

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

**18<sup>th</sup> June 2020 1000-1300**

Meeting Conducted vis Microsoft Team's Meeting Video Conferencing

**Present:** Sue Anstiss MBE (SA) (Chair), Avril Couper (AC), Carole Thelwall-Jones (CTJ), Paul Owen OBE (PO), Amanda Foister OBE (AF), Graeme Harrison (GH), Karen Ross MBE (KR), Derek Peaple (DP), Ria Ingleby (RI), Jason Worthy (JW) (new incoming Chair), Richard Parker (RP) (new incoming Board member), Rebecca Leach (RL) (new incoming Board member); Tameena Hussain (TH) (new incoming Board member), Jo Halliday (JH) (new incoming Board member).

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

**Apologies:** Tessa Lindfield (TL)

| Item | Description  | Action | Deadline |
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| 1.   | <p><b>Welcome and Apologies for Absence</b></p> <p>Apologies were noted from TL.</p> <p>SA welcomed and introduced the new Board members as follows:</p> <ul style="list-style-type: none"> <li>• Jason Worthy (Chair Role)</li> <li>• Richard Parker</li> <li>• Rebecca Leach</li> <li>• Tameena Hussain</li> <li>• Jo Halliday</li> </ul> <p>SA confirmed that going forward AC will Chair of the Finance &amp; Governance Committee.</p> <p>GBA and the Board wished to record immense thanks to the retiring Board members Sue Anstiss, Amanda Foister and Derek Peaple for their time, energy and governance given to GBA over the years of tenure.</p> |        |          |
| 2.   | <p><b>Declaration of interests (DOI)/Conflict of interest</b></p> <p>BN confirmed all new Board members had submitted the appropriate paperwork. BN asked all Board members of any changes to individual DOI paperwork to be submitted to Admin. AC has changed role and will submit a new DOI.</p>  |        |          |

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| 3.   | <p><b>Minutes from the Previous Meeting(s)</b> NB Paper 1 - Minutes of GBA Board 18th March 2020; Paper 2 – 30<sup>th</sup> April 2020 Interim Meeting Notes; Paper 3 - Board Meeting Action Log - distributed in advance. Questions only.</p> <p><b>DECISION:</b> The minutes of the Board meeting (18<sup>th</sup> March 2020) and the interim meeting (30<sup>th</sup> April 2020) 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 18th March 2020. BN noted one outstanding action Ser No 2.</p> <p><b>ACTION:</b> BN and GH to discuss how to take forward Ser No 2 outside of the Board Meeting.</p> <p><b>DECISION:</b> There were no further outstanding actions not covered in today's agenda.</p>  | BN/GH  | June 2020 |
| 4.   | <p><b>Update Brief on: Covid-19 Planning and Work</b> NB Paper 4 – Covid-19 Update - attached with the Agenda and <b>Presentation: Berkshire Covid-19 Physical Activity Insight Incl Q&amp;A</b></p> <p>4.1 BN gave the board an overview GBA's response to the Covid -19 situation. Key actions taken include:</p> <ul style="list-style-type: none"> <li>- repositioning the website</li> <li>- moving the Berkshire School Games to a virtual format</li> <li>- carrying out both the Berkshire physical activity and Club surveys</li> <li>- engaging with Partners and stakeholders</li> <li>- promoting funding sources to those that need it</li> <li>- providing online training opportunities for Partners</li> <li>- lot on finances which CS will cover off under item 5</li> </ul> <p>4.2 GBA is currently working to identify and encourage organisations and clubs that need it most to apply for the SE Inequalities Funding allocated to GBA (£50k) focussing on the key areas of BAME, LSE groups, Disability and LTHC. This has been helpful in extending GBA's reach to new communities.</p> <p>4.3 BN commented that engagement with Sport England in this period has been fantastic and confirmed that Sport England are automatically rolling over GBAs funding for 2021. More importantly, the positive news is that the new funding round will have less restrictions in terms of allocations than previously, allowing GBA more discretion to use this as it best sees fit and will also allow funding and strategy to be more aligned for the first time.</p> |        |           |

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|      | <p>4.4 Sport England are currently going through their strategic review and have issued a consultation document. BN proposed that the senior GBA team and the Board should work together to decide what GBA's planning process should be to create a new strategy 2021-2024 aligning to that of SE. Given the current uncertainty the strategy would be based around core principles and intent with the 'how to' devolved to staff to decide how best to deliver in practice. CTJ noted that the Board has great trust in the GBA team and this point should be made explicit in the strategy, along with a reference to GBA using the expertise and contacts of the Board to help with navigation in complex and uncertain times.</p> <p>RP asked if any of our current activities are at risk as a result of Covid-19 uncertainty and if any of our delivery partners are challenged? In terms of finance BN said there were concerns but SE quickly confirmed funding to APs including rollover to next year and the increased flexibility is the key. In terms of local funders there is still some ambiguity but overall GBA have been pleasantly surprised at how flexible our local funders have been. In terms of delivery partners, we hope to use Tackling Inequalities Fund to target new community groups who could deliver transformative and sustainable physical activity not to pay rent etc for established clubs.</p> <p>BN outlined the envisaged timetable for the new strategy process with an initial (virtual) planning meeting in July to decide on the milestones, with an aim to produce a first draft of the strategy early Autumn. This would then be worked up for approval at the December Board meeting, so it will be ready for publication in early March and implementation from April.</p> <p>JW agreed with the intent and asked GBA to ensure various scenarios around Brexit, second wave etc are factored in.</p> <p>KR asked how GBA are collecting information around diversity. BN said it would be a central thread of the ongoing strategy – GBA is in a reasonably good position but cannot be complacent on it. Tackling inequality is a central thread of the SE framework and GBA probably should be more explicit about it.</p> <p>BN requested any Board members who would like to be involved in this process to please let him know. CTJ congratulated the team on what has been achieved thus far in a very difficult time.</p> |        |          |

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|      | <p><b>ACTION:</b> BN to circulate the Sport England consultation document to the Board.</p> <p><b>ACTION:</b> CTJ and BN to draft an outline of the process and email it out to the Board so trustees who would like to volunteer to be involved in planning GBA's new strategy can let BN know (GH &amp; KR confirmed this in the meeting).</p> <p><b>Presentation: Berkshire Covid-19 Physical Activity Insight</b></p> <p>4.4 Rachel Green, GBA's Insight Officer, joined the meeting to present the findings of the GBA Berkshire Covid-19 Physical Activity survey. RG explained that we have collated and evaluated the insight, the 'so what' still needs to evolve. GBA aligned our survey to the SE national surveys (which were conducted over several weeks during lockdown) and achieved 807 responses over 3 weeks (against 2000 for SE across England). Not all LA's engaged as well as others which influenced the respondents – e.g. BAME was under-represented.</p> <p>SA asked the difference between the various online and interactive categories and noted that if these were added together the percentage of people doing screen based exercise classes would be substantial, however it was also encouraging for providers of PA that a lot of people miss doing what they used to do in terms of exercise.</p> <p>In terms of how people find out about activities, GPs were very low as a source of information at 3% and this is relevant for GBA's Active Medicine Programme. GH also noted that if all the various social media options were amalgamated this would be the largest source of information which is insightful.</p> <p>JH noted that schools weren't listed as a source of information – RG explained the survey was aimed at adults so schools weren't given as an option but in hindsight it would have been useful to include it.</p> <p>KR asked if the survey was only in English – responses from Slough were low and BAME respondents were under-represented so it might be a good learning point for future.</p> <p>The Board then discussed whether Covid-19 would impact how people exercise in future – will they change habits or go back to what they used to do? There was a general feeling that many people are now fatigued and motivation to exercise has dwindled so it might be worth repeating the survey to establish if this is the case. RI also asked how we could achieve a more representative BAME response to tackle inequalities, recognising that whilst many Berkshire residents have</p> | <p><b>BN</b></p> <p><b>BN/CTJ</b></p> | <p><b>June 2020</b></p> <p><b>June 2020</b></p> |

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|                  | <p>access to leafy green spaces some in more urban environments like Slough might not, which could be a barrier to PA.</p> <p>GBA recognised that whilst the survey had some limitations, it has given GBA valuable insight that will now be analysed in several ways (e.g.by LA, by disability etc) and that can help inform the strategy albeit recognising some bias in the data.</p> <p>The Board agreed it was a superb piece of work in terms of the responses and the learning outcomes and congratulated RG and AK.</p> <p><b>ACTION:</b> GBA to circulate the PPT presentation.</p>  | <p><b>BN</b></p> | <p><b>June 2020</b></p> |
| <p><b>5.</b></p> | <p><b>Finance Update</b> <i>NB Paper 5 Minutes from 5th June F&amp;G Meeting and Paper 6 Finance Papers as distributed in advance.</i></p> <p>5.1 CS shared the updated Statement of Financial Activities with the Board. Normally the F&amp;GC would scrutinise and approve things prior to the Board meeting and the Board would normally get just a quick overview but due to the number of new Board members and quite a lot of change in finances it was thought appropriate for CS to have more time to run over finances at this Board meeting. CS explained that we must recognise income when probable under charity accounting rules so income can be very lumpy (surplus deficit line). A key figure is restricted funds which can only be spent on the specific project for which they were awarded. Unrestricted reserves are funds where GBA has the power to decide how to spend it and this is built up from management fees which get transferred out of restricted funds when a project is finished. Pot of reserves now significant but within that GBA has ringfenced funds of £120k to shut down the charity in an orderly fashion should it ever be needed hence being split in to two lines.</p> <p>5.2 GBA genuinely saved some money towards the end of the financial year with no meeting costs, no-one attending the AP network meeting etc so the resultant deficit of £8k was less than expected. Funding landscape has got tougher but nearly £300k in the bank so GBA is in a comfortable position and can run with a slight deficit.</p> <p>5.3 As we move in to a new fiscal its important to point out that GBA is very conservative and will only reflect income that we have received and cost of current staffing always go in so the budgets reflect the worse-case scenario and any deficit is usually eradicated as the year progresses and new sources of income are recognised (e.g. in 2019/20 we started with a £55k deficit forecast and ended up with £8k).</p> |                  |                         |

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|      | <p>5.4 Budgeted deficit for 2020/21 of £40k now looking closer to £10k after many funders have confirmed projects however what GBA can't be sure of at the moment is the timing of needing to recruit a physical activity deliverer or whether we will be able to manage from within our current resources so it's a bit fluid.</p> <p>RP asked if SE are happy with us putting funds in to reserves. CS explained that the reserves are built up from non-SE projects where we charge a management fee and any left-over funds where the funder is happy with the KPIs. GBA has a substantial amount of funds from non-SE sources c30%.</p> <p>BN added that SE are rolling over GBA's funding in 2021/2022 but with far less restrictions in terms of specific programmes and any unspent money from this year can be carried forward too with less restrictions. Hence, we need a strategy in place that decides what is right for Berkshire and what we should prioritise in terms of delivery. Specific details of how funds should be reconciled etc are still to be confirmed by SE.</p> <p>KR asked if GBA has a set management fee. CS replied that GBA tends to aim for around 20% but it is very varied and depends on the funder (though it is rarely referred to as a management fee) and sometimes we also have to factor in external delivery.</p> <p>CTJ asked about scenario planning (ref JW point earlier in the meeting) and CS confirmed that she always has a best and worse-case scenario running. CTJ also asked if GBA are confident there won't be any claw back from SE and CS confirmed that we have had the award letter but obviously no-one can predict what will happen post March 2022. BN also pointed out that some APs had to make redundancies when there was a lot of uncertainty around the last SE funding round. Due to reserves GBA didn't need to do that and are in a position now to say we don't need to make any knee jerk reactions and we should invest in our capacity so we can keep looking for programmes and take advantage of opportunities. Clearly there may come a time when GBA has to make some difficult decisions, but CS has managed GBAs finances well in order that those decisions don't have to be rushed.</p> <p>5.5 GBA has a surplus of cash at the moment as SE has paid GBA up front. CS is opening accounts to put chunks of £85k in. The paperwork is doing the rounds at the moment to put £85k into a Charity Aid Foundation 1-year savings account. In addition, CS proposed putting £85k in to an instant access charity bank account which offers 0.6% and CS requested Board approval for this. KR proposed, GH seconded.</p> |        |          |

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|      | <p><b>DECISION:</b> Board approved opening an instant access account with £85k.</p> <p>5.6 KR asked when CS needs the draft annual report reviewed by and CS confirmed August would be good for approval at the September Board meeting.</p> <p><b>ACTION:</b> CS to send KR draft 2 of this report.</p> <p>5.7 CS asked if new Board members want to run through project names or want any further explanation. BN mentioned that he has sent out an induction pack to the new Board members and would seek to find a date in July when they could join a GBA team meeting to hear more about individual programmes and what they are trying to deliver.</p> <p><b>ACTION:</b> BN to confirm a date for new Board members to join the GBA team meeting (confirmed post the Board meeting as 15<sup>th</sup> July).</p>  | <p><b>CS</b></p> <p><b>BN</b></p> | <p>June 2020</p> <p>ASAP</p> |
| 6.   | <p><b>Governance: UK Code requirement for external Board Review</b></p> <p>6.1 BN explained to the Board that the highest level of the SE Governance Code applies to Active Partnerships, one of the requirements of which is an external review of the Board &amp; governance every four years. In 2011 and 2015 GBA undertook two external reviews and in 2017 used Campbell Tickell. The next review is due by Autumn 2021 and with the cost being quite high, in light of Covid-19 it is proposed that it should be undertaken in early 2021 to give more time to source quotes and for new Board members to become established and be involved.</p> <p>Campbell Tickell have devised a schedule for APs which will cost £6k, including a Board survey which GBA undertakes anyway so this cost could be reduced. GBA used the schedule as a basis to source alternative quotes from two others (previous Chair of Active Oxfordshire and Linda Freeman who did the previous reviews) and both quotes came in between £4k and £6k.</p> <p>CTJ asked if GBA had sounded out other APs. BN said he had and there was a bit of disquiet at spending a significant sum on the review but there was nonetheless a recognition that it’s important to do something and to match the criteria to someone who would be recognised as a fit and proper person to undertake the task.</p> <p>BN will send JW the background to the requirements and the quotes to enable JW can talk to other Board members to decide how the Board would like to proceed.</p> |                                   |                              |

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|                  | <p><b>ACTION:</b> BN to send JW requirements and quotes</p> <p><b>ACTION:</b> GBA to circulate Board contact details (email addresses).</p>  | <p><b>BN</b></p> <p><b>BN</b></p> | <p><b>June 2020</b></p> <p><b>June 2020</b></p> |
| <p><b>7.</b></p> | <p><b>Safeguarding</b></p> <p>7.1 BN told the Board that GBA’s safeguarding has always centred on children and young people with DP the champion. GBA is assessed yearly by the Child Protection in Sport Unit (paid by SE). The rating system has been changed recently from red/amber/green and this year GBA was very pleased to be awarded an outcome between good and very good. GBA also recently completed the Ann Craft Trust adult safeguarding process and can now use this certification/logo on our website.</p> <p>7.2 BN highlighted the safeguarding resources on the GBA website which contains lot of valuable material and links for our Partners.</p> <p>7.3 KR said that she undertook some training for the Board a year ago and asked if this needed renewing? BN explained that GBA subscribes to a training platform with certain mandatory modules for GBA staff. Some of this might be of relevance to the Board (e.g. equality &amp; diversity, safeguarding). The Board agreed it should review to decide what aspects would be important for trustees and might form part of a formal Board training process.</p> <p>SA mentioned that the CSPN also have excellent resources so GBA should share links to that.</p> <p><b>ACTION:</b> BN to investigate what training is available through SE, the APs, the CSPN and the GBA platform to compile what’s available and a suggested list of topics for the Board for them to decide what might be mandatory or at individual discretion. JH offered to work on this with GBA and to make a recommendation to the Board.</p> <p><b>DECISION:</b> JW confirmed he was happy with the way ahead proposed.</p> | <p><b>BN/JH</b></p>               | <p><b>July 2020</b></p>                         |
| <p><b>8.</b></p> | <p><b>GBA Awards</b></p> <p>8.1 The Board held a wide-ranging discussion around the options proposed in the CEO’s report (Paper 4, point 21) for the 9<sup>th</sup> Annual Awards which would take place in Feb 2021. Whilst the Board and GBA acknowledged the huge benefits and positive PR from the Awards dinner, it carries significant financial risk (aim being to break even) and entails a huge amount of work. Clearly GBA is in a difficult position this</p>   |                                   |   |



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|      | <p>year with nervousness around capacity to organise such a large event and uncertainty around the risks of a face to face event, plus a lack of milestones to pin nominations on.</p> <p>CTJ agreed the current circumstances are different and the Board recognises the different landscape, and the capacity of the organisation and the amount of risk we might tolerate is different in the current circumstances. The Board however would like to do something but in a different format, possibly more online, but one constraint is the opportunity cost of staff time which the Board is cognisant of in committing resources. Doing something more virtual might require some input but BN thinks it could be really supportive of our strategy and engaging with new Partner organisations and a lot of the work around practical details would go away, particularly if GBA could draw on the expertise of the Board who have considerable online experience. BN acknowledged challenge would be around how we get grass roots nominations and deciding categories. CTJ and PO confirmed they would be happy to give their time.</p> <p>RP asked if the GBA Awards were normally profit making. BN explained that at best they were more likely to be just breakeven and this depended on what sponsorship could be secured each year. If, for the 9<sup>th</sup> Awards we switched to a digital format there should be little direct costs.</p> <p><b>ACTION:</b> BN to send link to GBA awards video for new Board members to get a feel for the event and CTJ will recirculate the infographics to support this.</p> <p>JW agrees with leaning towards virtual now and thinks it's a great opportunity to think about how the event should evolve over the next 5 years. Other APs don't always do it because there are other means of recognising sporting heroes in their area e.g. newspapers so collaboration might be the way forward.</p> <p>RL thinks bringing people together and celebrating what has been done under lockdown is so important so fully supports the Awards and would be happy to help from an events background. KR agrees bring sport back into consciousness is a good idea – now is not the time to stop. RI confirmed many events like festivals are going online e.g. <a href="https://www.happyplacefestival.com/">https://www.happyplacefestival.com/</a>. BN suggested we could also hold a small F2F event later in the year possibly either in the community or at Bisham.</p> | BN/CTJ | June 2020 |

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|            | <p>AC noted some nominees (not even winners) use the GBA nomination in their email signatures so it does mean something to those recognised.</p> <p><b>DECISION:</b> Board confirmed its support for a hybrid option 3/option 4.</p> <p><b>ACTION:</b> BN and CTJ will put together a project team and plan so that GBA can begin to communicate with Partners.</p>  | <b>BN/CTJ</b> | <b>July 2020</b> |
| <b>9.</b>  | <p><b>AOB</b></p> <p>9.1 KR thanked SA for being Chair and acknowledged her contribution.</p> <p>9.2 JW asked when new Board members could announce their active involvement with GBA. BN replied that AK is producing a press release and putting the new Board members on the website so OK to talk about it with immediate effect.</p> <p><b>Action:</b> BN to register the new Board members with Companies House.</p>   | <b>BN</b>     | <b>June 2020</b> |
| <b>10.</b> | <p><b>Dates of future Board meetings:</b></p> <ul style="list-style-type: none"> <li>• Thurs 24 Sep 2020 (including the AGM)</li> <li>• Thurs 17 Dec 2020</li> <li>• Thurs 25 Mar 2021</li> </ul> <p><b>DECISION:</b> It was proposed and agreed that main Board meetings will continue to be held F2F wherever possible but the Finance &amp; Governance Committee will continue to be held in a virtual format to save on room hire and catering charges plus travel time.</p> |               |                  |