

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong	Chair	Pauline Walsh	Board
Jane Kracke (JK)	Chief Operating Officer		
Kimiyo Rickett (KR)	Senior Independent Director		
Jude Taylor (JT)	Chief Executive		
Hazell Thorogood (HT)	Office Manager		
Jonathan Topham (JT)	Board Member		

Meeting Minutes

No.	Item Topic
1.	Apologies: as above
2.	Declarations of Interest – as in previous minutes JK JT HT
3	The minutes of the last meeting were confirmed as accurate.
4	Tier Three Compliance (Matters Reserved for the Board - Enclosure 2) <ul style="list-style-type: none"> - It has been requested that we make some amendments to the documentation and add further documents, including Matters reserved for the Board and a Scheme of Delegation. - The group agreed the matters reserved for the Board is a comprehensive view.
5	Equality, Diversity and Inclusion (Enclosure 3) <ul style="list-style-type: none"> - It is recommended that EDI group should now be a formal permanent subgroup of the Board. - The TOR has been changed to reflect this and a recommendation will go to the Board to sign this off.
6	Internal Board Review, including Board Membership and Engagement (Enclosure 4) <ul style="list-style-type: none"> - The group discussed the 2021 Board Self-Assessment Survey which was generally positive (13 positive changes, 4 negative, although 2 of these didn't reflect a true negative change as the response was 'not in a position to comment' and 16 remained static). - Some of the questions need to be broken down and made clearer. - MA is to hold discussions with Board members regarding their responses and to encourage an open and rich discourse in the Board meeting.
7	External Board Review <ul style="list-style-type: none"> - We are required to have an external Board review every 4 years by Sport England. - The group discussed developing capacity at Board level around purpose and strategy. - Compliance aspects which must be adhered to, reduces the time we have left to spend on the actual purpose of the strategy. - Discuss with the external reviewer around how we can focus more on purpose which includes EDI as a Board, whilst also being compliant. - We are looking to receive applications towards the end of November, shortlist and hold an interview process for reviewers, aiming to start the review in January.
8	Board Meeting agenda and format (Enclosure 5) <ul style="list-style-type: none"> - TH's term has come to an end but has agreed to continue. - The group discussed strategy and that there is no explicit 'strategy' item, but key aspects should be linked back to strategy. - The group agreed to keep the staff showcase as this is key for Board / Staff integration - Replace risk register with SE Funding application.

9	Dates for Next Year		
	Governance and Appointments Group	Tuesday 11th January	12noon
	Governance and Appointments Group	Tuesday 5th April	12noon
	Governance and Appointments Group	Tuesday 12th July	12noon
	Governance and Appointments Group	Tuesday 11th October	12noon

Actions		Owner	Date
1			

Number	Decision
1	Formal approval for the EDI group to be a permanent formal subgroup of the Board to go to the next Board meeting.

Prepared By	Date	Checked By	File Code
Hazell Thorogood	05.10.21	Malcolm Armstrong	Governance Appointments Group Minutes 05.10.21