

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

25th March 2021 (1000 – 1330)

via Microsoft Teams

Chair: Jason Worthy

Present: Jason Worthy (JW) (Chair), Avril Couper (AC), Carole Thelwall-Jones (CTJ), Paul Owen OBE (PO), Karen Ross MBE (KR), Tameena Hussain (TH), Rebecca Leach (RL), Jo Halliday (JH), Richard Parker (RP) Harjinder Obhi (HO), Ali Shipway – as Guest (AS)

In Attendance Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Donna Callowhill (DC) (Admin Assistant), James Craggs (JC), Nick West-Oram (NWO) & Cathy Carr (CC) (Senior Leadership Team – Get Berkshire Active)

Apologies: Graeme Harrison (GH)

Item	Description	Action	Deadline
1.	<p>Welcome and Apologies for Absence</p> <p>JW welcomed everyone to the March 2021 Board meeting.</p> <p>Apologies were noted rom GH.</p> <p>JW welcomed and introduced Harjinder Obhi (HO) who was recently elected via a remote Board vote and appointed as a new Trustee, March 2021 being his first meeting.</p> <p>JW then welcomed Ali Shipway (AS) who joins as a guest to provide external governance support and guidance to GBA.</p> <p>BN noted Tessa Linfield’s departure from the committee, BN and the Trustees acknowledged and thanked Tessa for her contributions and governance given to GBA.</p> <p>No further comments/actions Agenda item closed</p>		
2.	<p>Declaration of interests (DOI)</p> <p>Trustees asked to confirm if there had been any change to circumstances for DOI purposes.</p>		

Item	Description	Action	Deadline
	<p>None were declared.</p> <p>REMINDER: Board members to request new DOI paperwork should any individual circumstances change in the future (via admin/DC)</p> <p>No further comments/actions Agenda item closed</p>		
3.	<p>Minutes and Actions Arising from meeting on 17th Dec 2020</p> <p><i>Paper 1 - Minutes of GBA BM Dec 2020</i></p> <p><i>Paper 2- Board Meeting Action Log Dec 2020</i></p> <p>The above papers were circulated in advance of the meeting.</p> <p>DECISION: A vote on accuracy was taken. KR/CTJ noted support for the papers. Minutes of the Board meeting (Dec 2020) and associated Action Log were accepted and approved by the Board as a true and accurate record of proceedings with no further actions or comments required.</p> <p>No further comments/actions Agenda item closed</p>		
4.	<p>GBA Activities Overview</p> <p><i>Paper 3 – Team activities update – 3 months to this BM.</i></p> <p>BN ran through an overview of the past 3 months of GBA main activity. Paper 3 was created and distributed in advance.</p> <p>A video was shared highlighting the work of GBA through the pandemic months, showing the adaptations made and the support GBA provided to the community through our programmes during these initial pandemic months. Board members acknowledged the hard work of the team, with Trustees noting appreciation and congratulating the team on their fantastic efforts in difficult circumstances.</p> <p>BN advised continuous team workshops are ongoing to discuss what GBA did not do and what could be done better, how learning from the situation was important for any future activity, advised GBA always look to reflect on their work and ask questions to help with improvements.</p> <p>BN further noted GBA have figures and research data to help GBA understand where there is a gap, and what areas and community groups require more/focused support. Acknowledged comments from</p>		

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	<p>trustees about how the barriers for disadvantaged families are still big hurdles with improving participation and activity, and that tackling inequalities remains very high on Sport England and GBA's focused future work. BN advised there remains specific criteria in place to access TIF funding through GBA to help with this (e.g. Sole traders are not eligible, must be or part of a constitution). It was noted the Activity Alliance research published (24th March) is very significant regarding people with disabilities.</p> <p>BN continued to provide an overview on recent activity with the replacement for Nick Rance previous role which has been split into 2. Advised Kate Wiggins had been appointment to take the role of Community Physical Activator and the other part of the role (Employability and Crime prevention officer) was still at interview stage, with these taking place over the next few weeks.</p> <p>Discussion regarding the replacement of Tessa Linfield who has recently left the Board. Tessa's role within Public Health has been split into two (East and West). BN confirmed there may be opportunity to bring in people from both regions as Board Observers rather than full Board Committee members. Some Board members expressed concern about this idea, wondering if observers would potentially stifle open board discussion. It was postulated that GBA could consider an Advisory Board Concept.</p> <p>Decision: It was decided not to have position of observers on the main board but rather to consider the option of Advisors to the board or even create an additional Advisory board.</p> <p>ACTION: JW/BN to discuss offline the potential plan for <i>Public Health Board Advisors</i> (or other avenue) and to report back to Board members on next steps.</p> <p>Other points which formed part of this agenda item discussion:</p> <p>-In reference to Board paper 3: 3.3 CTJ advised acceptance of invitation to be part of the Team Berkshire Advisory Board.</p> <p>-CTJ asked about the wind-up of the Active Britwell Project. BN advised that Chelsea Piggott continues to be engaged with lots of local police and community groups as to how to best manage and sustain the programme and that it won't just 'come to an abrupt end'.</p>	BN/JW	June BM

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	<p>-BN further advised on the Open up Schools Facilities fund and confirmed GBA have no plans yet to recruit for this project from outside but rather that it will be managed in house, by James Craggs (who would provide an update later in the meeting)</p> <p>-BN relayed good news that Casey Dunlop, manager of the Active Medicine programme, will be with GBA in her role until at least March 2023 after we had received substantial funding (£70k) from Health Education England.</p> <p>-Further areas of activity for GBA were all listed in detail and circulated to the Board (paper3) before the meeting.</p> <p>No further comments/actions Agenda item closed</p>		
<p>5.</p>	<p>Financial Forecast</p> <p><i>Paper 4 - minutes of F&G committee - March 2021</i></p> <p><i>Paper 5- finance papers – March 2021</i></p> <p><i>Both papers distributed in advance</i></p> <p>CS provided a brief financial overview of the latest GBA forecast figures based on the paper distributed in advance.</p> <p>BN advised this update was always generally brief, as numbers already considered and scrutinised in previous F&G meeting earlier in the month.</p> <p>CS advised latest updates were a record for GBA with top line income forecast over 900k.</p> <p>Budget for next year is sitting currently at -20k deficit which is generally the same year on year as GBA always budget with a deficit - then close the gap as the year progresses. Also noted restricted reserves carried forward must be spent on programmes.</p> <p>CS further advised many programmes were continuing, and some large deposits to still come in, and therefore not yet allocated. Including:</p> <ul style="list-style-type: none"> -183k open schools projects -70k active medicine projects -160k for TIF programme, funded via SE 		

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	<p>It was stated that in September 2021 GBA would hear about the next 4-year funding settlement from Sport England. BN/CS stated that although GBA was currently carrying substantial reserves that we should wait until we hear the detail of the SE settlement before we decide how to use them. If funding from SE reduces then these surplus reserves will be needed to maintain current capacity and output. If funding from SE increases, then we can be more creative with the use of our reserves.</p> <p>A query was raised on the School Games and whether we were saving money by not staging the major festivals. BN explained that expenditure had more shifted then reduced i.e. to the development and delivery of our virtual games which were taking more of Sarah Taylor’s time to develop and implement. We would continue mainly with virtual delivery this year (with no major festival) but with some smaller events taking place face to face as lockdown eases fully.</p> <p>BN continued to relay the overall focus is (and will continue to be) on inequalities, targeting those most in need, and that SE are giving GBA more flexibility than ever on how to allocate the funding and putting more emphasis on GBA to make their own financial spend decisions.</p> <p>BN and the Board thanked CS for her continued hard work on GBA’s finances.</p> <p>No further comments/actions Agenda item closed</p>		
6.	<p>External Board Governance</p> <p>BN noted external evaluation is required every 4 years (by the Governance Code) and provides an overview to explore strengths and highlight key areas for improvement; also looks at how to add value and support to an organisation, including the diversity of Board members and their backgrounds.</p> <p>As part of the external governance this year, BN introduced Ali Shipway (AS) noting that Ali had conducted GBA recent QUEST assessment and it was felt Ali really understood the requirement, overall governance code and had some background knowledge of the GBA Board, advising Ali would manage individual conversations with Board members, initially JW, RP, AC, and HO (as a new Trustee), then carry out 1:1 with the rest of the Board in time, before pulling together a final report for June 2021.</p>		

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	<p>BN advised AS is part of the Active Partnerships (AP) national board (and sits on the national team) working across the AP network with areas of governance, leadership, development with specific knowledge advice.</p> <p>Ali Shipway then presented her proposal and overview of the process and purpose of External Board Governance. The board noted they were happy with the process as discussed and willing to play their full part in it whenever required and requested.</p> <p>JW thanked AS for input and advice, before closing the agenda item.</p> <p>No further comments/actions Agenda item closed</p>		
7	<p>Sport England – Feedback and discussion on GBA/SE 1:1 session</p> <p>At this point CC & JC from the GBA Senior Leadership Team (SLT) joined the meeting. BN provided an update summary of the Sport England 1:1 confirming overall a great meeting, mentioning funding for the future was part of the discussion but no final clarity.</p> <p>BN noted Sport England (SE) had been heavily involved in the AP convention, with lots of feedback taken and more understanding had been created from this 1:1 meeting and the AP convention sessions combined. BN advised GBA is highly likely to be funded and going forward form a very important part of the SE strategy and focus, with no funding amount given, but overall a productive session.</p> <p>JW added positive and complimentary comments about the whole GBA team and the work being undertaken and planned.</p> <p>HO asked – was there anything to be learnt from other APs?</p> <p>BN commented on the AP convention, stating lots of information had been taken from the sessions, chat rooms and discussion, all beneficial learnings which will add great value to GBA work and processes, stating it was not about replication, but considered a sharing and learning opportunity and the virtual sessions were overall found to be very useful. He also outlined the ongoing national, regional and more local collaboration work GBA was involved in across the AP network such as: themed working groups; South East Partnership CEOs group and Active Medicine joint work with Oxford and Bucks as just a few examples.</p> <p>JW confirmed next steps would be for discussions with partners on how to engage better and more effectively with communities.</p>		

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	<p>Other thoughts from the Board provided suggesting the AP conventions provide strength across the network and are positive for building relationships and future collaborations.</p> <p>BN confirmed the 1:1 and AP convention both great for insight, highlighting we are all in this together and that SE had provided very positive feedback to GBA.</p> <p>No further comments/actions Agenda item closed</p>		
<p>8.</p>	<p>Strategic Intent</p> <p>It was proposed that as the GBA Strategic Intent had previously been discussed widely and board members had already expressed satisfaction with the document, a change of direction was proposed for discussion today in line with BN’s email to the Board before the meeting highlighting that lots of things had happened recently, and seemed beneficial to use the time to discuss the following:</p> <ol style="list-style-type: none"> 1) GBA’s stance on Anti-Racism 2) GBA’s stance on female safety 3) Action Plan to deliver the SI strategy – with examples of the logic models’ 3 key themes <p>BN explained nothing had yet been published externally.</p> <p>NWO joined the meeting and commented on the anti-racism position. He had represented GBA in the AP network CEO working group over recent months. The agreed AP Network Statement on Anti- Racism was shared with the board with a recommendation that GBA should adopt it locally.</p> <p>NWO/BN opened this up for discussion with the Board. Advising this will evolve and be an ongoing piece of work, being adaptive as time goes on, but highlighted GBA have these aims in mind:</p> <ol style="list-style-type: none"> 1. Statement 2. Actions “what are we going to do” <p>The proposed statements were shared. Question to the Board were raised asking “are the Board happy with the statements and ok to align GBA to them”?</p> <p>BN noted these have not yet been published externally.</p> <p>In-depth discussion had between GBA team and Board members regarding the issues and proposed statements.</p>		

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	<p>The outcome of the discussion confirmed Board members were in favour of adopting the anti-racism statement followed by the development of tangible actions.</p> <p>Next BN/CC explained that the team had also been looking at female safety and its effect of participation levels (following the recent national issue around female safety in general). They introduced a draft statement around this issue that they invited board comment on. There was excellent discussion on this and the board understood the strength of internal feeling from the team that something should happen and that GBA should be visible in its commitment in this area. There wasn't a consensus on the way ahead but it was felt that more work needed to take place on the draft and that thereafter a small board/team task and finish group could look at it.</p> <p>JW – concluded the Board and team show very strong feelings on these important subjects, however explained GBA should not be too politically positioned and must tread carefully. Further agreed GBA should be putting their name to the national statements, but then take appropriate time for the “what if” and “how”.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • GBA will continue with the Anti-Racism statement as proposed but look further at ‘action points’ to decide how this will work best for GBA and reflect in all work areas. • The team would do some further work of the female safety statement and then look to form a small task and finish group <p>Logic Model discussion (for Key themes – Strategic Intent Doc.)</p> <p>BN explained the logic model, proposed the idea to work across the 3 key themes which make up GBA new strategy focus (start well, live well and age well)</p> <p>The Board were asked for their opinions on this model, but due to time constraints BN advised further information would be sent offline and comments welcomed via email.</p> <p>ACTION: BN to forward logic model to BMs for information and comment</p> <p>BN noted that a partner event was being planned in May 2021 to explain to partners (and gather insight and feedback) about the new GBA strategy and to gather thoughts on the logic model.</p>	<p>BN/NW O</p> <p>BN/CC</p>	<p>Ongoing</p> <p>April 2021</p>

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	<p><i>Sec's Note: This will be on 18th May 1130-1330. Details to follow. Board Members welcome and encouraged to attend.</i></p> <p>No further comments/actions Agenda item closed.</p>		
9.	<p>GBA Awards</p> <p>ACTION: BN to send an update to the Board regarding this agenda item (time constraints meant this discussion was postponed)</p> <p>No further comments Agenda item closed</p>	BN/AK	April 2021
10.	<p>Opening up School Facilities Fund (Sport England)</p> <p>James Craggs (JC) provided an overview to the Board of this new Programme opportunity due to be funded through Sport England and DoFE. He explained this is primarily for schools (secondary and SEN) in the most disadvantaged areas and heavily targeted at those with health inequalities. It would support after school, weekend and holiday activity programmes.</p> <p>JC confirmed work was already ongoing using our own insight and our partners help to identify the keys we want to engage with.</p> <p>JC further confirmed it would follow an <i>expression of interest and application process</i> and be allocated during the summer term 2021 with a short turn around forecast, further noting it will establish good connections with local club providers and is essentially a <i>Tif for Schools</i> with a targeted and insight driven approach. JC noted it is helping to develop good connections with local schools to additionally help with linking into School Games and the <i>young people's active lives survey</i>.</p> <p>There was a concern noted (and insight given) that schools are currently being thrown lots of things now to manage in the Covid climate and noted any approach with new initiatives should be managed and facilitated thoughtfully, to help eliminate extra work in schools and aim to make the life of school and teachers easier.</p> <p><i>More information can be obtained through JC if required.</i></p> <p>JW – gave thanks to all with input.</p> <p>No further comments/actions Agenda item closed.</p>		

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11.	<p><i>Sec's Note: SE recently approved our application for £183k for this programme.</i></p> <p>AOB: KR – dates of next meetings KR has booked holidays for September and may/may not be here.</p> <p>CTJ suggested maybe June is too early for a Face-to-Face meeting.</p> <p>PO is happy to meet virtually as may be in Tokyo</p> <p>BN/JW both thanked the Board and GBA team, for all input and time given to the meeting.</p> <p>DECISION: June 2021 remote meeting agreed by Board members. September 2021 deemed logical for possible Face-to-Face meeting.</p> <p>ACTION: Strategic discussions required (JW/BN) to discuss key areas of the meeting and to build next meeting agenda.</p> <p>No further comments/actions Agenda item closed.</p>	JW/BN	April 2021
12.	<p>Dates of next meeting</p> <ul style="list-style-type: none"> • Thur 24th June 2021 (Virtual) • Thur 23rd Sep 2021 (possibly Face to Face – confirm in June meeting) • Thur 16th Dec 2021 <p>JW thanked everyone and closed the March 2021 Board meeting.</p>	All	Various