

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

16th December 2021 (1000 – 1330)

Virtual Teams Meeting

Chair: Richard Parker

Present: Richard Parker (RP) (Chair), Avril Couper (AC), Graeme Harrison (GH), Carole Thelwall-Jones (CTJ), Paul Owen OBE (PO), Karen Ross MBE (KR), Rebecca Leach (RL), Jo Halliday (JH), Harjinder Obhi (HO), Jason Worthy (JW)

In Attendance Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Donna Callowhill (DC) (Admin Assistant), Nick West-Oram (NWO), James Craggs (JC)

Apologies:
Tameena Hussain (TH)

Item	Description	Action	Deadline
1.	<p>Welcome and Apologies – Welcome & Apologies</p> <p>RP Welcomed everyone back to virtual meetings.</p> <p>RP thanked GH for his 3-year service on the GBA Board confirming end of term. Further advised GH has accepted to continue for a further 3 years as a trustee.</p> <p>RP advised that all BM’s terms of service are tracked to ensure accuracy.</p> <ul style="list-style-type: none">DECISION. Vote taken. No objections from the Board were given. RP re-confirmed for accuracy GH will continue as a GBA Board member for a further 3 years. <p>RP noted JH and GH will join slightly later to the meeting.</p> <p>Apologies from TH</p> <p>Welcome given to NWO, who joined as guest for this meeting.</p> <p>Agenda item closed</p>		

Item	Description	Action	Deadline
2.	<p>Declaration of Interests (DOI)</p> <p>RP advised of an outstanding DOI requirement to update paperwork</p> <ul style="list-style-type: none"> • ACTION – RP return DOI form to DC <p>No further changes or updates for DOI were declared.</p> <ul style="list-style-type: none"> • REMINDER: Board members to request new DOI paperwork should any individual circumstances change in the future (via admin/DC) <p>Agenda item closed</p>	RP	Jan 2022
3.	<p>Minutes and Actions arising from meeting 23rd September 21</p> <p><i>-Paper 1 GBA Board Minutes Sep 2021 (distributed in advance)</i></p> <p><i>-Paper 2 Action Log Sep 2021(distributed in advance)</i></p> <p>The above papers were circulated via email to Board members prior to the meeting, with a request to vote on accuracy. Individual questions by BMs to BN taken & answered electronically in advance (out of meeting discussion) This process was previously agreed to ensure more time was spent on strategic discussion in future meetings.</p> <p>RP/BN advised no questions or comments were given on the previous Minutes and Action Log (papers 1 and 2), but there were some queries present for the GBA Activities Report (paper 3). This is detailed in the next agenda item.</p> <ul style="list-style-type: none"> • DECISION: Vote on accuracy taken for Paper 1 and 2 – <i>GBA Board Minutes and Action Log September 2021</i>. These were accepted and approved by the Board as a true and accurate record of proceedings (completed via email) BN noted a new system for voting on accuracy prior to the meeting will be set up for future meetings. • ACTION: BN to set up an offline voting system for collecting vote on accuracy of the previous Board minutes (<i>to be updated by all BM's prior to every meeting</i>). <p>Agenda item closed</p>	BN	Feb 2022

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4.	<p>GBA's Activity Report (28 Sep 21–16 Dec 21)</p> <p><i>-Paper 3 –GBA's Narrative Activity Report (distributed in advance)</i></p> <p><u>The above paper was circulated via email to Board members prior to the meeting. Individual questions by BMs to BN taken & answered electronically in advance (out of meeting discussion). This new process was previously agreed to ensure more focused time was spent on strategic discussion in future meetings.</u></p> <p>RP noted there were questions and responses present in the document around 'Board Recruitment' and furthermore on GBA's Marketing strategy and brand identity. RP welcomed any further comments to be discussed but highlighted the main idea of the report being circulated in advance was to have questions answered offline, ultimately to create more time and focus for discussions on wider strategic areas.</p> <p>RP advised BM's any further comments present in the activity report will be covered through the December meeting (within various agenda items). Some concerns were noted about the new method taking up more of BN time. BN confirmed the process was if anything more thorough and confirmed he would be guided by the Board's response to this new process.</p> <ul style="list-style-type: none"> ● DECISION: Board agreed they are happy to discuss any further activity report updates throughout the meeting. ● ACTION: BN to connect CTJ/GH with Beth Cullen (BC) Marketing officer to further discuss the above queries around GBA's Marketing focus and objectives for 2022. Alternatively, BC to present in next Board meeting. <p>Agenda item closed</p>	BN/BC	Jan/Feb 22
5.	<p>Update on Funding Application with SE</p> <p><i>Paper 4 - Phase 2 Narrative Submission update and explanation (distributed in advance)</i></p> <p><i>Paper 5 - Phase 2 Financial Submission (discussed in detail with F&G on 3rd Dec) (distributed in advance)</i></p> <p>BN provided an overview of the extensive work and activity which has taken place by the GBA team and wider partners to create and submit the final Narrative and Financial application process to SE.</p>		

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	<p>BN encouraged open Q&A on this agenda item. Various discussion held by the Board.</p> <p>Key points:</p> <ul style="list-style-type: none"> -BN advised GBA was part of SE's Track 1 (<i>26 Active Partnerships in total</i>), confirmed SE were happy with initial findings and willing to look at funding up to a maximum figure just over 2.6 million, with delivery aspects like school games being funded for 3 years, the systemic funding work (which is the bulk of money) funded over a 5-year period. BN further noted this was equal to approximately £90,000k a year <i>more than</i> what SE has funded GBA over previous years, adding this was now sitting with the SE Board for discussion and decision. -Congratulations noted to BN and the GBA leadership team, commending a fantastic piece of work around the SE process and alignment to the GBA Strategic vision/objectives. -Discussion held regarding the lack of reference to "Governance" in parts of the application. BN advised SE guidance for submitting was to complete Systemic/Delivery sections only, and that no funding was specifically ring-fenced for Governance aspects of the organisation. -BN informed the overall SE application process was really helpful to consolidate GBA's Strategic intent work and new logic models, as brought together more detailed understanding about the '3 themes' and overall vision around the 5 objectives and how GBA are to implement and deliver on these goals. -Discussion held regarding resource and capacity, the overall GBA structure and where the funding sits against the programmes. BN advised GBA have plans to look carefully at this area with focused internal meetings in the new year to decide how best the new strategic intent can be delivered and looking at how GBA manage their resource to deliver effectively on their goals. BN noted it could never be fully understood with full clarity at this stage, as a need to decide where GBA can focus its energy and it's resource following SE decision on funding. BN advised although predictions can be made some degree of flexibility and adaptation will be required over the 		

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	<p>coming months to support the ever-changing requirements and environments we may come up against.</p> <p>- Congrats to KH on her announcement of Pregnancy, BN advised GBA are to look at cover and resource during this absence.</p> <p>- Thanks given to Claire for support and hard work on the financial content of the submission process.</p> <ul style="list-style-type: none"> • ACTION – DC to circulate Paper 4 - Narrative Submission (SE) <i>(action was completed during the December Board meeting)</i> <p>Agenda item closed</p>	DC	Dec 22
6.	<p>Our Starting Life Well (SLW) Theme Work - by James Craggs (JC)</p> <p>Overview provided of the GBA emerging plans for Starting Life Well Theme via Presentation.</p> <p>JC referenced SLW came about through extensive insight and consultation work with GBA partners (target area is broad 0-25 yrs olds, with lots around early years and youth education, work focused on inequalities and disadvantaged communities).</p> <p>JC shared key information around the main SLW theme, highlighting main objectives and summarising how GBA look to achieve them <i>(importantly referenced that ‘system change’ is paramount and that physical activity will be directly embedded into the working plans)</i>. Further advised that insight and evaluation data was of high importance to ensure GBA can reach and drill down into the target communities and work in close/relevant partnerships across the county.</p> <p>JC noted there is additional work specifically around Early Years which is starting to develop further (more to come in 2022 on this area), noted this was a small piece of funding, but looks to gain some good learning from this pilot, further advised GBA will continue to use the most recent Active lives CYP survey to work with school in the county.</p> <p>RE: School Games: JC advised there was a similar agenda focus on inequality and disadvantaged communities across the county for the next Games, furthermore confirmed GBA are working with SGO’s across Berkshire commissioning extra funding around the Commonwealth Games which is a focused piece of work for 2022.</p> <p>JC noted the Opening Schools facilities fund is still to be confirmed.</p>		

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	<p>JC provided the Board opportunity for discussion and questions throughout the presentation, advised the operational plan is now available for this work area.</p> <p><u>A re-cap of the SLW theme presentation can be sent out to Board members on request</u></p> <p>Agenda item closed</p>		
7	<p>Relationship Building – NWO/JC</p> <p>NWO/JC provided overview and outcomes presentation regarding 8x Partner engagement events (re: strategy planning sessions).</p> <p>The agenda item held for Board awareness and discussion around this area, focus on GBA’s:</p> <ul style="list-style-type: none"> - Strategic intent - Logic models - 3 Themes - 5 Objectives <p>NWO advised the piece of work was carried out to help others/partners understand where GBA can be involved, to enable GBA to understand and place work focus where there is energy in the community, to bring people together for further understanding of what our partners want to achieve at this time. These sessions were delivered to help GBA prioritise and map key focus areas, for best use of GBA support and time.</p> <p>NWO provided the Board opportunity for discussion and questions throughout the presentation.</p> <p><u>A re-cap of the SLW theme presentation can be sent out to Board members on request</u></p> <p>Agenda item closed</p>		
8.	<p>Safeguarding</p> <p>JH/JC provided feedback from recent CPSU evaluation, JC/JH discussed Board involvement and responsibility for Safeguarding.</p> <p>JH provided a summary of where Safeguarding (SG) conversations were at between everyone, following a recent online meeting (attended by JC/CP/JH).</p>		

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	<p>Confirmed there had been some important discussion around some of the following areas:</p> <ul style="list-style-type: none"> -culture of safeguarding in the organisation -the current policy - the learning taken from the framework (check list) put together for the SG audit -the role of trustees in SG - the network set up across all of the partnerships to collaborate and discuss the relevant themes and issues. -Training and the impact of this (and possible lack of training) -BAME groups and the overall order of responsibilities -how to share SG practice across partnerships. <ul style="list-style-type: none"> - ACTION: JH to explore the useful links (which have been shared in the organisation via recent CPSU meetings), to include best practice for sharing information of SG procedure and policy across different partnerships. <p>JH provided opportunity for discussion, focused on 2 main questions to gather the view of trustees:</p> <p><i>“what do we see as Safeguarding for GBA”</i></p> <p><i>“are the children/vulnerable adults safer because we are the trustees and what is our evidence”</i></p> <p>RP gave emphasis to the importance of these questions, confirming the Board and organisation had a statutory and moral responsibility to others within this area.</p> <p>JC advised a policy was in place supported by an implementation plan for the year, confirmed this was regularly reviewed and monitored as part of the existing SG framework in place. Further summarised the importance of SG and that it contains many wide areas of attention and is naturally very multi layered and complex. Therefore, suggested GBA take a regular team meeting slot for continued SG updates and discussion with the wider GBA team.</p> <p>A variety of important questions were raised around multiple areas of Safeguarding, and it was unanimously decided a wider</p>	<p>JH</p>	<p>FEB 22</p>

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9.	<p>conversation is needed to gain detail and further action planning off the back of any queries raised.</p> <p>ACTION: BN – add further time to the next BM and to consider a Board Event before the next meeting – JH to discuss with BN/JC further ideas</p> <p>ACTION: JC to send over the relevant reports and SG implantation plans to the Board</p> <p>Agenda item closed.</p> <p>New Dashboard & Action Planner/tracker Follow up discussion guided by BN on previous dashboard version and first look at detailed tracker.</p> <p>BN provided overview of the dashboard (shared on screen), containing an overview of the key areas and content.</p> <p>BN advised the main change of the <i>middle area</i> on the dashboard, which is now linked to our logic models and strategic work. BN Confirmed GBA will continue to use a RAG system to monitor progress, and further advised of a new <i>Action Plan Tracker</i> which sits behind the Dashboard to include a more detailed description, progress/evidence, learning, and the lead GBA team on each area (advised that each programme area would additionally still have its OWN plan – the tracker is really a summary of what is already present in a specific programme plan)</p> <p>BN opened agenda item up for questions, advised that by March GBA are looking for a system to be in place which works for the Board and is a useful document.</p> <p>BN confirmed utilising other support networks for this work appeared quite expensive, but is still being looked into, suggested external evaluation support will be considered where it's possible and finically viable to do so, explained the dashboard is an evolving document and new ways of capturing overall outcomes and learning is continually being looked into (work in progress). GBA staff are currently testing new skills in their usual business to test ways to use MEL (through Rachel Greens insight work).</p> <p>ACTION: RP – to share more information (offline) how his area of work uses evaluation methods and tools.</p>	<p>BN/JC/JH</p> <p>JC</p> <p>RP</p>	<p>Jan 22</p> <p>Jan 22</p> <p>Jan/Feb 22</p>

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10.	<p>Agenda item closed</p> <p>Financial Forecast</p> <p><i>Paper 6 - minutes of the F&G committee - 3rd Dec 21</i></p> <p><i>Paper 7 – finance papers Dec 2021</i></p> <p><i>(both papers distributed in advance)</i></p> <p>CS provided a brief financial overview of the latest GBA accounts figures and budget, based on the papers distributed in advance. As every month, the numbers are previously considered and scrutinised in the previous F&G meeting.</p> <p>CS top level highlights:</p> <ul style="list-style-type: none"> -Finance papers are currently based on the assumption of receiving the full funding from SE <i>(but noted to will be fully confirmed later in the month upon SE final approval)</i>. -This year’s budget was around 830k of income (with 5k more coming in through projects and the DWP programme moved back) -Spending 90k less, as some programmes pushed into next fiscal -30k of underspend from open-up facilities fund (this will be handed back to SE) -Unrestricted reserves: forecast 22k deficit at time of budget, now forecasting tiny surplus (around 3k) or break even. -New programmes will include a 45k via Sports council charity trust for 12 months, and 20k from Groundworks to come in next year’s budget (could possibly come earlier) – some changes will be inevitable with timings of programmes and funding. -No cash flow issues are known or documented. -Page 3 financial paper highlights a new split of information, now split into 2 columns capacity / delivery, to be clearer for next year’s budget, providing visibility on how programmes help and in what capacity. - SE still contributing to most of our budget, as always, they are a huge part of the GBA financial picture. 		

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	<p>-Budget 22/23 looking healthy at this time and includes everything GBA know about, however as before some unknowns may occur due to which programmes may/may not run. Estimate 100k income – 60k of spend (Claire advised this is very general and based on the full amount of SE funding)</p> <p>Discussion to add confidence levels to possible income from new projects which are in scope – this was discussed and to be considered (CS/AC)</p> <ul style="list-style-type: none"> • ACTION: CS/BN - talk to the team in the future weeks to gauge potential income from programmes <p>Agenda item closed</p>	CS/BN	Jan/Feb 22
11.	<p>Anti Racism</p> <p>BN provided a quick update on this subject area.</p> <p>Question asked: what is our role as an AP in this area , BN highlighted that GBA may not be as far ahead as with the Female Safety work.</p> <p>NWO advised a summary of where GBA are with Anti-Racism. Confirmed there is lots of work in a network/across the AP, advised GBA have been involved in quite a few related forums and discussions but are still considering how best to approach this area and “what to do next”.</p> <p>NWO advised it feels across the network this area is still quite difficult ground to cover and often makes for some uncomfortable conversations, which inevitably is taking longer tackle and make actions/decision on.</p> <p>BN advised that promoting the right messages and mapping out considerations needs further research and time to consider other options, confirming that GBA have signed up to the statement from the AP network and that is currently on website, noted the key areas for next stage discussion include decisions on what approach to take and decide what is the safe space to take discussion forward</p> <ul style="list-style-type: none"> • ACTION – KR/BN to further discuss next stage on tackling this subject area. Note: to schedule discussions following GBA meetings around the new Covid governance guidelines (BN advised this is likely best practice to ensure a joined-up 	KR/BN	Feb/Mar 22

Item	Description	Action	Deadline
	<p style="text-align: center;">approach for diversity/inclusion planning across all GBA work)</p> <p style="text-align: center;">Agenda item closed</p>		
<p>12</p>	<p>Awards</p> <p>BN provided a quick update to advise the nomination process is now closed and the committee panel will be formed with BN/KH/CTJ. Scoring via the committee will be done online over the next few weeks. Advised the Awards now hold less of a competition focus, as in previous years.</p> <p>BN confirmed nominations in were at 34, could be more as this was data from a few weeks back and full data was not yet known.</p> <p>RP asked the Board if a member would like to take over from CTJ next year to help/volunteer on the Awards.</p> <p>CTJ advised would be delighted to pass on any knowledge to the new volunteer.</p> <ul style="list-style-type: none"> • DECISION: RL offered to take on Carole’s awards role <p>Agenda item closed</p>		
<p>11.</p>	<p>AOB</p> <p>PO –referenced a new report from the House of Lords which may be of interest to GBA, focused around the strategy of sport at Government level. PO further advised the item of discussion requires a longer time frame to discuss in detail.</p> <p>JW – raised an interest to include further discussion around sustainability/environment impacts (what is GBA’s commitment, and what can GBA do around this area on work focused for 2022 and beyond). NWO/BN updated advising this is a recognised and identified area of thought, provided a brief status on where GBA currently sit within this area.</p> <p>CTJ / KR– noted thanks to the GBA team (supported by other Board members) for all the work undertaken in a very difficult year and under challenging circumstances.</p>		

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	<p>HO -Gave reminder to the Board to attend (if required) an overview of Finance papers with CS</p> <ul style="list-style-type: none"> • ACTION – CS to circulate the date to the Board, for the finance paper overview. <p>BN – Noted the meetings are becoming very expensive to hold at Bisham, asked the Board to advise or consider alternative options of viable venues.</p> <p>Dates for next meeting:</p> <p>24 Mar 22 (<i>will be decided if F2F or virtual meeting nearer the time</i>) 30 June 22 22 Sep 22 15 Dec 22</p> <p>RP thanked everyone and closed the main December 2021 Board meeting.</p>	<p>CS</p>	<p>Early Jan 22</p>