

# TOGETHER ACTIVE

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

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA)	Chair	Sharon Heath	Core Team
Jude Taylor (JT)	CEO, Together Active	Jonathan Topham	
Jane Kracke (JK)	Chief Operating Officer	Mark Deaville	
Kimiyo Rickett (KR)	Senior Independent Director		
Tim Clegg (TC)	Board Member		
Pauline Walsh (PW)	Board Member		
Sarah Getley (SG)	Board Member		
Rebecca Roberts (RR)	Board Member		
Alistair Fisher (AF)	Board Member		
Hazell Thorogood (HT)	Office Manager		
Jackie Brennan (JB)	TA Team Member		
Chris Apperley (CA) (First item only)	Crowe LLP		
Toyin Higgs (TH)	Board Member		

No	Item Topic
1	<b>Apologies &amp; Introductions</b> As above
2	<p>Audit Report, Trustees' Report and Annual Accounts (CA)</p> <ul style="list-style-type: none"> <li>The audit went smoothly and all queries were answered satisfactorily.</li> <li>The trustees report was prepared to a high standard. In subsequent years it may not need the same level of detail.</li> <li>There were no monetary errors (£500) and no adjustment needed to the accounts.</li> <li>The only recommendation was to draw up an anti-bribery policy.</li> <li>The controls are well documented and are being followed as they should.</li> <li>Fraud and irregularity - The Board hold the ultimate responsibility to make sure there are sufficient controls in place. Crowe found no instances of fraud.</li> <li>Going Concern. Management have prepared a five-year forecast which Crowe reviewed and no issues were found.</li> <li>It is the Trustees responsibility as a Board to review these forecasts and confirm if they are content with management's conclusions.</li> <li>The Board passes their thanks onto Crowe, Jane for her outstanding commitment to this process and to Hazell.</li> <li>This audit is driven at fulfilling the statutory requirements but is also tailored to the organisation.</li> </ul>

	<ul style="list-style-type: none"> <li>Extended assurance work could take place if there is a particular issue which arises.</li> <li>The Trustees agree with the Going Concern assessment</li> <li>The Trustees are happy for the Trustees' Report and Final Accounts to be signed off. Electronic signatures are accepted</li> <li>Trustees are happy for the Letter of Representation to be signed and that they agree within the 18 statements within it.</li> <li>The Board agreed to add any items of concern or focus for the audit to the FAG agenda as an ongoing item and add to the Board agenda prior to the next audit</li> </ul> <p>The audit is officially finalised for 2021.</p>
<b>3</b>	<p><b>Declarations of Interest</b> Jane Kracke, Jude Taylor, and Hazell Thorogood as employees of Together Active CCDC have asked TC to act as Chief Executive for the next 12 months.</p>
<b>4</b>	<p><b>Minutes of Last Meeting</b> – All agreed the minutes were an accurate record.</p>
<b>5</b>	<p><b>Reappointment of two trustees</b></p> <ul style="list-style-type: none"> <li>Tim Clegg and Derek Peters. Both trustees agreed to re-stand for a second term, which was accepted by the Board.</li> </ul>
<b>6</b>	<p><b>Staff showcase – Opening School Facilities (Jackie Brennan)</b></p> <ul style="list-style-type: none"> <li>JB presented slides on the OSF project.</li> <li>Thanks to Lijana and Luke for their hard work in getting this project up and running.</li> <li>This has given us access to a network of facilities we will be able to work with in future.</li> <li>The impact of the delayed funding has been fed back to Sport England. This affected several active partnerships.</li> </ul>
<b>7</b>	<p><b>Representational Voice</b></p> <ul style="list-style-type: none"> <li>The Board discussed examples of best practice of how we understand and hear the voice of the people we are trying to affect change for.</li> <li>Post Covid things will need to be operated differently – can we draw examples from other sectors such as culture?</li> <li>PW suggested connecting with Keele University who have had extensive experience of working with stakeholder groups</li> <li>A youth panel was suggested; there are already various youth panels across Staffordshire and Stoke-on-Trent however they normally tend to provide feedback on very specific areas.</li> <li>Draw on existing networks and groups.</li> <li>JT to map solutions against what we need to achieve.</li> </ul>
<b>8</b>	<p><b>Reports (discussion by exception)</b></p> <ul style="list-style-type: none"> <li>Chair's Actions</li> <li>PALS</li> <li>Finance &amp; Audit Group</li> <li>The Board agree to FAG's request for delegated authority to agree how to invest a proportion of Together Active's reserves</li> <li>The Board agreed to increase the hours of two staff members as recommended by FAG</li> <li>Governance &amp; Appointments Group <ul style="list-style-type: none"> <li>PW agreed to become a member of the Governance and Appointments Group.</li> </ul> </li> <li>Equality, Diversity and Inclusion Group <ul style="list-style-type: none"> <li>The Race Equality Code is ongoing and progressing</li> <li>The Board and staff drop-in session went particularly well.</li> </ul> </li> </ul>

- Chief Executive and Chief Operating Officer Report
    - We are currently looking at the return to the office and how to do this safely.
  - Safeguarding Policies
  - The Board are happy to adopt both the Adult and Children Safeguarding Policies
- We are currently applying for Sport England funding which would provide the opportunity to have a set amount each year for 5 years. This is to be submitted by 7<sup>th</sup> August.
- 1<sup>st</sup> Phase – Information in the diagnostic tool
  - 2<sup>nd</sup> Phase - Phase two will include evidencing alignment of strategies and delivery plans with UTM, this will take place between September and December.
- The first draft of documentation will be complete by 26<sup>th</sup> July and circulated to the Board. HT to set up a drop in session on Monday 2<sup>nd</sup> August 4:30pm for Board members to provide their feedback.

## 9 2021 Meetings

All agreed to hold the next Board meeting virtually and agreed the below dates for 2022.

Finance and Audit & Governance and Appointments Group	Tuesday 11th January	11am and 12pm	
Board	Tuesday 25th January	2-4pm	
Informal Board drop in	Tuesday 1st March	4:30-5:30pm	
Finance and Audit & Governance and Appointments Group	Tuesday 5th April	11am and 12pm	*Earlier due to Easter Holidays*
Board	Tuesday 26th April	2-4pm	
Informal Board drop in	Tuesday 7th June	4:30-5:30pm	
Finance and Audit & Governance and Appointments Group	Tuesday 12th July	11am and 12pm	
Board	Tuesday 19th July	2-4pm	*Earlier due to Summer Holidays*
Informal Board drop in	Tuesday 13th September	4:30-5:30pm	
Finance and Audit & Governance and Appointments Group	Tuesday 11th October	11am and 12pm	
Board	Tuesday 18th October	2-4pm	*Earlier due to half term*
Informal Board drop in	Tuesday 29th November	4:30-5:30pm	

## 10 Dates & times of future meetings

**Board 2-4pm Informal sessions 5-6pm**

Board - Tuesday 19th October 2021

(Informal Drop in) Tuesday 7<sup>th</sup> December

Actions	Owner	Date
The Board agreed to develop an anti-bribery policy	JT/JK	
Add any items of concern or focus for the audit to the FAG agenda as an ongoing item and add to the Board agenda prior to the next audit	HT	
Representational Voice -JT to map solutions against what we need to achieve.	JT	
Set up a Board drop-in session for Monday 2 <sup>nd</sup> August at 16:30	HT	

## Decisions

1. The Trustees agree with the Going Concern assessment
2. Trustees are happy for the Trustees' Report and Final Accounts to be signed off.
3. Trustees are happy for the Letter of Representation to be signed and that they agree within the 18 statements within it.

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|---|
| 4. The Board agree to FAG's request for delegated authority to agree how to invest a proportion of Together Active's reserves |
| 5. The Board agreed to increase the hours of two staff members as recommended by FAG  |
| 6. The Board are happy to adopt both the Adult and Children Safeguarding Policies   |
| 7. The Board accepted that Tim Clegg and Derek Peters can re-stand as trustees for a second term                              |

<b>Prepared By:</b>	<b>Date</b>	<b>Checked By</b>	<b>File Code</b>
Hazell Thorogood	20.7.21	Malcolm Armstrong	Board Minutes 20.07.21