

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

18th Mar 2020 1000-1200

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 Peuple (DP).

In Attendance Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director),

Apologies: Tessa Lindfield (TL), Ria Ingleby (RI)

Item	Description	Action	Deadline
1.	<p>Welcome and Apologies for Absence</p> <p>Apologies were noted from TL & RI</p>		
2.	<p>Declaration of interests (DOI)</p> <p>BN asked Board members of any changes to individual DOI paperwork to be submitted to Admin. No changes were declared.</p>		
3.	<p>Minutes and Matters Arising from meeting on 26 September 2020 NB <i>Paper 1 - Minutes of GBA Board 18 Dec 19; Paper 2- Board Meeting Action Log - distributed in advance. Questions only.</i></p> <p>DECISION: The minutes of the last meeting (18 Dec 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 18 Dec 2019:</p> <p>DECISION: There were no further outstanding actions not covered in today's agenda.</p>		
4.	<p>GBA Board Recruitment Process</p> <p>4.1 First element of the discussion centred on those retiring from the board. BN reminded the Board that SA (Chair), AF (Chair F&G) and DP (Safeguarding Champion) would be retiring from the board this year. It was noted that they were all thanked and presented with plaques at the 8th GBA Awards. The board were reminded that William Bird had also resigned in 2019. BN then informed the board that Nadeem Janjua had also decided to resign with immediate effect from the board. This meant that there were up to 5 places available to recruit into. In addition, BN explained to the board that TL would be resigning at some stage in 2020 as she would be leaving her post at DPH and moving abroad. BN</p>		

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	<p>explained that he was in discussion with TL about her future replacement as DPH and how this might affect the board. The board discussed and agreed the immense benefit of having the Berkshire DPH on the Board.</p> <p>4.2 The board were then informed of the recruitment process. The widespread advertising (via our normal channels, Women on Boards, Perrett Laver and in particular SA's contacts) had paid dividends. Although a relatively small number of applicants the candidates were of very high quality. The sifting panel (PO, SA, KR & BN) selected 6 candidates for the interview stage. One of these had to withdraw due to being offered a role on the London Sport Board. The other candidates interviewed were then:</p> <ul style="list-style-type: none"> • Jason Worthy (for Board & Chair Role) • Richard Parker (for Board & Chair Role) • Rebecca Leach (Board) • Tameena Hussain (Board) • Jo Halliday (Board – Direct replacement as a headteacher for DP) <p>4.3 Recommendations: The interview panel (AC & BN) made the following recommendations for the Board's consideration:</p> <ul style="list-style-type: none"> • Jason Worthy to become the new Chair • Richard Parker, Jo Halliday and Rebecca Leach to become new board members • Tameena Hussain to become a board member or given a board development post <p>4.4 Decisions: The board voted to appoint Jason Worthy as the new Chair and to appoint Richard Parker, Rebecca Leach, Jo Halliday and Tameena Hussain as board members.</p> <p>4.5 Actions: BN was to:</p> <ul style="list-style-type: none"> • Write to individuals and confirm their appointments and forward their CVs onto current BMs for information. • Initiate a due diligence check via Companies House / Charity Commission to ensure none were barred from becoming directors or trustees. • Issue appropriate paperwork to collect required information from new appointees including that required for registration with Companies House / Charity Commission. • Initiate board induction process and invite new members to attend the June meeting. 	<p>BN</p> <p>BN</p> <p>BN</p> <p>BN</p>	<p>Mar 2020</p> <p>Mar 2020</p> <p>Apr 2020</p> <p>Jun 2020</p>

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5.	<p>CEO's Update on GBA's Response to COVID-19</p> <p>5.1 BN gave the board an overview of GBA's planned response to the COVID-19 crisis. The notes from the GBA staff meeting are attached FYI. A co-ordinated and consistent communication plan is in place already.</p> <p>5.2 All delivery sessions, workshops, training sessions, forums and conferences are suspended until further notice. Message on website, SM, email footers and newsletter that we are following government advice and cancelling all events until further notice. Contact delivery agents, coaches, participants etc as appropriate are being informed of cancellation.</p> <p>5.3 Programme managers to discuss these programmes and funding implications with delivery partners, stakeholders and funders. Will pull together a summary of responses. Sport England have been quick to react and to reassure both around funding and targets.</p> <p>5.4 BN explained that:</p> <ul style="list-style-type: none"> • All staff now working from home • Regular team and individual communications plans are in place • The team will be considering how it can shift its effort towards <ul style="list-style-type: none"> ○ Providing on-line encouragement and support for remaining active ○ Working on internal strategy, plans, policy and procedures updates (often pushed to the side-lined due to capacity) ○ Staff training and development (NB BN to re-share on-line portal details with Board Members) 	BN	Mar 2020
6.	<p>Financial Update</p> <p>6.1 The F&G had recently scrutinised and approved the latest finance papers and recommendations. These included the understanding that a number of new programmes were coming on-line and would require extra capacity to deliver. In short, the additional income and additional expenditure had a roughly neutral affect on the predicted finances. Thus, as of two weeks ago the financial situation had not significantly changed in terms of predicted deficit for 20-21.</p> <p>6.2 However, the current 'shutdown' put some of these new and about to be renewed programmes at risk, the level of which was currently unknown. BN informed the meeting that he had instructed the senior team to contact partners and funders to discuss each programme considering the changed circumstances. CS said that when all this</p>		

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	<p>information had been gathered, she would re-calculate the finance prediction.</p> <p>Actions:</p> <ul style="list-style-type: none"> • BN to create a summary of responses from programme partners • CS to re-calculate the predicted 20-21 financial position <p>6.3 The board asked what help Claire might need and it was suggested that we could call ad hoc (virtual) F&G meetings to discuss the financial situation when required.</p>	<p>BN CS</p>	<p>Mar 2020 Mar 2020</p>
<p>7.</p>	<p><u>Safeguarding</u></p> <p>7.1 BN informed the meeting that GBA had recently been through assessments with the Child Protection in Sport Unit (CPSU) for Children and Young People Safeguarding and, with the Ann Craft Trust in connection with adults. Both were successfully completed and that we were awaiting written reports from both.</p>		
<p>8.</p>	<p>GBA Awards</p> <p>8.1 The board reviewed the 8th Annual Awards. It was noted by SA that the Awards have huge ripple effect in terms of motivation and inspiration. The event was considered the best one held so far in terms of ‘enjoyment and atmosphere’ for those attending. CTJ had produced and previously circulated a useful infographic that looked at aspects of the event in more detail with a comparison to previous years. Attendees were just over 300 (a key figure in terms of our contract with the Hilton), sponsorship was down in terms of number of sponsors and total value and nominations were lower than previous years.</p> <p>8.2 The board then discussed the plans for the 9th Annual Awards which would take place in Feb 2021. The issue of already challenging sponsorship was noted, and BN highlighted that given the current COVID-19 shutdown companies would be even less inclined to provide sponsorship. Moreover, he also commented that if there was no sport or organised activity projects for much of the year it would be difficult to see where nominations would come from. The board discussed and agreed there were various options ranging from cancelling, postponing, scaling down to carrying on as normal. BN informed the board that we had a reserve date in with the Hilton but that no deposit or contract had been paid or signed. It was also noted that the new board members might bring with them good links and ideas for sponsorship.</p>		

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	<p>Decision: It was agreed that no decision needed to be made yet and that by Jun there would be more information available on which to base a decision.</p> <p>Action: Item to be added to the June board agenda</p>	BN	June 2020
9.	<p>AOB</p> <p>9.1 It was suggested that an interim board meeting might be of value both to keep the board connected and to allow decisions to be made in a rapidly changing situation.</p> <p>Action: BN to arrange another virtual meeting towards the end of Apr</p> <p>9.2 CTJ supported by the board thanked BN and the whole GBA team for the faultless way the current situation was being handled.</p>	BN	Apr 2020
10.	<p>Dates of future Board meetings:</p> <ul style="list-style-type: none"> • Virtual Meeting April 2020 (Date TBC) • Thurs 18 June 2020 • Thurs 24 Sep 2020 • Thurs 17 Dec 2020 		