identify those criteria that are Met (Green), those that are partially met, or won't take much work to meet (Amber – target 30.11.20 for completion) and those that require more in-depth work (Red – Equality and Diversity) - The Group agreed that this area of work should be properly reviewed rather than just meeting the criteria - Action 1: full review of equality and diversity across the organisation to take place
5	Annual Governance Statement <ul style="list-style-type: none"> - This is a Sport England requirement - The group agreed to recommend the Board signs off this document
6	Board / Trustee Self Assessment (Enclosure 3) <ul style="list-style-type: none"> - JK summarised the results from the online survey <ul style="list-style-type: none"> o Overall results were positive with the vast majority of responses in the 'Strongly Agree' or 'Agree' categories o However, across the board compared to 2019, there were much less 'Strongly Agrees' o Key questions which need further discussion: <ul style="list-style-type: none"> ▪ Q7 – The Board sets the strategic direction for the organization – 3 'not sure' responses ▪ Q8 – The Board regularly monitors and evaluates progress towards strategic goals – 2 'not sure' responses ▪ Q14 – The Board is sufficiently diverse to make decisions based on the needs of the Active Partnership area – this was the only question with any 'disagree' responses – 2 ▪ Q31 – I am involved and interested in the Board's work – only 12.5% strongly agreed this year, compared to 64% last year - MA talked through the findings from his one-to-one chats with Trustees, which were very positive. Trustees were asked 'how can we improve or develop?'

	- Action 2: Discuss these ideas with the Board
7	Strategy Development <ul style="list-style-type: none"> - JT outlined the timeline for the development of Together Active's new strategy. A consultant, Jane Cockerell, has been engaged to support this process: <ul style="list-style-type: none"> o 20.10.20 – Board and Team session o 02.11.20 – Board session o 03.11.20 – Team session o End Nov – partner consultation sessions x3 o January Board – Draft strategy (principles, delivery mode, priorities) o April Board – Sign off of Strategy and Delivery Plan
6	Board Meeting agenda and format <ul style="list-style-type: none"> - Normal board business to be conducted between 2pm – 2.30pm - Strategy Session 2.30pm – 4.30pm
7	Future meeting dates <ul style="list-style-type: none"> - Tuesday 12th January 2021, 12pm - Tuesday 6th April 2021, 12pm - Tuesday 6th July 2021, 12pm - Tuesday 5th October 2021, 12pm

Actions		Owner	Date
1	Full review of equality and diversity across the organisation to take place	JT / JK	31.03.21
2	Ideas for how the organisation and the Board can improve or develop to be discussed with Trustees	MA	20.10.20

Number	Decision
1	

Prepared By	Date	Checked By	File Code
Jane Kracke	08.10.20	Malcolm Armstrong	Governance Appointments Group Minutes 08.10.20