

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

**Meeting Minutes**

No.	Item Topic
1.	<b>Apologies: as above</b>
2.	<b>Declarations of Interest</b> – as in previous minutes JK JT HT
3	<b>The minutes of the last meeting were confirmed as accurate.</b>
4	<p><b>Tier Three Compliance (Enclosure 2)</b></p> <ul style="list-style-type: none"> <li>- The new code has been released with full details.</li> <li>- JK highlighted in yellow on enclosure 2, any differences to the previous version and which may need further work.</li> <li>- We need to comply with the new requirements by December 22</li> <li>- EDI Plans need to be in place by April 2023.</li> <li>- By April 2025 we will be expected to show significant and tangible progress against our EDI plans</li> </ul> <p><b>ACTION 1:</b> JK will create an action plan to map out the actions needed.</p>
5	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>- Safeguarding training is due for the team: a face-to-face session would be preferable, and this is being arranged.</li> <li>- Safeguarding for the Board: some form of training would be useful for all trustees, PW suggested building this into a development day.</li> <li>- There is a safeguarding vacancy on the Board currently, which is more of a ‘champion’ role for safeguarding rather than the in depth expertise.</li> <li>- <b>Action 2:</b> JT to discuss safeguarding training and trustee vacancy at the Board and then follow up with further comms. JK and Safeguarding Leads to draft Role Description</li> </ul>
6	<p><b>Board 1-2-1 feedback / Drop-In session (Enclosure 3)</b></p> <ul style="list-style-type: none"> <li>- The group agreed that at each Board meeting, the group will focus on one of the four priority work strands from our strategy (Systems; Environment; Communities and People; Advice, Influence and Information)</li> <li>- The group agreed to broaden the staff showcase and also have an introductory section (including the why, what, live example of work being done in that strand, followed by opportunities and challenges).</li> </ul>

	<ul style="list-style-type: none"> <li>- Items 3 and 5 were highlighted as being top priority.</li> <li>- In regards to the scrutiny group, a list of key challenges will be brought to the Board.</li> <li>- The 'we said, you did' paper will be presented to the Board.</li> </ul>
7	<b>Board Recruitment (Enclosure 4-5)</b> <ul style="list-style-type: none"> <li>- MA has advised he will be stepping down as chair as from April 2022 with a possibility of extending to July if there are issues recruiting.</li> <li>- <i>There will be an additional Trustee Vacancy to advertise to replace Mark Deaville</i></li> <li>- We may have some support from Sport England in terms of Board recruitment.</li> <li>- <b>Action 3</b> – JK to send the amended skills matrix around to the GAG group for any input. Taking the two vacancies into account, all areas on the existing skills matrix will remain covered other than legal advice.</li> <li>- The group noted their massive thanks to MA for his phenomenal contribution and leadership since he joined the team as Chair of the Board.</li> <li>- <b>Action 4:</b> KR, JK, JT and PW to meet to discuss recruitment of new Chair.</li> <li>- <b>Action 5:</b> JT to inform Sport England of MA's decision and our plan to recruit.</li> </ul>
8	<b>Board Meeting agenda and format (Enclosure 6)</b> <ul style="list-style-type: none"> <li>- The group discussed and agreed the Board agenda.</li> </ul>
9	<b>Dates for 2022</b> 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	Action 1: JK will create an action plan to map out the actions needed for Tier 3 compliance.	JK	Next GAG
2	Action 2: JT to discuss safeguarding training and vacancy at the Board and then follow up with further comms.	JT	25.01.22
3	Action 3 – JK to send the skills matrix around to the GAG group for any input. All areas seem to be covered other than legal advice.	JK	25.01.22
4	Action 4: KR, JK, JT and PW to meet to discuss recruitment of new Chair.	KR JT JK PW	Mid Feb
5	Action 5: JT to inform Sport England of MA's decision and our plan to recruit	JT	12.01.22

Number	Decision

Prepared By	Date	Checked By	File Code
Hazell Thorogood	11.01.22	Malcolm Armstrong	Governance Appointments Group Minutes 11.01.22