

# TOGETHER ACTIVE

**Together Active  
Board Meeting  
20<sup>th</sup> April 2021  
Via Zoom  
Meeting Minutes**

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA)	Chair	Mark Deaville	Core Team
Jude Taylor (JT)	CEO, Together Active	Toyin Higgs	
Jane Kracke (JK)	Chief Operating Officer		
Kimiyo Rickett (KR)	Senior Independent Director		
Tim Clegg (TC)	Board Member		
Sharon Heath (SH)	Board Member		
Pauline Walsh (PW)	Board Member		
Sarah Getley (SG)	Board Member	No response: Derek Peters	
Rebecca Roberts (RR)	Board Member		
Alistair Fisher (AF)	Board Member		
Jonathan Topham (JTT)	Board Member		
Hazell Thorogood (HT)	Office Manager		
Jackie Brennan (JB)	TA Team Member		

No	Item Topic
1.	<b>Apologies &amp; Introductions</b> As above
2.	<b>Declarations of Interest</b> Jane Kracke, Jude Taylor, and Hazell Thorogood as employees of Together Active.
3	<b>Minutes of Last Meeting</b> – All agreed the minutes were an accurate record.
4	<b>Reappointment of two trustees (DP and PW)</b> <ul style="list-style-type: none"> <li>- PW has agreed to serve another 3-year term as a trustee on the Board, and this was approved by the Board (<b>Decision 1</b>).</li> <li>- <b>ACTION 1:</b> MA to chase DP regarding his decision.</li> <li>- MD has cabinet meetings on Tuesday afternoon and was enquiring if he could be excepted from the meetings which clash with the Board. <b>ACTION 2:</b> JT to chase.</li> </ul>
5	<b>Equality, Diversity and Inclusion (Jackie Brennan)</b> <ul style="list-style-type: none"> <li>- An EDI subgroup has been set up, chaired by TH to explore our diversity and inclusion approach as a Board and an organisation.</li> <li>- The group are seeking an additional member. <b>RR &amp; SG agreed to join this group.</b></li> <li>- <b>Decision 2</b> - The Board agreed the ED&amp;I Terms of Reference (next reviewed in 3 years).</li> </ul>

	<ul style="list-style-type: none"> <li>- The Board agreed to hold a staff and Board drop-in session to discuss ED&amp;I at the next informal Zoom session.</li> <li>- <b>Decision 3</b> - The Board agreed to receive quarterly RAG progress reports.</li> <li>- The subgroup is developing an ED&amp;I framework which they would like to discuss at a staff and Board half-day away day (the Board agreed to hold this session).</li> <li>- The subgroup is focusing on an inclusion network and the Race Code and hope to adopt the final approach by the end of the year.</li> </ul>
<b>6</b>	<p><b>Partner Satisfaction Survey (Jane Kracke)</b></p> <ul style="list-style-type: none"> <li>- Administered by the Active Partnership network (7<sup>th</sup> year running)</li> <li>- Much more of a bespoke approach, less responses but more in-depth comments as the people who were targeted work closely with the organisation.</li> <li>- The net promoter score has increased.</li> <li>- The Board reviewed several comments made by the participants of the survey.</li> <li>- Overall the feedback is positive.</li> <li>- The Board discussed that the comments around communication are very positive - well done to CS.</li> </ul>
<b>7</b>	<p><b>Staff showcase – Cannock Chase: Commonwealth Games and Wayfinding Project (Jude Taylor and Jackie Brennan)</b></p> <ul style="list-style-type: none"> <li>- JB presented slides on the above subject.</li> <li>- A clear vision and positioning from the Board drove forward areas of development effectively.</li> <li>- The timescale for the project is 18 months to 2 years.</li> <li>- There is a need to factor in digital inequality.</li> </ul>
<b>8</b>	<p><b>Reports (discussion by exception)</b></p> <ul style="list-style-type: none"> <li>• <b>Chair’s Actions</b></li> <li>• <b>PALS</b></li> <li>• <b>Finance &amp; Audit Group</b> <ul style="list-style-type: none"> <li>- <b>Decision 4</b> The Board agreed the 2021-22 Budget.</li> <li>- <b>Decision 5</b> Board agreed to adopt the Risk Management Policy and Risk Register – the Board will go through the Risk Register in detail in the October meeting.</li> <li>- <b>Decision 6</b> Board agreed to adopt the Remuneration Policy.</li> <li>- <b>Decision 7</b> Board agreed to request a review of the pension scheme provider every two years.</li> </ul> </li> <li>• <b>Governance &amp; Appointments Group</b> <b>Decision 8</b> The Board formally approved the new strategy.</li> <li>• <b>Chief Executive and Chief Operating Officer Report</b> <ul style="list-style-type: none"> <li>- We have secured a new office space.</li> <li>- Two new vacancies are being advertised relating to the OSF facilities fund.</li> <li>- MA and KR held wellbeing conversations with the staff team.</li> <li>- £635,300 has been raised in the last year.</li> </ul> </li> <li>• <b>Safeguarding Policies</b> The safeguarding policies will be circulated for approval following the meeting, <b>ACTION 3:</b> All please to review and provide comments (if any) for sign off.</li> </ul>
<b>9</b>	<p><b>Future format of Board Meetings; virtual or F2F</b></p>

	- The Board discussed whether to hold meetings in the future virtually or face to face; the group decided to investigate other solutions which would allow a mix of virtual and face to face Board members at any meeting.												
<b>10</b>	<b>Dates &amp; times of future meetings</b> <table border="1" style="margin-left: 20px;"> <tr> <td><b>Board 2-4pm</b></td> <td><b>Informal sessions 5-6pm</b></td> </tr> <tr> <td>(Informal Drop in) Tuesday 1<sup>st</sup> June</td> <td></td> </tr> <tr> <td>Board - Tuesday 20th July 2021</td> <td></td> </tr> <tr> <td>(Informal Drop in) Tuesday 7<sup>th</sup> September</td> <td></td> </tr> <tr> <td>Board - Tuesday 19th October 2021</td> <td></td> </tr> <tr> <td>(Informal Drop in) Tuesday 7<sup>th</sup> December</td> <td></td> </tr> </table>	<b>Board 2-4pm</b>	<b>Informal sessions 5-6pm</b>	(Informal Drop in) Tuesday 1 <sup>st</sup> June		Board - Tuesday 20th July 2021		(Informal Drop in) Tuesday 7 <sup>th</sup> September		Board - Tuesday 19th October 2021		(Informal Drop in) Tuesday 7 <sup>th</sup> December	
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Actions	Owner	Date
<b>ACTION 1:</b> MA to chase DP regarding his decision on being reappointed as a Trustee.	MA	
<b>ACTION 2:</b> MD has cabinet meetings Tuesday afternoon and was going to check if he could be excepted for those meetings which clash with the Board. JT to chase.	JT	
<b>ACTION 3:</b> All please to review and provide comments on the Safeguarding policies for sign off.	ALL	

Decisions
Decision 1 The reappointment of Pauline Walsh as a trustee was approved by the Board
Decision 2 The Board agreed the ED&I Terms of Reference (next reviewed in 3 years).
Decision 3 The Board agreed to receive quarterly ED&I RAG progress reports.
Decision 4 The Board agreed the 2021-22 Budget.
Decision 5 The Board agreed to adopt the Risk Management Policy and Risk Register
Decision 6 The Board agreed to adopt the Remuneration Policy
Decision 7 The Board agreed to request a review of the pension scheme provider every two years
Decision 8 The Board formally approved the new strategy.

Prepared By:	Date	Checked By	File Code
Hazell Thorogood	20.4.21	Malcolm Armstrong	Board Minutes 20.04.21