

**Minutes of the Get Berkshire Active (Berkshire County Sports Partnership)  
Quarterly Board Meeting**

**20<sup>th</sup> June 2019, 10:00 - 13:30**

The Abbey, Bisham Abbey National Sports Centre, Marlow Road, Nr. Marlow, SL7 1RR.

**Present:** Sue Anstiss MBE (SA) (Chair), Avril Couper (AC), Carole Thelwall-Jones (CTJ), Paul Owen OBE (PO), Amanda Foister OBE (AF), Derek Peuple (DP), Tessa Lindfield (TL), Ria Ingleby (RI), Karen Ross MBE (KR).

**In Attendance** Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Denise Peplow (DAP) (Admin).

**Apologies:** William Bird MBE (WB), Graeme Harrison (GH), Nadeem Janjua (NJ).

Item	Description	Action	Deadline
1.	<p><b>Welcome and Apologies for Absence</b></p> <p>Apologies were noted from WB, GH and NJ.</p>		
2.	<p><b>Re-appointment of Board Members &amp; Governance Code</b></p> <p>BN explained that 4 Directors are close to reaching the end of their 3-year term. The following have all expressed a desire to be re-elected:</p> <ul style="list-style-type: none"> <li>• Paul Owen</li> <li>• Karen Ross</li> <li>• Avril Couper</li> <li>• Ria Ingleby</li> </ul> <p>SA asked for the Board's approval. CTJ proposed the nominations, AF seconded the proposal, and all voted in favour of re-election.</p> <p><b>DECISION:</b> The Board approved the re-election of the above four Directors.</p> <p>BN also explained that GBA is now required to complete an annual 'Governance Statement' (which can be included in the annual report or simply posted on the website). BN circulated a draft based on a template from Sport England and requested that the Board review it and feedback any comments/suggestions.</p>	<b>ALL</b>	<b>ASAP</b>
3.	<p><b>Declaration of interests (DOI)</b></p> <p>BN asked Board members of any changes to individual DOI paperwork submitted, and to complete a new DOI forms if circumstances had changed (and return to DP).</p>		

Item	Description	Action	Deadline
	<p><b>ACTION:</b> GBA to send a DOI form to RI</p> <p><b>ACTION:</b> BN requested that all Directors check their profiles on the GBA website at <a href="https://getberkshireactive.org/board-members">https://getberkshireactive.org/board-members</a> and inform GBA to any updates that should be made.</p> <p>SA also mentioned that she recently was shortlisted and interviewed for a Board position with Sport England. She will find out in a month if she was successful, but her intention is to remain with GBA.</p>	<p><b>DP</b></p> <p><b>All</b></p>	<p><b>June 19</b></p> <p><b>July 19</b></p>
<p><b>3.</b></p>	<p><b>Minutes and Matters Arising from meeting on 21 March 2019</b> (<i>can refer to Paper 1. Minutes of GBA 21 Mar &amp; Paper 2. Board Meeting Action Log</i>).</p> <p><b>DECISION:</b> The minutes of the last meeting (21 March 2019) were accepted by the Board as a true and accurate record of proceedings.</p> <p>The Board went on to discuss the Action Log from 21 Mar 2019:</p> <p>Ser No 3: BN is trying to get Doug Patterson and Adrian Ledbury to the AGM or a future Board Meeting.</p> <p>Ser No 6: Anna Kondakova will follow this up with Graeme Harrison.</p> <p>Ser No 9: The Board photograph will now take place at the September Board Meeting.</p> <p><b>DECISION:</b> There were no further outstanding actions not covered in today's agenda.</p>		
<p><b>4.</b></p>	<p><b>CEO's Q Report (21 mar 19-20 June 19)</b></p> <p>The Board discussed Paper 3: CEO's Narrative Report (distributed prior to the meeting).</p> <p>BN gave a general overview of progress on the latest key priorities of GBA, as per the distributed CEO report.</p> <p>Key discussions held:</p> <p><b>4.1 Recruitment and Staff Changes:</b> BN explained that NR is gradually returning to full time work. The Board asked on what grounds leave was given, and BN answered compassionate leave. The Board agreed this was absolutely right in the circumstances and praised GBA's handling of the matter. KR asked if there was a staff handbook – BN confirmed there is and KR suggested that a line should be added in along the following lines so staff know where they stand "Compassionate leave may be granted at the discretion of the CEO...." or similar.</p>		





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	<p>model and BN confirmed we do sometimes engage with delivery partners. NWO has invested a lot of time in not only identifying and chasing funding opportunities but in evaluating how they fit strategically with GBA's objectives. The Board asked how we capture/understand funding bids gained by our Partners and BN commented that these successful bids help further our aims even where the money is not awarded directly to GBA.</p> <p>No further comments, SA thanked CS and closed the agenda item.</p>		
<p><b>6.</b></p>	<p><b>GBA Awards</b></p> <p>BN reported that 4 sponsors had confirmed their commitment in the last few days which was excellent. TL expressed interest in sponsoring the Active Workplace Award. DP and CTJ confirmed that YLs at Parkhouse School will help with the Japanese theming of the event.</p> <p>No further comments, SA closed the agenda item.</p>		
<p><b>7.</b></p>	<p><b>Progress, Evaluation &amp; Continuous Improvement</b></p> <p>BN explained the GBA Dashboard. CTJ asked where GBA's insight work fits on this and it was agreed this should be displayed as a box in itself though at a granular level it runs through everything. KR asked what the Quest scoring range was to provide context for GBA's score. GBA's net promoter score was singled out as particularly positive.</p> <p>BN explained that the annual stakeholder survey will need reviewing as the APN national survey used last year was no longer relevant and fit for purpose. GBA will see what the national network comes up with then decide but BN suggested one rating question with a narrative box for why the rating score was given. The Board supported this idea. There was a general discussion around impact measures and how best to capture the most significant change. BN confirmed GBA always asks for Forum feedback and CTJ mentioned a new app for immediate feedback which she will share with the Board. SA commented it was reassuring to know that impact is being captured and measured. KR asked if Quest and following up on the recommendations therein was beneficial to GBA. BN confirmed it was valuable – whilst quite labour intensive this time around, it will be easier going forward and the fact it is independent increases its validity.</p> <p>No further comments, SA thanked BN and closed the agenda item.</p>		

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8.	<p><b>Active Medicine Programme</b></p> <p>BN gave an update on this programme and recruitment. SA asked how it aligns with Moving Medicine and KR asked how we came up with the name. The name was decided among the 3 partnerships from a list of suggestions. BN explained that the programme was not about ‘reinventing the wheel’ but rather about helping current resources land locally. He further explained that we are considering having a logo made for this project which you can do online now for less than £30 to increase branding and awareness. RI suggested personal trainers, yoga teachers and sports centres would be good groups to target as they already have some experience and insight into the interaction with the NHS. BN noted that the funding from SE was based upon upskilling professional health sector staff.</p> <p>No further comments, SA thanked BN and closed the agenda item.</p>		
9.	<p><b>AOB</b></p> <p>BN suggested that the September Board Meeting which incorporates the AGM might also include a longer strategic session reviewing GBA’s forward aims (in preparation for a strategy update in 2021) followed by a BBQ with GBA staff. SA requested a later start time given the meeting will run in to early evening and 12 noon was agreed.</p> <p><b>Action:</b> GBA to confirm timings and organise.</p> <p>BN would like to organise a Board photograph at the next meeting.</p> <p><b>Action:</b> Admin to add this to Agenda items for next Board meeting.</p> <p>PO highlighted the success of the SPAN Forum on Social Prescribing and commented that its content was still being mentioned anecdotally at other networking events.</p>	<p><b>BN, Admin</b></p> <p><b>Admin</b></p>	
10.	<p><b>Dates of future Board meetings:</b></p> <ul style="list-style-type: none"> <li>• Thursday 26 Sep 19 (Including AGM, Board photograph, strategic session and BBQ)</li> <li>• Thursday 12 Dec 19</li> </ul> <p><b>No further comments made. SA thanked the Trustees and officially closed the June 2019 Board Meeting.</b></p>		