

Together Active
Board Meeting
20th July 2020, 2.00pm
Via Zoom
Meeting Minutes

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA)	Chair	Mark Deaville	Core Team
Jude Taylor (JT)	Director, SASSOT	Sarah Getley	
Jane Kracke (JK)	Chief Operating Officer, SASSOT	Alistair Fisher	
Kimiyo Rickett (KR)	Senior Independent Director		
Tim Clegg (TC)	Stafford Borough Council		
Derek Peters (DP)	Board Member		
Rebecca Roberts (RR)	Board Member		
Toyin Higgs (TH)	Board Member		
Sharon Heath (SH)	Board Member		
Jonathan Topham (JTT)	Board Member		
Hazell Thorogood (HT)	Office Manager		

No.	Item Topic
1.	Apologies As above
2.	Declarations of Interest Jane Kracke, Jude Taylor, and Hazell Thorogood as employees of Together Active.
3	Minutes of Last Meeting – All agreed the minutes were an accurate record Accurate record – actions complete.
4	<p>Dissolution of SASSOT Board</p> <ul style="list-style-type: none"> The Board confirmed that the Novation Agreements between Sport England, Stafford Borough Council and Together Active have been signed, transferring any current funding awards and associated responsibilities from Stafford BC to Together Active. The Board confirmed that the balance of SASSOT's accounts with Stafford BC has been transferred to Together Active The Board passed a resolution to wind up the SASSOT Independence Working Group, all transfer-related work being completed. <p>Decision 1 – The Board passed a resolution to dissolve the SASSOT Board and to transfer all remaining undertakings from SASSOT to Together Active</p>
5	<p>Reappointment of Chair and two trustees</p> <p>Alistair Fisher and Jonathan Topham have both reached the end of their terms but would like to continue. The Chair, Malcolm Armstrong has also reached the end of his term and would like to continue.</p> <p>Decision 2 – the Board agreed to continue AF and JT's terms as Trustees. Decision 3 – with MA not in attendance, KR discussed with the team if they were happy for the chair to continue his term – all agreed for MA to continue in another term as Chair of the Board.</p>

6	<p>Reports (discussion by exception)</p> <p>Chair's Actions <i>Enc. 2</i> PALS <i>Enc. 2</i></p> <p>Finance & Audit Group <i>Enc. 3</i> –</p> <ul style="list-style-type: none"> • The Together Active 5-year forecast is much improved however long term still needs focus. • The Board approved the Five-year forecast, Q2 budget v actuals and the Risk Register. • MA noted the Board's thanks to the subgroup for the improvements and progress made in this area. <p>Decision 4 – Appointment of an auditor – The recommendation is to appoint Crowe UK LLP as Together Active's auditor: MA/KR noted their thanks to JK on the price negotiation and expertise from SH.</p> <p>Governance & Appointments Group <i>Enc. 4</i></p> <ul style="list-style-type: none"> • The Board intends to have a full review of equality and diversity over the next 6 months. <p>Decision 5 - the Board agreed to develop Together Active's Equality and Diversity statement.</p> <p>MA noted the individual discussions he had with each Board member was very useful in addition to the improvement suggestions. The intention is to arrange an informal zoom catch up in between Board meetings.</p> <p>Decision 6 – The Board approved the Governance statement 2019/ 2020</p> <p>Chief Executive and Chief Operating Officer Report <i>Enc. 5</i></p> <p>Independence Working Group – no report as covered within Enclosure 6</p>					
7	<p>Dates & times of future meetings – Method (i.e. Virtual / Face to face, TBC)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Board 2-4pm</td> </tr> <tr> <td style="text-align: center;">Tuesday 26th Jan 2021</td> </tr> <tr> <td style="text-align: center;">Tuesday 20th April 2021</td> </tr> <tr> <td style="text-align: center;">Tuesday 20th July 2021</td> </tr> <tr> <td style="text-align: center;">Tuesday 19th October 2021</td> </tr> </table>	Board 2-4pm	Tuesday 26th Jan 2021	Tuesday 20th April 2021	Tuesday 20th July 2021	Tuesday 19th October 2021
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Actions	Owner	Date
HT to arrange an informal zoom catch up in between Board meetings.	HT	Nov 2020

Decisions
Decision 1- the SASSOT Board was dissolved.
Decision 2- the Board agreed to continue AF and JT's terms as Trustees.
Decision 3- the Board agreed to continue MA's term as Chair of the Board
Decision 4 - Appointment of an auditor – The recommendation is to appoint Crowe UK LLP as Together Active's auditor.
Decision 5 - the Board agreed to develop the Equality and Diversity statement.
Decision 6 - The Board approved the Governance statement 2019/2020

Prepared By:	Date	Checked By	File Code
Hazell Thorogood	22.10.20	Malcolm Armstrong	Board Minutes 22.10.20