

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong Jane Kracke (JK) Kimiyo Rickett (KR) Jude Taylor (JT) Hazell Thorogood (HT)	Chair Chief Operating Officer Senior Independent Director Chief Executive Office Manager	Jonathan Topham	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 & 3) <ul style="list-style-type: none"> - JK submitted Tier 3 evidence early Feb and this was confirmed as received. - Sport England will update on the code at the end of April.
5	Equality, Diversity and Inclusion <ul style="list-style-type: none"> - TA held the first EDI working group. - The first race code assessment was held on Thursday and it was a very involved process, with some interesting conversations however the group discussed the agenda for TA and EDI is much wider. - We need to ensure Stoke is considered. - Three meetings are agreed. - It was recommended we include a section on diversity of the Board and team in the annual report.
6	Strategy Launch and Annual Delivery Plan <ul style="list-style-type: none"> - Is now ready to be designed and ready for the launch on the 27th of April. - There will be a session from a Hoop Skills representative (recipient of TIF Funding) and a Mental Health Session. - We need to ensure at the next Board that we minute if the Board are satisfied with the strategy. - MA noted his thanks for the work done on the strategy up to date. - The Board drop-in sessions have generated some good conversations. - HT to add all significant meeting dates to Board section of the website and send to KR and MA. - KR suggested storyboards at the end of each year in line with the delivery plan to show qualitative impact.
7	Representational Voice <ul style="list-style-type: none"> - How are we making sure that anything we fund or deliver meets the needs of our priority audiences? - Rename 'consultation' to 'engagement'. - Seed funding to allow organisations to do the 'pre-engagement' i.e. provide refreshments for engagement events. - Anything we commission or deliver we need to ensure that voice is key. - The group discussed a 'Youth Board' – and ensuring the young people that don't have a

	<p>voice are included.</p> <ul style="list-style-type: none"> - Before this takes place the CYP Active places Manager needs to be in role and consideration needs to be given to who would be ideally placed to recruit these young people, and which age group we would be aiming at. - The aim is for this to be up and running by the end of the year. - Interviews for the YPWM post are early May.
8	<p>Partner Satisfaction Survey</p> <ul style="list-style-type: none"> - There was a lower response rate this year however the net promoter score has risen from 40% to 50% (we cannot yet see how we compare to other active partnerships).
9	<p>Board Meeting agenda and format (Enclosure 4)</p> <ul style="list-style-type: none"> - All agreed the Board agenda.
10	<p>Future meeting dates</p> <ul style="list-style-type: none"> - Tuesday 6th July 2021, 12pm - Tuesday 5th October 2021, 12pm

Actions		Owner	Date
1	<ul style="list-style-type: none"> - HT to add all significant meeting dates to Board section of the website and send to KR and MA. 	HT	20.04.21

Number	Decision
1	

Prepared By	Date	Checked By	File Code
Hazell Thorogood	06.04.21	Malcolm Armstrong	Governance Appointments Group Minutes 06.04.21