

**Minutes of the Get Berkshire Active Quarterly Board Meeting**

**22<sup>nd</sup> June 1000-1330**

**Venue: Elizabethan Room, Bisham Abbey**

**Chair: Richard Parker**

**Present:** Richard Parker (Chair), Avril Couper (AC), Karen Ross MBE (KR), Jo Halliday (JH), Paul Owen OBE (PO), Victoria Bradley (VB), Harjinder Obhi (HO), Helen Keen (HK), Rebecca Leach (RL)

**In Attendance** Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Donna Callowhill (DC) (Admin GBA), James Craggs (JC) (GBA), Cathy Carr (CC) (GBA)

**Apologies:** Tameena Hussain (TH)

Item	Description	Action	Deadline
1.	<p><b>Welcome and Apologies</b></p> <p>RP welcomed everyone to the June 2023 GBA Board Meeting.</p> <p>RP/BN additionally welcomed those who joined virtually for this meeting (AC and HO).</p> <p>Apologies acknowledged from TH</p> <p>Agenda item closed</p>		
2.	<p><b>Declaration of interests (DOI)</b></p> <p>Board members reminded to complete a new DOI form with any changes (re: employment, memberships, appointments, investments and so forth), specifically relevant if any changes relate to a conflict of interest with a GBA trustee role.</p> <p>DC acknowledged receipt of JH/HK updated DOI forms</p> <p>BN confirmed GBA website profile for HK had been updated through GBA's Beth Cullen (GBA)</p> <p>Agenda item closed</p>		
3.	<p><b>Minutes and Actions arising from the GBA March 2023 Board meeting (<i>both distributed in advance of meeting, questions presented and answered by BN electronically prior to meeting</i>).</b></p> <p>Paper 1 - Minutes of GBA BM (March 2023)</p> <p>Paper 2- Board Meeting Action Log</p>		

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	<p>BN asked outstanding Board members to confirm accuracy of the March minutes. BN advised any questions by the Board were taken &amp; answered electronically in advance of the meeting.</p> <p>BN requested the Board to confirm if they were satisfied with the current process of pre-approving the minutes &amp; action logs electronically, raised due to the current spreadsheet not being fully utilised.</p> <p>BN re-clarified any questions raised electronically within a reasonable time (circa 48 + hours before a meeting), would be answered and included.</p> <p>Board formed discussion on the above points.</p> <p><b>Decision:</b> Online vote on accuracy taken, approved by the Board</p> <p><b>Decision:</b> Board agreement to keep minutes and action logs to a pre-approval system via email (with acknowledgement if the system provides BN unnecessary administration it can be reviewed).</p> <p>RP/BN confirmed action log ref: point 1 and 2 were complete.</p> <p>BN provided a brief update on the forthcoming School Games VIP tour, confirmed the tour remains low key and will see some key representatives from both Sport England and Sports Council Trust in attendance (some attendance also confirmed from the Board). BN advised the VIP tour remains an open invite to all Board member's and there would be no official requirement to attend. BN confirmed a list of attendance was in place.</p> <p>BN confirmed no further actions appeared outstanding, except the Governance areas which would be discussed later in the meeting, further advised GBA are to hear back from Sport England during July re. the governance updates and will update from there.</p> <p>No further questions raised.</p> <p>Agenda Item closed</p>		
4.	<p><b>GBA Impact Report Apr 22 -Mar 23</b> (paper 3 &amp; <a href="https://getberkshireactive.org/impact">https://getberkshireactive.org/impact</a>)</p> <p>This item provided the Board opportunity to debate and discuss GBA's progress in its Strategic Intent in 1st 12-months of Sport England Funding Cycle (<i>NB This item was in lieu of normal Q GBA Activities report</i>) Documents for discussion were noted as Dashboard (Paper 3) &amp; <u>22-23 full impact report</u></p>		

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	<p>BN asked the Board to discuss the GBA Impact Report, to feedback on GBA's progress in delivering its strategy and objectives and any general comments on the structure and presentation of the report. BN advised the latest Sport England Impact report had been released a few days ago, confirmed the GBA team had discussed their own thoughts on the SE Impact Report.</p> <p>BN confirmed the purpose was to establish if the GBA Impact Report was considered useful for the Board to keep them updated with GBA's progress, and to additionally discuss if documents are deemed adequate and useful for displaying GBA's progress to outside agencies and partners.</p> <p><b>Discussion around the table to included the following areas: (a recording is available for BM's to review the full discussion if required).</b></p> <ul style="list-style-type: none"> <li>- Promotion &amp; display of the Impact report to wider networks: how this can be achieved.</li> <li>-Figures: Query raised if the report was comparable in any way to previous years. It was noted that it did not attempt to track figures from year to year and that 'numbers' were not necessarily considered the most important component. It was more who GBA are attracting (disadvantaged backgrounds, minority groups etc) and about impact on the system itself.</li> <li>-Transparency: If the document was transparent and being circulated to wider groups, also if the documents were capable of being reproduced again (with future time / resource considerations in mind).</li> <li>- Measuring Evaluation and Learning (MEL): how GBA measure the effect of systems learning. BN confirmed GBA are creating a movement on behaviour change, which is often difficult to measure, but working with organisations and partners to embed the learning, to influence what other organisations are doing. Board queried how GBA measure the details within the Impact Report, and further raised query on survey responses and how these are utilised. It was noted feedback should be used more widely across GBA promotion, ideally GBA should be shouting about their work much more. DC noted Rachel Green is creating standard survey questions to ensure measurements remain consistent through different events and forums.</li> <li>-Use of Logo/GBA message: discussion on how GBA are using and placing its brand and message across Berkshire, some concern raised if GBA are strong enough with promoting its message, in comparison</li> </ul>		

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	<p>to other similar organisations outside of Berkshire. Example provided of recent Rugby partner and the Royal visit from the Princess of Wales – GBA were not mentioned in any of the covering press. This raised query ‘should there be a strategic plan for working with the local press on programmes and case studies and more consideration given to how GBA currently share this information, all considered an important area to work on to help ensure GBA can create opportunity for other organisations to enhance their offerings of Physical Activity.</p> <p>BN confirmed marketing officer Beth Cullen is currently working on a forum to engage Berkshire wide partners around “how best do you use social media” - confirmed more to come on this area over the next few months.</p> <p><b>Action:</b> BN to discuss options with Beth Cullen around promotion of the report and more generally to discuss interactions with local press. Ideas and thoughts to be fed back to the board for discussion.</p> <p><b>Take aways from Impact Report:</b></p> <ul style="list-style-type: none"> <li>- Felt a useful report, considered helpful, generally a very positive response from Trustees.</li> <li>-Overall response to try and identify how can GBA use the report more widely, promote to a larger network, what more can be done?</li> </ul> <p>BN further provided an overview of Paper 3 (Dashboard) detailing the different programmes, BN encouraged Board input and to discuss satisfaction of the dashboard. RP noted the dashboard was to help GBA evaluate and report on own work areas, used as an internal GBA resource.</p> <p>Staff satisfaction survey was discussed, BN explained this would no longer be a generic staff survey for all Active Partnerships, due to the AP national team no longer facilitating this at national level. BN confirmed there was some thought to create a GBA staff survey, BN encouraged feedback from the Board.</p> <p>Consideration from the Board to keep a staff survey, with importance to ensure its still independent and anonymous. Some ideas discussed on having a Board champion to evaluate / discuss independently with BN. The Board felt important to keep any survey questions standard (to ensure a seamless method with MEL). Governance discussed, some thoughts around appointing a trustee to be affiliated with monitoring and supporting a Staff Survey.</p>	<p>BN</p>	<p>Sep 2023</p>

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	<p><b>Action:</b> BN to revisit the Staff Survey options and inform BM's of any next steps.</p> <p>BN additionally updated on the progress of the proposed/potential new welfare officer post, where SE are looking to fund a new role within every Active Partnership, to support clubs, NGBs etc in each area). BN will update when more information available from SE.</p> <p>Agenda Item closed</p>	<b>BN</b>	<b>Sep 2023</b>
5.	<p><b>Safeguarding (SG)</b></p> <p>Discussion led by JC / JH – explanation of the Safeguarding (SG) Dashboard</p> <p>JH updated the Board on the purpose of the dashboard, suggested continued regular 15-minute blocks during every meeting for checking progress of SG and to provide a general update for Trustees.</p> <p>JH confirmed prior meetings with JC where the progress of the new SG dashboard has been discussed and updates planned for this meeting.</p> <p>Discussion and updates provided around current project visits, confirmed having a specific framework in place for site visits would enable staff to feel more competent in monitoring SG areas. Further confirmed there would be regular analysis of the dashboard to continue improving and identifying any gaps and would ensure regular check and challenge processes could take place, with the dashboard regularly monitored and kept up to date.</p> <p>Advised some overlap may occur with the Adult safeguarding process.</p> <p>JC shared the SG dashboard on screen for the Board to view and discuss.</p> <p>JC led conversation with description of each key area, provided background on each key measure (8 discussed in total). JC confirmed some overlap may occur between the different areas outlined, JC further shared each RAG status on screen, further clarified some areas were rated by numbers other by more qualitative means.</p> <p>JC completed overview of the SG dashboard and opened the room for questions:</p> <p>RP queried if having a Dashboard had helped with discussions, monitoring and progressing the management of SG within GBA. JH and JC agreed that it did.</p>		

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	<p>BN recommend BM's to input and bring questions to every meeting as required, advised this would form part of the check and challenge and promote SG focused discussions allocated to the 15-minute slot during every meeting.</p> <p><b>Action:</b> JC – to review, update and publish the SG dashboard before each Board meeting. BN to circulate with other (pre) documentation.</p> <p><b>Action:</b> JC – to include a summary of total visits and update of engagements at every Board meeting.</p> <p>BN confirmed GBA site visits also include other areas of evaluation outside of Safeguarding and reiterated having a specific framework would help evaluation in this area.</p> <p>RP congratulated &amp; thanked JC/JH for developing and successfully expanding on SG elements which has enabled more specific monitoring of this area. RP acknowledged a Board Champion had been instrumental for this development. Appreciation and thanks given to JH for her expertise and commitment to date.</p> <p>JH suggested JC to attend any future GBA Berkshire site visits around SG, JC acknowledged this would be best use of time.</p> <p>Agenda Item closed.</p>	<p>JC/BN</p> <p>JC</p>	<p>Sep 2023</p> <p>Sep 2023</p>
<p><b>6.</b></p>	<p><b>Adult Safeguarding:</b></p> <p>Introduction and Overview of the Anne Craft Trust (ACT) requirements (Board Questions and Discussion)</p> <p>CC shared presentation to the Board which included an introduction and overview of the Adult Safeguarding policy, CC shared the proposed timeline for GBA to complete work required to update the policy.</p> <p>CC confirmed The Board are required to sign off the final draft (ideally before the September Board meeting).</p> <p>ACT were noted as the organisation to lead GBA through the process (Sport England have mandated this to take place).</p> <p>CC shared details of the ACT framework, noted some overlap will occur with other Safeguarding areas (JC's work), further confirmed they will continue as 2 separate plans, but will ensure close discussions throughout the process of any updates.</p>		

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	<p>CC continued to share areas of the implementation plan and displayed immediate actions (named 'key development areas').</p> <p>The Board were encouraged to discuss and put forward any questions:</p> <p><b>Action:</b> BN to send Trustees details of required Board training (through the ACT or our own learning platform) plus a link to the SG course.</p> <p>BN confirmed GBA are required to show Board involvement in this area. BN asked Board members if a separate champion to support Adult SG was required, alternatively if just one 'safeguarding champion' (currently JH) was an option. BN/RP requested input from JH who expressed some initial concerns, noted further time required to discuss and consider.</p> <p>Board members queried the risk of not having a specific Adult SG champion.</p> <p>Board acknowledged SG areas would have overlap, however felt more consideration/discussion should take place around initial options (SG expert or champion SG role), including how its best managed across the Board.</p> <p>RP asked Trustees to consider and come forward if any individuals specifically wanted to take on the Adult SG Champion role.</p> <p>Board noted the role could be looked at via a different angle. RE: <i>as everyone's responsibility</i> on the Board as concerns of doubling one person's workload should there be a solus SG champion.</p> <p>BN noted overall most of the SG groundwork had already been completed (thanked JH/JC) and therefore should in theory not create vast amounts of future workload.</p> <p>JH suggested a trial meeting between JH/JC/CC to discuss and report back in the Sep meeting on the likelihood of 1 SG champion.</p> <p><b>Action:</b> JH to arrange meeting with JC/CC to discuss the overall safeguarding champion proposal, before Sep Board meeting.</p> <p>Agenda Item closed</p>	<p><b>BN</b></p> <p><b>JH/JC/CC</b></p>	<p><b>Aug 2023</b></p> <p><b>July/Aug 2023</b></p>

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7.	<p><b>Equality, Diversity, and Inclusion</b></p> <p>Overview of the ED&amp;I requirements of the UK Code of Sports Governance • Overview of GBA progress and consultancy support being provided • Board questions and discussion</p> <p>BN shared overview on the current EDI &amp; requirements via a governance point of view (BLUF)</p> <p>BN provided a variety of options for Board discussion and consideration, including a subcommittee, task &amp; finish group or alternative check and challenge pathway. BN confirmed the company AKD were the internal change consultancy organisation, commissioned by Sport England to support EDI process and policy across AP.</p> <p>BN further confirmed this area is a requirement for funding (a compliance area), but also something GBA undertake and have natural responsibility for throughout their work and organisation.</p> <p>CC shared on screen the timeline for current EDI objectives (known as DIAP - diversity inclusion action plan).</p> <p>CC shared initial reflections, included areas for immediate consideration, confirmed EDI discussion must now take regular place at the Board meetings, and noted the requirement to assign a GBA EDI champion. BN clarified any work undertaken must be proportionate to our organisation and what GBA currently do.</p> <p>BN noted any recruitment process must reflect good consideration around EDI. BN discussed the importance of this area at GBA.</p> <p>Further discussion had around forming a subcommittee: Is this required / is this helpful / could GBA look at engagement days to bring in a partner voice, key stake holders or other relative individuals to help shape the EDI plans. Further discussion on data, the need to be clear on the data requirements / query on what is the actual data / how are GBA going to use this data within DIAP.</p> <p>CC provided overview of DIAP next steps, with suggestion on various options to consider moving forward. CC opened for Board discussion.</p> <p>General acknowledgement of Board support for the first stages of DIAP , a hands-on approach was considered appropriate for initial stages, followed by a task and finish group as the preferred option (leaving a nominated Board Champion as TBC, to be reviewed at each meeting).</p>		



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	<p><b>Action;</b> BN to send a formal request to all BM's, asking to form a Task and Finish Group - with explanation and clarity on requirements.</p> <p>Query on Board recruitment and if this was currently required. BN confirmed this was not required at present, further advised the September Board meeting will formally review trustees roles and discuss any recruitment as needed. BN clarified there were no current trustees who had reached their 3 x 3 year period by September 2023.</p>	<b>BN</b>	<b>July 2023</b>
<b>8.</b>	<p><b>Financial Forecast &amp; Draft Annual Accounts</b></p> <p>Consideration / Approval of Finance &amp; Governance Committee Meeting notes from 09 Jun 23 (Paper 4) and Finance Papers (Paper 5)</p> <ul style="list-style-type: none"> <li>• Distributed in Advance. Questions only and Vote on approval 2.</li> </ul> <p>Draft Annual Accounts (Paper 6) questions as required</p> <p>AC/CS provided a high-level overview of the current GBA financial status,</p> <p>AC confirmed not much in terms of change, advised draft accounts were sent out ready and available for Board review (<i>noted no plan to review and sign off before September - allowing BM's time to review and provide any comments</i>). AC advised these would be fully approved and signed off by the September Board meeting.</p> <p>AC informed accounts would be signed off by DocuSign (usual process), plus a hard copy of the accounts would be submitted for Companies House.</p> <p>RP noted the accounts narrative provided great insight, BN advised the narrative was followed by actual accounts and confirmed the Finance and Governance committee had fully scrutinised on behalf of the Board.</p> <p>KR confirmed the report was already proofread (narrative and accounts) and gave thanks and congratulations given to the Finance and team who had input.</p> <p>AC confirmed a change to signatories on contracts. Advised previous years had seen contracts over 10k requiring Board approval (twice over), before GBA could sign off. AC updated a proposed change to policy which would see contracts only over 20k requiring Board approval. AC advised this was considered low risk.</p>		

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	<p>AC handed over to CS to go through further changes which have taken over the past few months (noting reserves will run down over the course of the next 2-3 years).</p> <p>CS confirmed the budget is always restated in June and reserves tend to alter (only slightly). CS noted around 1k in difference this time and confirmed this was not a major change. CS further advised everything else remained as per the March update.</p> <p>Other changes noted by CS:</p> <ul style="list-style-type: none"> <li>-Mumzone: GBA bid for 40k, GBA received 38.5k via the Sports council trust). GBA had previously agreed to spend 1/3 from own pot. GBA therefore confirmed mumszone to be funded for this year.</li> <li>-Early Years work: CS confirmed GBA were still bidding via Sports Council Trust for 20k, noted this programme had already been put aside through other GBA funds, therefore if successful for 20k, CS would re-jig the numbers and advise.</li> </ul> <p>CS noted the budget had no major change (gone from 12k to 12k investment).</p> <p>CS confirmed GBA would likely run down reserves by the end of the SE funding cycle. A review will happen as necessary.</p> <p>CS informed some DWP employability work is possible to start in September, advised this could till change as no yet signed off, that GBA are still finishing off the initial resilience work (via TF money from Sport England) therefore GBA are currently looking at investment options, however at present nothing big has changed since March, the next quarter will likely see more change.</p> <p>RP advised GBA remain on course to spend the discussed reserves, clarified timings may change with future investments in the pipeline. CS advised best course of action to keep updating quarterly.</p> <p>AC confirmed another topic previously discussed was the Board Appraisal (forms part of the required governance actions). AC advised a <i>skills and experience matrix</i> will be sent out in due course. RP confirmed to log the process as part of the Board appraisal. Review of RP as chair this will be included as part of the Board Appraisal (AC to arrange).</p> <p><b>Action:</b> RP / AC to plan and document Board Appraisal steps with the board, meetings to be set up and documentation to be sent out.</p>	<p>RP/AC</p>	<p>July/Aug 2023</p>

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	<p>BN noted recent meetings with other Active Partnerships, where discussions had taken place around the continued cost of living crisis, wages and junior staff departures. BN suggested a review of cost-of-living payments may come up again, and GBA may ask the Board to consider another one off cost of living payment.</p> <p>RP – urged the Board to read through the account's documents.</p> <p>No further questions raised.</p> <p>Agenda item closed</p>		
<p><b>9.</b></p>	<p><b>AOB</b></p> <p>BN updated on staff member Dr Marelize De Vivo – GBA’s Active Medicine programme manager, to be leaving on 6th July. Board praised the work and expertise Marelize had provided to GBA.</p> <p>BN advised seeking additional admin support may be the follow up option for this programme area rather than employing a new Active Medicine Manager, further noted Sport England had initially paid for the AM role, further noted Health Education England have now provided some extra money to further this work in some capacity.</p> <p>RP advised plans to attend the Active partnerships National Chair’s meeting taking place on 17<sup>th</sup> July, RP requested any questions from the Board in relation to this meeting to please be advised in advance of this date.</p> <p>Agenda item closed</p>		
<p><b>10.</b></p>	<p><b>Board Only Discussion</b></p> <p>(GBA not present)</p>		
<p><b>11</b></p>	<p><b>Dates of future meetings (2023):</b></p> <ul style="list-style-type: none"> <li>• Thursday 28<sup>th</sup> Sep - Bisham Abbey</li> <li>• Thursday 14<sup>th</sup> Dec – Bisham Abbey</li> </ul> <p>RP closed the June 2023 Board meeting.</p>		