

TOGETHER ACTIVE

**Together Active
Board Meeting**

18.10.22

**Hybrid: Creative Lab in Mellor Building and virtual via Zoom
Meeting Minutes**

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA) P Kimiyo Rickett (KR) P Jane Kracke (JK) P Hazell Thorogood (HT) P Derek Peters (DP) DI Catherine Stevenson (CS) DI Abi Dean (AD) DI Alistair Fisher (AF) DI	Chair, TA Senior Independent Director Chief Operating Officer Office Manager TA Board Member Board Member Board Member Board Member	Sarah Getley Pauline Walsh Tim Clegg Toyin Higgs Sharon Heath Jonathan Topham Carly Jones	Core Team
*P=In person DI=Dial in			

No	Item Topic
1	Apologies As above
2	Declarations of Interests Jane Kracke and Hazell Thorogood as employees of Together Active TH has stepped down as Trustee. MA is stepping down as Chair after this Board meeting 18.10.22
3	Minutes of last Meeting All agreed the minutes of the last meeting as an accurate record. All actions completed other than the action regarding options for bank accounts which is carried forward.
4	Strategy Review The group discussed the Strategy Review Plan 2022 and the actions to move this forward. This will be brought to the Board meeting in January 2023 with proposals for any revision to the strategy, a draft delivery plan and a draft budget that sits alongside this. Part of the process is to review a set of documents we currently maintain and update, to ensure everything fully links into the strategy and into what we are trying to achieve. Key objectives – the group discussed reviewing what the priorities were for staff within the key objectives. We could also review how many health partners we can work with in our area, and how are we keeping in touch / how are they keeping in touch with us. The Board is broadly satisfied that the key elements of the strategy are still correct but the objectives need honing and reviewing to see what should be prioritised. The cost of living wasn't previously on the agenda when our current strategy was formulated and we need to recognise the impact this will have had on our partners and groups we work with.

	<p>Horizon scanning – it will become more difficult with the cost of living and we may again see activity levels drop. We need to decide where we are going to focus our efforts to make the most impact.</p> <p>The Board discussed ‘what we would like to be known for?’</p> <ul style="list-style-type: none"> - Should we be known for larger things like the School Games? - Equity, fairness, quality, levelling up... - We are well known for providing support for grant giving and around 95% of our applications are funded by Sport England where as for other AP's it may be around 40%. - Known for helping people to survive, supporting communities and schools. <p>The Board notes their thanks to Claire Greenwood for her work on the grants and in providing all of her support to the groups to gain funding.</p>
<p>5</p>	<p>Staff Showcase (Camilla Denham-White: School Games)</p> <p>CDW gave a presentation on the School Games work area (slides included with the minutes).</p> <p>If any members of the Board know of any youth consultation work that has taken place, please share with CDW</p> <ul style="list-style-type: none"> - 6th forms hold forums called ‘youth voice’ and there may be a programme called youth voice. - Potentially contact Youth Sport Trust Loughborough - Continue to work with the year 10 pupils we worked with this year (potentially in year 12 as year 11 tends to be busy with exams). CDW could also approach Rebecca Roberts / and work with AD.
<p>6</p>	<p>Reports (discussion by exception)</p> <ul style="list-style-type: none"> • Chair’s Actions • PALS • Finance & Audit Group <i>Enc. 4</i> <ul style="list-style-type: none"> ▪ Decision 1: The Board approved the revised Finance and Audit Terms of Reference ▪ Decision 2: The Board approved to add the Cost of Living risk to the Risk Register ▪ Decision 3: The Board approved the new format for reporting the accounts <p>It was highlighted that the 2022-23 is predicted to have an in-year deficit of £428,750. However, this is because we held significant Sport England underspend at the end of 2021-22 which needs to be spent during 22-23, including the full Together Fund / B2022 Grants money which we received in March 22)</p> <p>We have given a pay award to staff this year, and have budgeted to be able to match the Local Government pay award once agreed. We have also budgeted for pay awards in the following years, and for a drop in funding from partners over the next 5 years.</p> <p>Action 1: The Board will need to keep a strong focus on the 5 year forecast.</p> <ul style="list-style-type: none"> • Governance & Appointments Group <ul style="list-style-type: none"> ▪ Decision 4: The Board approved the revised Terms of Reference ▪ Decision 5: The Board approved the amendments to the three documents (Conflicts of Interest or Loyalty Policy, Declaration of Interest or Loyalty Form and Board Working Procedures) <p>Action 2: The Board needs to revisit the response to the external review and update it to bring it back to the Board</p> <ul style="list-style-type: none"> • Equality, Diversity and Inclusion Group

	<p>Thanks noted from the Board to Jackie Brennan for her work in this area.</p> <ul style="list-style-type: none"> • Chief Executive and Chief Operating Officer Report <p>As MA is stepping down, MA wanted to minute his thanks to the JK, CJ, HT, Jude Taylor– and Board members.</p>
7	<p>Dates & times of future meetings</p> <p>Board Tuesday 24th January 2023 2-4pm Board Tuesday 25th April 2023 2-4pm Board Tuesday 18th July 2023 2-4pm Board Tuesday 24th October 2023 2-4pm</p>

Actions	Owner	Date
Carried Forward - JK to review options around bank accounts in relation to funds protected by the FSCS) to take to the next Finance and Audit Group. CARRIED FORWARD	JK	January 2023
Action 1: The Board will need to keep a strong focus on the 5 year forecast to ensure it doesn't go into a deficit.	The Board / new Chair	January 2023
Action 2: The Board needs to revisit the response to the external review and update it to bring it back to the Board	The Board / new Chair	January 2023

Decisions
Decision 1: The Board approved the revised Finance and Audit Terms of Reference
Decision 2: The Board approved to add the Cost of Living risk to the Risk Register
Decision 3: The Board approved the new format for reporting the Finance and Audit accounts
Decision 4: The Board approved the revised Governance and Appointments Group Terms of Reference
Decision 5: The Board approved the amendments to the three documents (Conflicts of Interest or Loyalty Policy, Declaration of Interest or Loyalty Form and Board Working Procedures

Prepared By:	Date	Checked By	File Code
Hazell Thorogood	18.10.22	Malcolm Armstrong	Board Minutes 18.10.22