

Minutes of the Get Berkshire Active

Quarterly Board Meeting

30th June 2022

1000-1330

Elizabethan Room, Bisham Abbey

Chair: Richard Parker

Present: Richard Parker (Chair), Avril Couper (AC), Graeme Harrison (GH), Karen Ross MBE (KR), Jo Halliday (JH), Rebecca Leach (RL), Harjinder Obhi (HO), Tameena Hussain (TH)

In Attendance Brett Nicholls (BN) (CEO Get Berkshire Active), Donna Callowhill (DC) (Admin GBA)
Dr Marlize De Vivo (DMDV) (AMP Manager), Sarah Ashton (SA) (EY Fund Manager)

Apologies: Claire Sweeney (CS) (Financial Director), Carole Thelwall-Jones (CTJ), Paul Owen OBE (PO),

Item	Description	Action	Deadline
1.	<p>Welcome and Apologies</p> <p>RP welcomed everyone to the June 2022 Board meeting, which took place at Bisham Abbey face to face.</p> <p>Apologies noted from CTJ, CS, PO</p> <p>Agenda item closed</p>		
2.	<p>Declaration of interests (DOI)</p> <p>Board members were asked to advise any changes to individual DOI status. DC noted CTJ had previously submitted an updated DOI form (noted this was on file). A number of trustees advised of new positions and changes to employment status, it was felt appropriate a new DOI form be sent to all, for those with changes to submit new details. It was also agreed trustees should review their current GBA website profile and advise of any changes or updates to their individual summary.</p> <p>Action: DC to send DOI form via email to the Board</p> <p>Action: Board members to complete and return with any changes to DC (adding information for any website profile updates – trustees to review their profile on the GBA website via link https://getberkshireactive.org/board-members)</p> <p>Agenda item closed</p>	<p>DC</p> <p>ALL BM (where relevant)</p>	<p>July 22</p> <p>Aug 22</p>

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3.	<p>Minutes and Actions arising from meeting on 24th Mar 2022 <i>(this was completed in advance, approval and questions managed by BN prior to the meeting).</i></p> <p>Paper 1 - Minutes of GBA 24th Mar 2022</p> <p>Online confirmation on accuracy (Tab 1)</p> <p>Paper 2- Board Meeting Action Log</p> <p>Distributed in advance. Questions presented and answered electronically prior to meeting (Tab 2)</p> <p>BN shared the above spreadsheet on screen opening up for Board review and discussion:</p> <p>BN raised the point recorded by CTJ (via the confirmation of accuracy sheet - tab 1) regarding management of a GBA complaint's procedure. BN confirmed it was a misunderstanding of a query raised during the previous meeting, which has now been addressed through managing relevant changes on the GBA website</p> <p>Decision: The minutes of the last meeting (March 2022) were accepted by the Board as a true and accurate record of proceedings.</p> <p>Decision: There were no further outstanding actions not covered in today's agenda.</p> <p>Agenda Item closed</p>		
4.	<p>GBA's Activity Report (24 Mar-30 June 22)</p> <p>Paper 3: GBA's Narrative Activity Report (distributed in advance of the meeting)</p> <p>Questions by BMs to BN were taken & answered electronically in advance</p> <p>BN provided trustees opportunity for general discussion and feedback on work areas, via the above report.</p> <p>BN confirmed recent staff changes had gone smoothly. Izzy Heath coming in working for Chelsea on a full-time basis. Two contracted posts: Sarah Ashton on the Early Years Project and Dan Whiteman supporting distribution of the Together Fund. Kirsty Heath had left on</p>		

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	<p>Maternity leave and the team, although not ideal, were trying to cover her role as best as possible.</p> <p>The Board raised interest regarding Kirsty Heath maternity, BN confirmed all is well with both Mum and baby, advised GBA had been in touch a few times. Congratulations were noted to Kirsty from Trustees.</p> <p>School Games briefly discussed round the table, BN confirmed both primary and secondary school children will be attending. The number of attendees were raised, BN advised James Craggs could provide up to date information on numbers if required.</p> <p>BN confirmed a VIP session for School Games would not be taking place this year and apologies were sent. BN offered a verbal personal invite to those who would like to come along and confirmed arrangements could be made to support interest to visit. Further advised the Games could be followed via the usual GBA social platforms (Twitter, Facebook)</p> <p>BN noted Bisham Abbey as a venue holds some restrictions and has impact on how the school games are produced, often limiting in some areas. Advised Sarah Talyor and team will be discussing this for ongoing events.</p> <p>The Board questioned an issue during a previous opening ceremony of the school games, referring to use of inappropriate music lyrics. BN confirmed this was managed accordingly at the time through James Craggs, Sarah Taylor and relevant partners.</p> <p>Agenda Item closed</p>		
5.	<p>Finances</p> <ul style="list-style-type: none"> • Paper 4 Minutes of Jun F&G • Paper 5 Finance Papers <p>(both above papers circulated in advance of the meeting for Board awareness and approval)</p> <p>AC provided a summary of the following:</p> <ul style="list-style-type: none"> • Update of 21-22 Audit Process • Restatement of 22-23 Budget <p>Action: KR confirmed to proofread finance papers before the Sep 22 AGM Board meeting (thanks given to KR)</p>	KR	Sep 22

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	<p>AC advised all finance areas had been scrutinised and latest finance papers and recommendations approved during the June F&G meeting.</p> <p>AC confirmed:</p> <ul style="list-style-type: none"> -This year's audit was being conducted face to face with Claire with our newly appointed auditor (previously conducted the audit 3 years previously) and was a much smoother, professional process. -Deficit reduced to 8k, mainly impacted by 2 factors 1. new employee Izzy Heath who started employment later than expected, and 2. impact from a recent reduction in office rent (circa 9k reduction) both of these have been reflected in the new figures -Finance papers were sent out for re-approval <p>Noted overall GBA continue to look in a strong financial position</p> <p>BN confirmed the Sport England together fund (approximately 150k) has now been received, with a small amount to be used as capacity (advised this would not affect any base line figures), added the systems change work will be a planned focus area, more updates on this during the Sep 22 Board meeting</p> <p>BN noted that all annual reports are added to the GBA website for external viewing, and these are also sent to Companies House. He further noted that all relevant board matters (such as minutes) were also added to the website for transparency.</p> <p>Decision: F&G overview and updates accepted and agreed by the Board.</p> <p>No further questions raised.</p> <p>Agenda item closed</p>		
6.	<p>Dashboard Performance Update (<i>paper 6 Dashboard and Gateway Document - circulated before the meeting for Board Awareness & Discussion</i>)</p> <p>BN provided a top-level overview on the current GBA Dashboard document and activity, explained the functions and purpose of the data.</p> <p>Confirmed the document didn't require any revaluation at this point, as recently undergone lots of edits having revised the reporting system (following SE discussions)</p>		

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	<p>BN noted SE are holding workshops to understand how each AP are developing their approach to Measuring, Evaluation and Learning (MEL). He confirmed at this point there is no formally dictated approach from SE but a variety of methods were being trialled and adapted across the network. Further outlined that at this stage we had not been advised of any specific reporting requirements to SE.</p> <p><i>CEO's note: Since the meeting we have been advised that SE will be asking for Q1/Q2 reporting and would be advising all partners of the template to be used in due course.</i></p> <p>BN explained GBA's current tracker has been streamlined to help the team with their input of data and for supporting regular reviews. Confirmed some areas which had a red RAG status (as an example the anti-racist movement) still required further definition to outline how GBA are going to support now and in the future, BN added that staff capacity was the main factor for delay to some areas of work. Board agreed it was important to keep challenging how GBA are working to reduce inequalities in these areas and keep monitoring GBA internal measures.</p> <p>BN confirmed the annual GBA Impact report was sent to SE earlier this year (and has been received). The current tracker system in place will enable GBA to build a more detailed report for the next SE submission. GBA are using the tracker to capture and provide detail and the dashboard to provide an overview (one feeds into the other).</p> <p>Agenda Item closed</p>		
7.	<p>Programme Focus - Active Medicine Programme (AMP)</p> <p>Dr Marlize De Vivo (DMDV - GBA's AMP Manager) provided an update to the Active Medicine Programme, advised the importance of keeping Active Medicine awareness message going including at a national level. DMDV advised some barriers occur to the work, mostly time limits to generate the right meetings with the right people involved. She noted that a new PA awareness session had been delivered to support the workforce working with CYP.</p> <p>New areas of work within the overarching AMP includes</p> <ul style="list-style-type: none"> ○ Active Medicine in Practice (AMiP) ○ Active Hospitals <p>BN advised AMiP was a pilot, aiming for 1 GP practice in each county across the BOB ICS area. GBA have been in a positive position with 3 practices engaged and interested. GBA chose 1 practice to run the pilot (Kintbury and Woolton Hill) and GBA have been supporting them</p>		

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	<p>in various ways with a view to them achieving the Royal College of General Practice, Active Practice Charter status.</p> <p>The Board queried what they could do for support with the programme. DMDV advised Trustees can provide a critical eye on the programme to help further understand and review the programme as it develops, to challenge and review where it's felt appropriate.</p> <p>General discussion had regarding how the current system can join together. References made to "systems mapping' taking place in various sectors, of Sport England supporting awareness, for active directories to be current and used, of work to raising awareness across the health and PA sector, of keeping all opportunities known and planting seeds at every opportunity about how to incorporate PA into everyday life.</p> <p>Discussion on plans to sustain the programme past 2023. DMDV advised work to ensure any delivery is set up and in place, and place focus on the national discussion and evolution of the programme, to ensure there is funding, awareness, evaluation, and methods to review in place.</p> <p>Thanks given from the Board to DMDV on her excellent work and support across this programme.</p> <p>Agenda Item closed</p>		
8.	<p>Safeguarding</p> <p>Safeguarding update delivered by GBA Board Safeguarding Champion JH and GBA's Head of SE programmes James Craggs (JC), a short preamble of the safeguarding work being undertaken and plans for future work.</p> <p>JH advised the safeguarding team are in regular open dialogue, in discussion on next steps JC/CP (GBA) and are due to deliver a more detailed session in forthcoming Sep AGM Board meeting to look at the breath of the GBA safeguarding remit, provide context, explain more around the Safeguarding plans and focus, look at the breadth and depth. Noted there will be a clear focus on the breadth: <i>what does SG cover, what is the focus and what are GBA working in and towards (wider area of discussion, very important issues to keep in review, however a balance is required to ensure Board do not get too deep into the weeds).</i></p> <p>The Sep 22 safeguarding update will look to further inform Trustees, to help support and enable more connections and extend current knowledge in regards to potential SG issues, including the welfare of</p>		

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	<p>coaches (how are we safeguarding this area, have GBA got the resources, if not what is required).</p> <p>Trustees agreed safeguarding areas (along with finance) are key elements of Board responsibilities, that regular review should take place to discuss GBA/Board accountability to these areas, any complexities and look at support for resources.</p> <p>JC confirmed that GBA have procedures in place for partners we fund including a due diligence document request and check procedure</p> <p>JC further confirmed Local Authorities and National Governing Bodies (NGBs) work with GBA on infrequent occasions where any safeguarding issues are raised. GBA remain apprised of national issues via our connection with the Child Protection in Sport Unit (CPSU).</p> <p>JC added that our forums/events and Newsletter allow GBA to share this knowledge with wider local organisations ensuring partners remain updated on any important changes.</p> <p>Action: BN to add Safeguarding into the Sep 22 agenda, 30 minutes required for the next meeting. JH/JC/CP to present current GBA safeguarding status, discuss current activity and future plans.</p> <p>Agenda Item closed</p>	<p>BN/JC/CP /JH</p>	<p>Sep 22</p>
<p>9.</p>	<p>Programme Focus - Early Years</p> <p>Overview of current Early Years project, provided by Sarah Ashton (SA)</p> <p>Sarah updated she has been with GBA since April 2022 and is contracted for 1.5 days per week. Other employment is with children’s social care for Reading (main role).</p> <p>SA informed the ‘Sports Council Trust’ (a charitable arm of Sport England) have funded this particular piece of work (bidding phase was completed by Cathy Carr) The amount of funding is circa of 45k and that part of this project is to distribute funds via a bid with distribution to successful Early Years partners mostly around the Reading and Slough areas.</p> <p>SA confirmed there are few barriers known at the moment, advised statutory centres are already having to provide Physical Activity as one of the key elements of the National Curriculum, therefore</p>		

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	<p>essentially the GBA/EYS Fund is supporting and progressing what is already being delivered and measured.</p> <p>SA noted that any planned forums connected to this work will likely be delivered virtually due to time and working commitments (i.e., to minimise peoples travelling time), added that some face-to-face sessions will be planned but as a minority. SA confirmed the plan is to provide support and training to EY staff as sustainability is key to this work. GBA’s role is to: to help facilitate new networks; form new relationships; share knowledge and to enhance existing ideas and grow partnerships. She confirmed that systems are in place and being discussed to help share knowledge to parents, to continue the good work and keep it flowing into the home environment (which looks to be supported through ongoing training).</p> <p>SA confirmed the idea to support families who are already struggling is to provide and upskill staff and establishments to open up opportunities and educate families, no matter their background and situation, as well as supporting parents and families to change thinking and educate around sedentary behaviour (to help with children and the screen time/device issues).</p> <p>SA informed the Safeguarding process will follow the current due diligence requests, and this will be adhered to based on the funding criteria, that usual process and checks will be in place. Further added that most applicants so far are established centres which have good Safeguarding policies and procedures already in place.</p> <p>Agenda item closed</p>		
<p>10.</p>	<p>Board Recruitment</p> <p>BN/RP opened up discussion around Board Member recruitment process/best practice for managing replacements during 2022.</p> <p>BN confirmed 2 spaces available (this year) to replace Tessa/Carole but that our constitution ‘allowed for up to 12 members’ but could be less.</p> <p>BN provided open discussion time around trustee attendance and if a replacement for JW was required. RP agreed to talk to Jason to see if he wished to remain on the board.</p> <p>The board asked if a Skills Matrix was used and BN confirmed that trustees were asked to complete an individual skills matrix which provided and overall guide. The board agreed it would be best to</p>		

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11.	<p>keep the recruitment pack broad to open up to the widest possible audience and use all of the trustee and GBA existing networks to find suitable people. Discussion of a possible open evening where potential candidates could meet existing members to discuss the post. BN confirmed the Chair, Vice Chair, GBA CEO would be sufficient to manage the interview process. As well as an open advertisement process we should consider if there were specific people we may wish to target with the opportunity.</p> <p>Decision: Timings were discussed, Board / CEO agreed the best approach was to start promoting vacancies in late July/Early August, to send recruitment pack out in September, with interviews planned for the first week October (ready for December joining).</p> <p>Decision: Trustees agreed that a fully independent Board was preferable to a representative Board</p> <p>Action: BN to send trustees a copy of the skills matrix if they had not already completed.</p> <p>Action: BN to revise the existing GBA Board recruitment pack ready for Sep 22.</p> <p>Action: BN to create a board recruitment advert ready for Aug 22</p> <p>Action: BN to ask GBA staff/BMs for any recommendations for specific people to target with the advert.</p> <p>Agenda item closed</p> <p>AOB</p> <p>Awards:</p> <p>BN advised face to face event was no longer happening for the foreseeable future (virtual awards still TBC). BN to meet up with BC / RL to conclude decision. Timings to be decided, and to consider how the Awards now help support other work happening. Consider what is the value.</p> <p>RL advised of personal challenges with October / November timelines.</p> <p>Action: RE. Awards – RL/BN/ plus NWO/BC (from GBA) catch up – discuss possible options to run, consider timeframes and revised event dependant on workload, conclude the plan, consider if the Awards can offer relevant support to other GBA work happening,</p>	<p>BN</p> <p>BN</p> <p>BN</p> <p>BN</p> <p>RL/BN/N OW/BC (GBA)</p>	<p>July 22</p> <p>Aug 22</p> <p>July 22</p> <p>July 22</p> <p>Aug 22</p>

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	<p>discuss what is being achieved, what is the value, consider opportunity and costs.</p> <p>Meetings:</p> <p>BN advised all F&G meetings will remain online for the future. Advised the next AGM/Board meeting in September will be face to face and any future meetings will be decided at that time</p> <p>Agenda item closed</p>		
12	<p>Dates for next meetings</p> <p>Several BMs indicated that they could no longer make the originally planned 22 Sep AGM/BM and BN was charged with shifting to an alternate date:</p> <p>NB the AGM/Sep Board Meeting will now take place as follows:</p> <ul style="list-style-type: none"> - Wednesday 28th September (all day event) - Bisham Abbey - AGM/Board meeting 1000-1330 - GBA/Board meet/lunch/activity 1330-1530 - Thursday 15th Dec 22 1000-1330 (Venue TBC) <p>Agenda item closed</p>		
13	<p>Board only discussion (GBA members left meeting)</p>		