

TOGETHER ACTIVE

Together Active
Board Meeting
20.04.23 2-4pm
Hybrid: Creative Lab in Mellor Building and virtual via Teams
Meeting Minutes

Present Attendees		Apologies	Also Distributed To:
Paul Muir (PM) P	Chair of the Board	Pauline Walsh Abi Dean Tim Clegg	Core Team
Kimiyo Rickett (KR) DI	Trustee		
Derek Peters (DP) DI	Trustee		
Catherine Stevenson (CS) P	Trustee		
Sarah Getley (SG) DI	Trustee		
Jonathan Topham (JT) DI	Trustee		
Sharon Heath (SH) P	Trustee		
Carly Jones (CJ) P	CEO		
Jane Kracke (JK) P (Up to item 8)	COO		
Lottie Smith (LS) P (Up to item 8)	Team Member		
Jackie Brennan (JB) P (Up to item 8)	Team Member		
Hazell Thorogood (HT) P (Up to item 8)	Team Member		
P=In person DI=Dial in			

No.	Item Topic
1	Apologies As above
2	Declarations of Interests Jane Kracke, Carly Jones, Hazell Thorogood, Lottie Smith and Jackie Brennan as employees of Together Active.
3	Minutes of last Meeting All agreed the minutes of the last meeting as an accurate record.
4	Board Development Plan <ul style="list-style-type: none"> The Board discussed the Board development plan . CJ recommended the Board adopt the plan as a working document. Decision 1: The Board agreed to adopt the Board development Plan as a working document.
5	Committees and Reports (discussion by exception) Finance & Audit Committee. Decision 2: The Board approved the 2023-24 Budget Audit Together Active will be audited by Crowe LLP w/c 15 May 2023.

	<p>Pension Authorised Signatories Together Active is required to nominate one or more Authorised Signatories for our Aviva Workplace Pension.</p> <p>Decision 3: The Board agreed that the Chair of the Board, Chair of the Finance and Audit Committee, Chief Executive and Chief Operating Officer are nominated as the authorised Aviva Pension signatories.</p> <p>Governance & Appointments Committee Active Partnerships are required to respond to Sport England by 30.04.23 confirming whether they remain compliant with the original Code criteria and stating whether they are compliant with the new Code requirements. The Governance and Appointments Group agreed that Together Active remains compliant with the existing Tier 3 criteria and we will be submitting evidence demonstrating our compliance with some of the new requirement areas. We will also be working towards full compliance in the other new requirement areas before the final deadline of 31.12.23</p> <p>Decision 4: The Board agrees to submit a statement confirming that Together Active continues to comply with the original requirements of the Tier 3 code.</p> <p>Several governance documents are due for review; we are required under Tier 3 to ensure that all relevant documents are reviewed when necessary:</p> <p>Decision 5: The Board agreed to keep the Constitution unaltered Decision 6: The Board agreed to keep the Board Working Procedures unaltered but that it approves the proposed amendments to the Matters Reserved for the Board section. Decision 7: The Board agrees to add a reference to the Seven Principles for Public Life in the Declaration of Good Character, and to outline the Principles in full in the Trustee Code of Conduct.</p> <p>Equality, Diversity and Inclusion Committee A report for the EDI Committee was not submitted as the committee did not meet: the Board discussed the need for a new ED&I Chair and review of membership to increase participants.</p> <p>Chief Executive and COO Report Evidence and Insight Partner: Together Active has awarded the contract for our Evidence and Insight tender to Press Red and an initial meeting is to be held w/c 24.04.23.</p> <p>We have allocated the remainder of our Together Fund funding: thanks were noted to Derek Peters and Laura Ballinger for their feedback and assistance in this process. Feedback will be presented later in the year to the Board on how the projects have progressed.</p>
6	<p>Dates & times of future meetings (dates may be subject to change following a review). Board Tuesday 18th July 2023 2-4pm Board Tuesday 24th October 2023 2-4pm</p>
7	<p>AOB Trustee Resignation – Alistair Fisher has resigned as a Trustee. The Board expressed their thanks to Alistair for his commitment and support during his time on the Board.</p>
8	<p>Closed discussion for trustees only. CEO invited to attend by Chair.</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	September 2023

HT to explore more user friendly methods of sharing paperwork prior to Board meetings	HT	July 2023
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Decisions
Decision 1: The Board agreed to adopt the Board development Plan as a working document.
Decision 2: The Board approved the 2023-24 Budget
Decision 3: The Board agreed that the Chair of the Board, Chair of the Finance and Audit Committee, Chief Executive and Chief Operating Officer are nominated as the authorised Aviva Pension signatories.
Decision 4: The Board agrees to submit a statement confirming that Together Active continues to comply with the original requirements of the code.
Decision 5: The Board agreed to keep the Constitution unaltered.
Decision 6: The Board agreed to keep the Board Working Procedures unaltered but that it approves the proposed amendments to the Matters Reserved for the Board section.
Decision 7: The Board agrees to add a reference to the Seven Principles for Public Life in the Declaration of Good Character, and to outline the Principles in full in the Trustee Code of Conduct.

Prepared By:	Date	Checked By	File Code
Hazell Thorogood	20.04.23	Paul Muir	Board Minutes 20.04.23