

Minutes of the Get Berkshire Active

Quarterly Board Meeting

15th December 2022

1000-1330

Venue: Braywick Leisure Centre, Maidenhead

Chair: Richard Parker

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

In Attendance Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Donna Callowhill (DC) (Admin GBA), James Craggs (JC) (GBA), Beth Cullen (BC) (GBA)

Apologies: Harjinder Obhi (HO), Graeme Harrison (GH)

Item	Description	Action	Deadline
1.	<p>Welcome and Apologies</p> <p>RP welcomed everyone to the December 2022 GBA Board Meeting.</p> <p>BN/RP/Board members welcomed 2 new Board members Victoria Bradley (VB) and Helen Keen (HK), who followed with personal introductions.</p> <p>Round the room introductions were provided.</p> <p>Apologies: HO and GH</p> <p>Agenda item closed</p>		
2.	<p>Declaration of interests (DOI)</p> <p>Board members were reminded to complete a new DOI form with any changes (<i>re: employment, memberships, appointments, investments and so forth</i>), specifically relevant if any changes relate to a conflict of interest with a GBA trustee role.</p> <p>PO provided GBA an updated DOI form to reflect recent changes.</p> <p>Action: DC to file PO's updated DOI document</p> <p>Action: New Board Members VB, HK, to complete and return a DOI form to DC/BN (if not already) also to review their GBA website profile (<i>please advise GBA of any changes</i>)</p> <p>https://getberkshireactive.org/board-members</p>	<p>DC</p> <p>VB, HK</p>	

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	Agenda item closed		
3.	<p>Minutes and Actions arising from the GBA September 22 Board meeting (both distributed in advance of meeting, questions presented and answered by BN electronically prior to meeting).</p> <p>Paper 1 - Minutes of GBA BM 28 Sep 22</p> <p>Decision: Online vote on accuracy and approved by the Board</p> <p>Paper 2- Board Meeting Action Log</p> <p>BN advised questions by the Board were taken & answered electronically in advance of the meeting.</p> <p>RL noted absence for the September meeting / BN confirmed approval was therefore not required.</p> <p>No further questions raised.</p> <p>Agenda item closed</p>		
4.	<p>CEO's Activity Report (28 Sep 22 – 15 Dec 22) <i>Paper 3: GBA Activity Report (distributed in advance)</i></p> <p>Questions by BMs to BN were taken & answered electronically in advance.</p> <p>BN/RP provided trustees opportunity for general discussion and feedback.</p> <p>Queries raised and discussed around GBA's plans on tackling inequality. BN provided the Board updates on this area, including information on the work continuing around 2 focus areas: Anti Racism and Female Safety.</p> <p>BN advised GBA's objectives are to encompass all areas of EDI, that further work is being done to bring equal focus to both East Berks/West Berks regions which is ongoing and explained there are complexities and differences for each of these areas.</p> <p>Action: TH to go through Activity report - paper 3 to review questions raised and advise BN of any further queries (to action post meeting).</p> <p>Action: BN to resend GBA Activity Report and Q&A link to new BM's, to clarify where questions can be asked in advance of meetings.</p> <p>Discussions covered and noted in Item 3 above.</p>	<p>TH</p> <p>BN</p>	<p>Dec 22</p> <p>Jan 23</p>

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	Agenda Item closed		
5.	<p>Safeguarding (SG)</p> <p>Discussion led by JC and JH. -Role of the Board, Board Champion and Board Members -Update provided on recent assessment meeting with the Child Protection in Sport Unit (CPSU) <i>NB: This agenda item is to ensure BMs understand both the organisation’s role and responsibility for SG and are comfortable with the Board’s collective responsibility in this crucial area.</i></p> <p>Practical task: JH asked the Board to participate in a short practical exercise (a SG case study written example) to help share ideas and to consider/discuss appropriate actions which might be taken in a real-life situation. The Board discussed actions and outcomes, followed by group discussion to trigger ideas for best practice steps in a SG scenario.</p> <p>Action: JH to prepare further scenario-based examples for future Board meetings discussions, which aims to keep important SG situations and any appropriate actions front of mind for everyone (scenario examples can be found via the CPSU - Child Protection Sport Unit</p> <p>JH shared a word document with the wider committee “The Role of the Board” (details taken from the CPSU). The document detailed a RAG rating to highlight trustee responsibility around SG. The document provided a baseline for further discussion to help question thoughts around what SG is, what it represents and review the work GBA are currently applying to this area.</p> <p>The document promoted round the table discussion and opened further debate to establish the process for future SG updates, to include:</p> <ul style="list-style-type: none"> -further discussion of the SG policy at a higher level (but not into the weeds!) -continued discussion of the overall purpose of this work -to ensure GBA are all working to an agreed framework which adequately supports the wider SG area. 	JH	Mar 23

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	<p>- to look at a proposed “checklist” which Board members can use to ensure SG is being managed and implemented correctly</p> <p>-To query/discuss if BM’s have enough knowledge to manage any outside conversations from CPSU (is there enough base knowledge on the existing SG polices) – if not discuss actions to support</p> <p>Decision: The Board discussed if there was a requirement for a deputy SG champion on the committee. It was agreed not necessary as felt there was already a good process in place with one SG champion (JH), it was deemed comfortable that another trustee could step in and manage the SG supporting role if necessary. Agreed there was <u>not a requirement for a deputy of each specialised area.</u></p> <p>Decision: Board agreed the area of SG will be a standard agenda item at every meeting (BN to include in agendas), and will include updates from the Board SG champion (JH) who will encourage trustees to participate and support with any check and challenge areas</p> <p>Action: JH to re-edit the document “Role of the Board” due to some concerns about the current RAG ratings, some areas were deemed more ‘yellow’ than ‘red’, a suggestion for a sub list was also put forward. BN to circulate updated document with the minutes</p> <p>Action: JH to work closely with JC /BN to provide the next SG update and agenda items for future meetings.</p> <p>JC provided a headline review of the recent CPSU audit covering outcomes/actions. JC confirmed most of the outcomes were based on a “good” level score.</p> <p>JC provided his personal update to the Board of GBA next steps/considerations based on the outcome of the CPSU audit. Further confirmed the GBA team have recently met and discussed the procedure and process of what steps should be taken with any SG issue (<i>JC to share this information upon request, includes a flow chart diagram</i>).</p> <p><i>If finer details or a recap are required on the GBA SG update, JC can be contacted directly.</i></p> <p>BN provided a brief update to summarise how GBA manage partners and support other organisations, to help ensure they can deliver and carry out their programmes/projects/activities where correct procedures and standards of SG are in place. Furthermore, for clarity,</p>	<p>JH/BN</p> <p>JH//JC/BN</p>	<p>Jan / Feb 23</p> <p>Dec 22 until Mar 23</p>

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	<p>BN reassured the Board of the general GBA SG process which would be initiated if there was a SG incident.</p> <p>Board members gave thanks to JC / JH for their work and commitment on the SG areas.</p> <p>JC confirmed that Izzy and Ryan in the GBA team will be training and upskilling in the SG area, as deputy positions to himself.</p> <p>JC confirmed there is training available through the CPSU should this be required on an individual basis, please let him know.</p> <p>Action: BN to check the GBA training portal for all SG training and update at next Board meeting</p> <p>Agenda item closed</p>	BN	Jan 23
6.	<p>GBA Strategic Intent Progress Update</p> <ul style="list-style-type: none"> • Presented via GBA Dashboard (Paper 4) • Opportunity provided for the Board to check and challenge • Discussion of 6 Monthly progress report to Sport England Apr-Sep 22 <p><i>NB. This item for Board assurance of progress towards GBA strategic objectives (including the Sport England objectives)</i></p> <p>BN provided an overview on GBA's strategic intent progress.</p> <p>Advised the Smartsheet document had now been completed for SE (this is an Active Partnership national requirement), further advised the GBA general tracker and all documented measurements had been instrumental for this task and used to assist the content of the Smartsheet update. BN confirmed SE are looking to instruct a consultancy firm to review and analyse the 150 active partnership responses of this recent SmartSheet review.</p> <p>BN shared the GBA Dashboard (paper4) and opened for discussion and questions.</p> <p>Query raised about how BM's can effectively target questions directly from the dashboard document. BN discussed trustee responsibility in line with the Dashboard and clarified BM's understanding of the document.</p>		

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	<p>It was noted the dashboard was an effective method to help the Board keep track of various GBA projects and has been useful to date.</p> <p>A comment was raised to suggest the document could be used to look at the more problematic areas, and furthermore for BM's to apply any specific knowledge to support outcome and actions if possible.</p> <p>BN confirmed GBA use the tracker documents to support and capture evidence of GBA work/learning for SE. BN explained how the RAG Rating worked on the document and confirmed it was not compulsory for the Board to comment and advise on, however the document was available to aid GBA updates and Board discussions.</p> <p>Agenda item closed.</p>		
7.	<p>GBA's Communication and Digital Social Media Strategy from BC (Presentation + Q&A) <i>NB. This item is for information and for BM comment</i></p> <p>Interactive session delivered by Beth Cullen (BC) who delivered a detailed marcoms update for GBA.</p> <p>Discussion and Q&A were opened to the Board.</p> <p>Query raised on how GBA plan to target/focus on school communications, and if the messaging will filter through SGO's. BC advised SGO's are currently invited to share their work through GBA channels and noted GBA may look further into ways of speaking to schools more directly.</p> <p>JC followed up on the above query and provided an update on GBA's relationships and the work happening in the school sector.</p> <p>Board thanked BC for a detailed and informative presentation.</p> <p>Agenda Item closed</p>		
8.	<p>Financial Forecast</p> <p>Consideration / Approval of Finance & Governance Committee Meeting notes from 02 Dec 22 (Paper 5) and Finance Papers (Paper 6)</p> <p>• <i>Distributed in Advance. Questions only and Vote on approval NB this Item to allow assurance of good financial control)</i></p> <p>CS provided a brief overview of GBA finance status, confirmed there was currently a 22k surplus which indicates a positive outlook at the moment. Reminded Board Members projects can still come through and make changes to the current forecast. Advised 5 projects coming</p>		

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	<p>to an end and their final financial performance will be updated and confirmed for the Mar meeting.</p> <p>CS advised the budget to be signed off for the new fiscal during March (for the new fiscal starting in April). CS confirmed there was 150k in reserves at present – considered a high level (noted this can fluctuate). Advised the F&G committee and CEO/FD are discussing how best to utilise the money. Confirmed Staff salaries will come later for discussion in AOB.</p> <p>Action: CEO/FD will present at the next meeting on how these reserves can be managed and opportunities of where to prioritise spending of unrestricted reserves.</p> <p>CS provided an overview of how reserves are currently categorised at GBA, 3 areas:</p> <ul style="list-style-type: none"> -120k for salary / redundancy of staff (3 months) used for emergency GBA shut down -150k for investment purposes only (also for Board to discuss) this is known as free reserves -Restricted reserves (ringfenced) <p>CS further noted:</p> <ul style="list-style-type: none"> -GBA do not need an operating cash reserve as funders usually pay in advance -GBA have been conservative with figures from the beginning, which has led us to be in a good position. -GBA have a confirmed 4 years of set SE funding - Any GBA Investment is mostly in people. -The Opening Schools Facilities (OSF) programme via SE amounts to capacity funding of 15k per year for 3 years. There will be significant investment money going direct to schools who participate in the programme. OSF will be driven and delivered by GBA existing staff and thus create and underspend of £15k against SE funded items this year. SE have already agreed we can carry this underspend over. <p>Agenda item closed</p>	<p>CS/BN</p>	<p>March 23</p>

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9.	<p>Governance <i>NB. This item for information purpose</i></p> <p>BN provided a short update on changes to UK Code of Sports Governance and effect on GBA. The planned feedback on the annual board survey was deferred and will be discussed out of meeting.</p> <p>BN advised:</p> <ul style="list-style-type: none"> -7 areas of Governance are about to have changes applied, ED&I being a main focus. -More detail of these changes will come in Jan 23. GBA will then self-assess against the criteria and, where required, create a plan to address any shortfalls. SE will support a programme plan for making these changes over the next 12 months. -As this some of the work is likely to relate to how the board operates BMs will be asked to be involved in the process. BN proposed an option for a small sub team to form and be involved for this process (with ED&I focus). 3 to 4 Board members would suffice. <p>Action: Board to consider and let BN know asap if interested (will discuss further actions in March).</p> <p>Action: BN to share info as required as it comes in</p> <p>Agenda item closed</p>	<p>All Board – consider if interested in the task.</p> <p>BN</p>	<p>Jan/Feb 23</p> <p>As necessary</p>
10.	<p>AOB:</p> <p>This item discussed confidential issues around staff pay and specifically around the principles of any pay award for Apr 23. As such all GBA staff present in the meeting apart from the CEO/FD left at this point.</p> <p>In summary the board recognised the very severe cost of living crises and where supportive of implementing the best possible pay award congruent with this and our financial position. CEO /FD explained that they had updated the template paygrades/ranges and scales document originally created in 2017. They had applied the increases agreed year on year since then to bring the chart up to date.</p> <p>Individuals were then aligned into an appropriate increment level. A baseline 5% increase (for Apr 23) was then applied to all staff (below the CEO level). And it was agreed this was the minimum rise any staff would see in Apr. In addition to this for several members of the team</p>		

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	<p>further adjustment was made which reflected significant increases in the job role requirements and in one case a move into a different and more senior role. The combined total of the increase proposed was around £28k.</p> <p>The Board were unanimously supportive of the proposal to increase and adjust pay in the way described and approved the additional cost to the budget and understood this was one significant way we would be utilising our free reserves.</p> <p><i>CEO's Note: Staff have now been individually informed of the decision on their pay award,</i></p>		
11	<p>Dates for next meetings</p> <p>23 Mar 2033 (confirmed - venue TBC) • 22 Jun 2023 (proposed) • 28 Sep 2023 (proposed) • 14 Dec 2023 (proposed)</p> <p>RP gave thanks to all trustees for their time, wished everyone a very happy Christmas and closed the Dec 2022 Board meeting.</p>		