

Present Attendees		Apologies	Also Distributed To:
Pauline Walsh (PW) – V Jonathan Topham (JT) - V Jane Kracke (JK) IP (up to item 6) Carly Jones (CJ) IP Hazell Thorogood (HT) IP (up to item 6)	Chair Trustee Chief Operating Officer Chief Executive Officer Office Manager		Board
*V=Virtually IP=In person			

**Meeting Minutes**

No.	Item Topic
1	<b>Apologies: as above</b> Kimiyo Rickett has stepped down from the Governance and Appointments Group and Finance and Audit Group.
2	<b>Declarations of Interest</b> JK and CJ and HT as staff members.
3	<b>Minutes</b> The minutes of the last meeting were confirmed as accurate.  Action 1 is to be reviewed later in the year (charity objects).
4	<b>Tier Three update</b>  The initial deadline to submit evidence is now 30.04.23. The focus from Sport England is on the 7 areas which have been added recently. Any actions not met by the end of April will be added to an action plan that can be put in place with the aim of being fully compliant by December 2023.  An update will be shared at the April Board meeting regarding if an action plan will be put in place. We are not expecting large compliance gaps in terms of new items. The main area that may need some focus is the ED&I action plan; we will need further guidance from Sport England on this.
5	<b>Board Meeting agenda and format</b> The group agreed the Board Agenda.
6	<b>Board Self-Evaluation (Enclosure 2)</b>  The organisation doesn't currently have a Board development plan but is aiming to put one in place. The accountability for the development plan sits within the Governance group feeding into the full Board.  There is a skills matrix in place and a yearly Board self-assessment: the group discussed that as an organisation we need to address how to use this information to its best potential and ensure that we are utilising Trustee skills fully.  Board and staff relationships: how do we ensure the Board fully understands the work of the team and how can the team make the most of the Trustee's experience.

	<p>How do we ensure the Board hold the team accountable for following through on strategic actions. JT commented that this seems like a thorough approach however capacity of Board members needs to be taken into consideration. The Board development plan is a large piece of work and we need to find a way to deliver this so that all Trustees feel involved without causing a huge capacity need.</p> <p><b>Action 1:</b> JK to begin to map the Board development plan out and return with an update at the January Board meeting.</p>
7	<b>Confidential Item</b>
8	<p><b>Dates for 2022</b>          Tuesday 18<sup>th</sup> April 2023          Tuesday 11<sup>th</sup> July 2023          Tuesday 10<sup>th</sup> October 2023</p>

Actions		Owner	Date
<b>Action 1</b>	JK to begin to map Board development plan out and return with an update at the January Board meeting.	JK	24.01.23

Decision

Prepared By	Date	Checked By	File Code
Hazell Thorogood	17.01.23	Pauline Walsh	Governance Appointments Group Minutes 17.01.23