

TOGETHER ACTIVE

**Together Active
Board Meeting
26th January 2021
Via Zoom
Meeting Minutes**

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA)	Chair (joined at the end of the session)	Mark Deaville	Core Team
Jude Taylor (JT)	CEO, Together Active	Sarah Getley	
Jane Kracke (JK)	Chief Operating Officer	Pauline Walsh	
Kimiyo Rickett (KR)	Chair for this meeting	Rebecca Roberts	
Tim Clegg (TC)	Senior Independent Director		
Derek Peters (DP)	Board Member		
Toyin Higgs (TH)	Board Member		
Sharon Heath (SH)	Board Member		
Jonathan Topham (JTT)	Board Member		
Hazell Thorogood (HT)	Office Manager		
Jane Cockerell (JC)	Omniada Consulting		
Jackie Brennan (JB)(for second half of the meeting)	TA Team Member		
Charlotte Smith (CS)	TA Team Member		
Lijana Kaziow (LK)	TA Team Member		

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
4	Reappointment of two trustees Decision 1: The reappointment of two trustees was approved – KR and RR
5	Strategy Development (Documents enclosed separately) JT introduced the strategy summary document, and the Board broke into three groups with three key discussion points. *Notes included on strategy google document*
6	Equality, Diversity and Inclusion (Jude Taylor and Jackie Brennan) - JT presented slides on Black Lives Matter and equality diversity and inclusion.

- All agreed we as an organisation are at the pragmatic stage.

The race code is a model being proposed across all Active Partnerships in the West Midlands, developed by Karl George. It encompasses four principles:

- Reporting – being transparent and accessible to all.
- Action – what brings change is action.
- Composition – a series of indicators that provide a measure of progress or lack of.
- Education and attainment network

The code sets a number of things that Must/ Could or Should be done: –i.e. Must: Clear reporting etc. / Should: publicly available anti-racism statement / Could: document what steps you have taken to improve ethnic diversity.

£1500 cost. **Decision 2:** The Board agreed to undertake the Race Code.

The response would be adapted due to the size of the organization.

TH would like to be the sponsor and we will set up a working group.

Action 1: We would like to request volunteers for the Equality Diversity and Inclusion sub-group (dates and times below). Please can anyone who would like to be involved contact HT. The time commitment will be quarterly meetings for 2 hours each.

- Mon 29th March 10 – 12noon
- Tues 22nd June 12 – 2pm
- Mon 20th Sept 12 – 2 pm
- Tues Dec 14th 12 – 2 pm

7 **Reports (discussion by exception)**

- Chair’s Actions Enc. 2
- PALS Enc. 2 COVID is having a significant impact on income / membership.
- Finance & Audit Group Enc. 3
- **Decision 3:** The Board confirmed that it delegates authority to FAG to amend existing policies / procedures and adopt new ones as required to prepare for Audit.
- Governance & Appointments Group Enc. 4
- **Decision 4:** The Board approves the Diversity in Governance and Leadership action plan, and that the opening statement can be published on the ‘Governance and the Board’ section of our website.
- Chief Executive and Chief Operating Officer Report Enc. 5
- Office space: there were two options, a Staffordshire University site in Stafford, or the Hub in Stafford. The recommendation is to rent office space at the Hub.
Decision 5: Subject to contracts the Board approved renting office space at The Hub from April.

8 **Dates & times of future meetings – Method (i.e., Virtual / Face to face, TBC)**

Board 2-4pm
Tuesday 20th April 2021
Tuesday 20th July 2021
Tuesday 19th October 2021

Actions	Owner	Date
Action 1: We would like to request volunteers for the Equality Diversity and Inclusion sub-group – please can anyone who would like to be involved contact HT.	ALL	Feb 2021

Decisions
Decision 1: The reappointment of two trustees was approved – KR and RR
Decision 2: The Board agreed to join the Race Code.
Decision 3: The Board confirmed that it delegates authority to FAG to amend existing policies / procedures and adopt new ones as required to prepare for Audit.
Decision 4: The Board approves the Diversity in Governance and Leadership action plan, and that the opening statement can be published on the ‘Governance and the Board’ section of our website
Decision 5: Subject to contracts the Board approved renting office space at The Hub from April.

Prepared By:	Date	Checked By	File Code
Hazell Thorogood	26.01.21	Kimiyo Rickett	Board Minutes 26.01.21