

TOGETHER ACTIVE

Together Active
Board Meeting
19th October 2021
Via Zoom
Meeting Minutes

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA)	Chair, Together Active	Sarah Getley Mark Deaville Tim Clegg Rebecca Roberts	Core Team
Jude Taylor (JT)	CEO, Together Active		
Jane Kracke (JK)	Chief Operating Officer		
Kimiyo Rickett (KR)	Senior Independent Director		
Pauline Walsh (PW)	Board Member		
Alistair Fisher (AF)	Board Member		
Hazell Thorogood (HT)	Office Manager		
Charlotte Smith (CL)	TA Team Member		
Toyin Higgs (TH)	Board Member		
Jonathan Topham (JTT)	Board Member		
Derek Peters (DP)	Board Member		
Sharon Heath (SH)	Board Member		

No	Item Topic
1	Apologies & Introductions As above
2	Declarations of Interest Jane Kracke, Jude Taylor, and Hazell Thorogood as employees of Together Active
3	Minutes of Last Meeting 20.07.21 DP was present and will be added to the minutes. Otherwise, all agreed the minutes were an accurate record.
4	Reappointment of one trustee – Toyin Higgs TH has agreed to stand for another three years and is the lead on the EDI group.
5	Staff showcase – Mental Health (Charlotte Smith) An online mental health conference was held in September with visitors from MIND, SCC, Together We're Better, and WASSPS who discussed key themes around their work with mental health and the mental health framework. WASSPS discussed their approach to mental health and walking football. The workshop broke off into three breakout rooms where the sub-groups discussed key themes of working together, training opportunities and how to work with people with mental health disabilities. The workshop received a high 4.3/5 feedback rating, with the information around the mental health framework and suicide prevention being highlighted as particularly useful. Key comments included: 'very helpful' 'great we are having these conversations' 'more sessions would be useful' 'more focus on some areas'.

	<p>Attendees requested more information on how to implement what they have learnt in the session in their clubs / organisations. Further sessions are planned in conjunction with Mind and other partners.</p> <p>The Cornerstone Project is running again over the October half-term and we are looking at additional partnership opportunities for working with other organisations.</p> <p>The Board acknowledged that mental health is a new area of work for us and a very crowded space generally. CL and CG have been very successful in making the link into the key partners we need.</p> <p>There was a large variety of types of organisations that attended; the aim with our workshops is for clubs to be in a position to identify if an individual is struggling with mental health, to be able to communicate with them in the appropriate way, and to signpost to the best services as a baseline; raising awareness and the issues around mental health.</p> <p>The Board requested an update on the mental health workstream every 6 months and acknowledged the session was very well received and well implemented.</p>
<p>6</p>	<p>Sport England Funding</p> <p>We have formally been invited to apply for £2,679,700.00 for the next 5-year period which is an approximate uplift of £38,000 per annum. Additional monies if we are successful will go toward an insight and learning capacity. We will hear before Christmas 2021 as to if we were successful. Our current strategy aligns well with what Sport England would like to see.</p> <p>The team are initially looking to focus on three ‘obsessions’</p> <ul style="list-style-type: none"> • Learning to Learn • Navigating and Influencing systems • Raising Profile and demonstrating impact <p>In order to develop Board obsessions KR commented the Board needs a shared understanding of these areas. JT to review this going forward.</p> <ul style="list-style-type: none"> • Whilst massive progress has been made since 2017 on TA’s financial position, we are currently still operating on an in-year deficit. The focus will be to produce a balanced budget to the end of 31.03.27 (the current SE funding cycle).
<p>7</p>	<p>Reports (discussion by exception)</p> <ul style="list-style-type: none"> • Chair’s Actions • PALS – The PALS meetings are going well and in addition to a monthly catch up they also have re-established the quarterly meetings. As a group they are looking at how to address the issue of the lack of swimming lessons available for children and young people. SOTC are investigating how to increase swimming opportunities and instill more confidence in parents to take their children swimming. • Finance & Audit Group <ul style="list-style-type: none"> - The Board confirmed they adopt the Procurement Policy - The Board confirmed they adopt the Anti-Bribery Policy - The Board confirmed they adopt the amended Finance and Audit Group Terms of Reference - The Board will be resent a copy of the Whistleblowing Policy. - Derek Peters is the Designated Whistleblowing Lead - The Board will be sent links to a webinar and an online training session on cybersecurity. Trustees are asked to watch / complete these if they feel they need to refresh their knowledge on this subject. • Governance & Appointments Group <ul style="list-style-type: none"> ○ The Board confirmed they adopt the Matters Reserved for the Board document ○ The Board confirmed they adopt the ED&I Group becoming a formal sub-group, and they approved the revised Terms of Reference. ○ Annual Internal Review. The Board agreed to discuss the outcomes of the 121 discussions at the next Board drop in in December.

	<ul style="list-style-type: none"> ○ The Board confirms they give delegated authority to GAG to manage the process of appointing a consultant to carry out the External Review ○ The Board doesn't currently have a safeguarding champion. The Board agreed to await requirements from Tier 3 to understand what is needed from this post before asking the Board for volunteers. ● Equality, Diversity and Inclusion Group ● Chief Executive and Chief Operating Officer Report <ul style="list-style-type: none"> - There have been some staff updates included a new appointee for the Open Data / Active My Way role, Camilla Denham-White has returned from maternity, James Austin who has been covering this role will leave at the end of October and Luke Greenfield left in August, (replaced by Catherine Pendlebury). <p>Section E3 on the ADP dashboard is amber; this is due to the delay in appointing a safeguarding lead, and in receiving a response from Sport England around our Tier 3 submission.</p>												
8	<p>Dates & times of future meetings</p> <table border="1"> <tr> <td>Board</td> <td>Tuesday 25th January 2022</td> <td>2-4pm</td> </tr> <tr> <td>Board</td> <td>Tuesday 26th April 2022</td> <td>2-4pm</td> </tr> <tr> <td>Board</td> <td>Tuesday 19th July 2022</td> <td>2-4pm</td> </tr> <tr> <td>Board</td> <td>Tuesday 18th October 2022</td> <td>2-4pm</td> </tr> </table>	Board	Tuesday 25th January 2022	2-4pm	Board	Tuesday 26th April 2022	2-4pm	Board	Tuesday 19th July 2022	2-4pm	Board	Tuesday 18th October 2022	2-4pm
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Actions	Owner	Date
Representational Voice -JT to map solutions against what we need to achieve. C/F to next meeting	JT	January 2022
JT to review the potential of 'Board obsessions' and next steps	JT	January 2022
The Board will be sent links to a webinar and an online training session on cybersecurity. Trustees are asked to watch / complete these if they feel they need to refresh their knowledge on this subject.	JK	January 2022
The Board doesn't currently have a safeguarding champion. The Board agreed to await requirements from Tier 3 to understand what is needed from this post before asking the Board for volunteers. JK to share requirements.	JK	January 2022

Decisions
1. The Board confirmed they adopt the Procurement Policy
2. The Board confirmed they adopt the Anti-Bribery Policy
3. The Board confirmed they adopt the amended Finance and Audit Group Terms
4. The Board confirmed they adopt the Matters Reserved for the Board document
5. Board confirmed they adopt the ED&I Group becoming a formal sub-group, and they approved the revised Terms of Reference.
6. The Board confirms they give delegated authority to GAG to manage the process of appointing a consultant to carry out the External Review

Prepared By:	Date	Checked By	File Code
Hazell Thorogood	19.10.21	Malcolm Armstrong	Board Minutes 19.10.21