

Minutes of the Get Berkshire Active (Berkshire County Sports Partnership)

Quarterly Board Meeting

20th September 2017
10:30-13:00

Longridge Activity Centre, Quarry Rd, Marlow, SL7 1RE

Present: Sue Anstiss (SA) (Chair), Karen Ross MBE (KR), Avril Couper (AC), Carole Thelwall-Jones (CTJ), Amanda Foister OBE (AF); Ria Ingleby (RI), Nigel Howe (NH); Radojka Miljevic (RM)

In Attendance Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Donna CAllowhill (DC) (Admin Assistant)

Apologies: William Bird (WB), Naveed Mohammed (NM), Paul Owen OBE (PO), Alison Alexander (AA), Derek Peaple (DP)

Item	Description	Action	Deadline
1.	Welcome and Apologies for Absence Welcome and Apologies as documented in the AGM September 2017 minutes.		
2.	Declaration of interests BN to approach new Board member Alison Alexander for any outstanding documentation in relation to declaration of interests. <ul style="list-style-type: none">Action: BN to follow up with Alison for any outstanding new Board trustee documentation No further changes recorded from any Board member to report on.	BN	October
3.	Minutes and matters arising from last meeting on 29th June 2017. The minutes of the last meeting were approved as a correct record. All actions were discussed and agreed, the following was raised (<i>actions below noted from June 29th 2017 Minutes</i>) 3.1 Berkshire School Games venue confirmed as Bisham Abbey in March/July 2018 (both winter and summer		

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	<p>games). BN gave thanks to AF for providing the Marlow Athletics site for use once again during the school Games. <i>PO previously reported back to BN regarding the contact at Reading University, confirming it was not a possibility at this time.</i></p> <ul style="list-style-type: none"> • Action BN to circulate School Games March and July dates to the Board <p>4.1 Equality & Diversity: No further action at this point. BN and KH will continue to monitor applicants and job offers in relation to this point.</p> <p>5.5 Extended Workforce Officer Role: BN reported that GBA had applied to SE for one of these trial roles as directed by the board. Expected to know more Nov 17.</p> <p>5.6 GBA Organisational Structure: A new team structure / organisation chart has been discussed and agreed with the team. This would form part of the Board's strategy session after this meeting.</p> <p>8.1 Board/Team Away Day: The event as discussed in the last meeting was planned for the afternoon/evening following this meeting.</p>	BN	October

Item	Description	Action	Deadline
4.	<p>CEO's Q Report (29th June-20th September)</p> <p>BN summarised CEO's report (see attached document)</p> <p>Recruitment:</p> <p>BN provided details about the following changes:</p> <p>-Neel Sood departed in July, opening a new post for a "Programme Officer". Interviews 25th/26th July. Good response with around 50 applications to date.</p> <p>-Jon McCann to take on an amended role as Relationship Manager" reporting into Nick West-Oram.</p> <p>-A new Intern has been appointed. Archie Mason joins GBA from Bath University. Archie will be on an initial 6-month contract, between his study, and comes from an Economic and Analytical background to bring expertise to the insight and data analysis work required within GBA. BN confirmed that a "mapping exercise" to support GBA's insight requirements has already begun. Archie will also be working alongside other team members in their areas, and also supporting GBA awards.</p> <p>BN confirmed that Bath University was a good choice for candidates because of the relationship already held, Bath university had approached GBA, also because of the Sport education focus they have within their establishment.</p> <p>NH suggested a contact at Henley Business School as they were expanding in research around social and community outcomes including the effectiveness of using sport and physical activity. BN explained that we had already brokered a relationship with HBS and he had met Nigel Hartley (Director of Enterprise, Centre for Intelligent Places) and Dr Anupam Nanda (Academic Director, Centre for intelligent Places)</p> <p>CTJ suggested using placements as a way to build relationships with Reading University in the future</p> <ul style="list-style-type: none"> • Action: NH to send BN details of his contact at Henley Business School 	NH	Following this meeting

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	<p>(now Primary) funding and SE programme funding. This would hopefully become clearer before the end of the year. GBA have strong reserves which had been earmarked previously by the board to cover the potential loss of any funding.</p> <p>Total surplus is currently £27,000, and the forecast is looking healthy.</p> <p>CS advised the 2018/19 forecast budget is not yet set, due to SE funding uncertainty around the areas of Workforce and Satellite Clubs - although this should be clarified and confirmed by December's Board meeting.</p> <p>CS noted the finance committee had confirmed recruitment plans - as outlined in the CEO report.</p> <p>CS confirmed that GBA are 68% SE funded and 32% independently funded, which is positive and puts GBA in a good financial position. Although BN pointed out that the majority on Non-SE funding was money that came in and out directly for programme delivery and its contribution to our core funding was minimal compared to the of SE.</p> <p>CS informed that cashflow is looking positive with no real concerns highlighted.</p> <ul style="list-style-type: none"> • Action: Allocation of GBA potential surplus reserves spend to be discussed in 20th Sep afternoon strategy Board/Team meeting • Action: BN advised Risk Register would be discussed in the 20th Sep afternoon strategy Board/Team meeting 	<p>Discuss in later 20th Sep meeting</p> <p>Discuss in later 20th Sep meeting</p>	<p>20th Sep</p> <p>20th Sep</p>
6.	<p>Sport England Update</p> <p>BN gave overview of SE criteria and application document for CSP Primary Funding. BN and Kirsty Heath had attending a SE workshop on this subject. The senior team had agreed on the process for completing this crucial application and assured the board it would be</p>		

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	<p>submitted on time. If time allowed it would be circulated to the board prior to submission to SE.</p> <ul style="list-style-type: none"> • Action: BN to share draft with the Board for potential comment (if time permitted) 	BN	6th Oct
7.	<p>Governance Code Process</p> <p>BN shared the SE/GBA governance code tracker sheet and action plan. Yellow highlighted areas showed any actions not yet met. Most of these had been actioned and are now just awaiting SE approval. BN is comfortable correct criteria will be met.</p> <p>The 'Induction process' was being tested on new Board member Alison Alexander.</p> <p>Radojka Miljevic commended GBA and stated it was very positive that this process has been started early and this will positively impact GBA's position for compliance. She provided an overview from a 3rd party perspective advising outside of the paperwork and criteria, good governance is also the "spirit" of what is being done.</p> <ul style="list-style-type: none"> • Action: BN to feedback to the Board on how the induction process worked with Alison Alexander (new board trustee). 	BN	14 th December
8.	<p>GBA Awards</p> <p>CTJ kindly provided an overview of the GBA awards to be held on 23rd Feb 2018 at the Hilton Reading. The Awards will have a Winter Olympics Theme.</p> <p>CTJ/BN requested Board support in the 3 following areas:</p> <ul style="list-style-type: none"> -Raffle Prizes -Nominations promotion push (Live on 25th September) -Sponsorship suggestions (3 categories left to fill) -Elite/Guest Key speakers <ul style="list-style-type: none"> • Action: Board members to review the above and let CTJ/BN/DC know of any suggestions 	All BOARD	Sep-Oct 2017

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9.	<p>AOB</p> <p>9.1 It was suggested the school games opening ceremony should reflect and review its musical/lyrical content as some noted the content at the July summer school games had some potentially inappropriate language/dance moves that were not suitable for young children.</p> <ul style="list-style-type: none"> • Action: BN to raise with School games lead James Craggs and Sarah Taylor <p>9.2 Suggestion for an older person “games” event - further discussion to take place in the 20th September Board/Team meeting.</p> <p>9.3 Commercial aspect of the games briefly discussed. BN confirmed there are generally no real restrictions on pursuing this, although any commercial aspects would need to be kept in line with GBA’s and Public Health’s strategic message and values.</p>	BN	ASAP
10.	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> • 14th Dec 2017 (10:00-13:00) Bisham Abbey <p>Action: BN to send email clarifying future dates and venues</p>	BN	October