

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

**21st March 2018
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), Graeme Harrison (GH), Nadeem Janjua (NJ).

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

Apologies: Karen Ross MBE (KR), William Bird MBE (WB), Ria Ingleby (RI)

Item	Description	Action	Deadline
1.	<p>Welcome and Apologies for Absence</p> <p>Welcome & introductions around the table as SA welcomed Nadeem Janjua to the Board as a new member.</p> <p>Apologies were noted from KR, WB and RI.</p>		
2.	<p>Declaration of interests (DOI)</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. All members present confirmed no changes required.</p>		
3.	<p>Minutes and Matters Arising from meeting on 13 Dec 2018 (<i>can refer to Paper 1. Minutes of GBA 13 Dec & Paper 2. Board Meeting Action Log</i>).</p> <p>Decision: The minutes of the last meeting (Dec 2018) 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 Dec 18:</p> <p>Ser No 2 - Partner Forums – item not added to the March Board Agenda due to time constraints. BN summarised current approach of smaller targeted forums (eg SPAN, DWP/TVP Berkshire wide forum, Schools Physical Activity conference etc) which GBA feels are more effective than one annual stakeholder event. The Board were supportive of this approach.</p>		

Item	Description	Action	Deadline
	<p>Ser No 3: Financial Forecast and Quest: Board strategy and planning session was not viable on 21 March but the Board agreed this would still be worth doing in the summer.</p> <p>Decision: There were no further outstanding actions not covered in today's agenda.</p>		
4.	<p>CEO's Q report (13 Dec 18– 21 March 19)</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>4.1 GBA Staff: BN explained that the return of KH and extension of CC's secondment will enable GBA to build more in-depth relationships with the LAs and that using the new job title of Healthy Communities Manager they will split the County and the Unitary Authorities between them. TL offered to help them link in. BN confirmed Ash Lall will leave at the end of April.</p> <p>Action: the Board asked that AL's contribution was acknowledged.</p> <p>4.2 Sport England Workforce Application: BN ran through recent frustrations with this application process but highlighted that other CSPs are in similar positions and SE now acknowledges the problems are due to its process and not a reflection on the applications. BN feels confident we will in due course be awarded Workforce Funding.</p> <p>4.3 Sport England WorkForce Innovation Fund: BN confirmed that SE were very positive about the concept presented and GBA should hear the outcome of this application very shortly.</p> <p><i>Secs note: GBA (in partnership with AO/LAP and BOB STP) have been awarded £120k for a 2-year innovation project.</i></p> <p>4.4 SE roundtable: SA shared her feedback commenting on how positive open and collaborative it was. SA flagged that the CSP network is now rebranded as Active Partnerships and that the branding document will be shared with the Board. There was a general discussion around a step change towards a focus on physical activity rather than only sport and it was proposed and agreed that there might be value in Active Partnerships (Adrian Ledbury?) presenting to the Board.</p>	BN	Apr 2019

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	<p>Action: Active Partnerships branding document to be circulated.</p> <p>Action: SA/GBA to invite Active Partnerships to a future Board meeting</p> <p>4.5 Haybrook College: This project is making a difference to PRU children. SA asked if GBA are being paid and how it came about. BN confirmed its funded by the Dept for Education. DP offered to feed this in to the Berkshire secondary schools meeting.</p> <p>4.6 The new GBA Website: The Board asked how easy it is to keep it up to date. BN confirmed it is edited using Word Press so incredibly quick and straightforward. The Board thanked AK and AL for their hard work on the relaunch.</p> <p>No further comments, SA thanks BN and closed the agenda item.</p>	<p>Admin</p> <p>SA, BN</p>	<p>Apr 19</p> <p>Jun 19</p>
<p>5.</p>	<p>Financial Forecast</p> <p>Discussion held on the approval of Finance & Governance Committee meeting notes from 8 Mar 19 meeting (Paper 5) and Finance Papers including Forward View Budget 2019-20 (Paper 4).</p> <p>CS highlighted some of the key points in the papers and the variables in the accounts from one year to the next (e.g. the School Games can transcend fiscals). Overall CS feels confident that the current deficit will be closed as new non-SE funding is secured (e.g. Active Lives) and will restate the December forecast for the June Board Meeting. CS confirmed approx £140k is ring fenced from reserves to provide for three months operating costs and redundancy in line with the Charity Commission’s recommendations and good practice.</p> <p>The Finance & Governance Committee reviews the risk register in each meeting and is comfortable with it at present.</p> <p>Action: CS to restate forecast for the June Board Meeting.</p> <p>No further comments, SA thanks CS and closed the agenda item.</p>	<p>CS</p>	<p>June 19</p>
<p>6.</p>	<p>GBA Awards</p> <p>CTJ gave an overview of GBA Awards using a detailed infographic. The Board agreed that whilst the evening was a great success and the Awards format worked exceptionally well it was prudent to review: media reach, nomination quality and to refresh the Award categories. CTJ put forward some ideas on category updates for consideration for next year – DP recommended consolidating the education categories and thought an inclusion award would be a good idea. Planning needs to start soon to</p>		

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	<p>ensure we attract plentiful and strong nominations as well as sponsorship.</p> <p>Action: BN invited Board members to get involved if they wanted to in next year's Awards which will take place on 28 February 2020.</p> <p>SA thanked CTJ for her support of the awards again this year and CTJ in turn requested thanks to the Awards team be formally minuted.</p> <p>No further comments, SA closed the agenda item.</p>	ALL	
<p>7.</p>	<p>Police & DWP</p> <p>Nick West-Oram (NWO) joined the meeting to provide an overview of GBA's work with TVP and DWP, highlighting the progress in Slough on the ground and how this is leading to more strategic work. More funding is being pushed down from the Home Office to tackle County lines and knife crime. There followed some general discussion on how we can best build on our success in these areas. SA asked what factors have increased engagement and how we ensure sustainability where we have made progress. TL asked how GBA's approach differed in different areas with differing gang cultures and CTJ asked how GBA will evaluate outcomes and capture the learning. NJ discussed how the GBA team can best communicate with at risk youths to help them feel empowered. The Board discussed that NJ brought deeply valuable insight which would be beneficial to GBA in this field.</p> <p>The safety of GBA staff was also discussed given this work required them to act more on the ground delivering and youth mentoring.</p> <p>Decision: The Board agreed that using NJ as a formal resource in this area should be explored.</p> <p>Action: GBA to move progress this with NJ.</p> <p>Action: The Board recommended that GBA staff should review their privacy and location settings on all social media to ensure they aren't exposed unnecessarily to any risk.</p> <p>No further comments, SA thanked NWO and closed the agenda item.</p>	<p style="text-align: center;">NWO</p> <p style="text-align: center;">BN</p>	<p style="text-align: center;">On-going</p> <p style="text-align: center;">Apr 2019</p>
<p>8.</p>	<p>Continuous Improvement 2019-2020</p> <p>BN summarised the recent meeting with Sport England following the recent Quest review, outlining the 5 or 6 areas that GBA highlighted for discussion at the round table, and in particular the constant deliberation regarding whether GBA should be more strategy or delivery focussed.</p>		

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	<p>BN asked the Board if there were any particular areas they would like the GBA team to focus on at the Staff Continuous Improvement Workshop on 2 April. AF felt better collaboration around young people in Berkshire would be a good topic – in particular, how GBA can best enable delivery and encourage collaboration and PO asked GBA to consider how to identify the roadmaps and links of organisations across Berkshire. How can GBA lead, support, commission and deliver and within each of these what is the best route to sustainability? CTJ thought GBA could consider how best to engage with local businesses and explore health and wellness within the workplace given the number of large corporates in the County and bearing in mind their CSR responsibilities and the increasing recognition of the business benefits of a healthy workforce.</p> <p>The Board also asked GBA to consider what it would do in a blue-sky situation to make the biggest impact in Berkshire and if it didn't get the core funding how would we get funding and what would be its key objectives and offer?</p> <p>GH asked if GBA used google analytics on the new website which segments the user journey much more precisely and if so, what does this tell us about the information and services users look to GBA to provide?</p> <p>Action: BN to ensure Anna Kondakova follows up with GH to discuss this.</p> <p>BN noted s the Quest report was so positive that rather than slavishly follow all recommendations we would take a view on those with the most impact.</p> <p>Decision: The Board approved this approach.</p> <p>No further comments, SA closed the agenda item.</p>	<p>BN</p>	<p>Apr 19</p>
<p>9.</p>	<p>AOB</p> <p>BN suggested that a date should be organised in the summer for a late afternoon strategic thinking session followed by a BBQ.</p> <p>Action: GBA to organise.</p> <p>SA recommended the upcoming Elevate event on 8-9 May at ExCel London which is free to attend. AF offered the Board free parking at the Docklands centre.</p> <p>Action: Board members to contact AF re parking if attending.</p> <p>SA would like to organise a Board photograph at the next meeting.</p> <p>Action: Admin to add this to Agenda items for next Board meeting.</p>	<p>BN, Admin</p> <p>ALL</p> <p>Admin</p>	<p>June or Sep 19</p> <p>As Req</p> <p>June 19</p>

Item	Description	Action	Deadline
9.	<p>Dates of future Board meetings:</p> <ul style="list-style-type: none"> • Thursday 20 Jun 19 • Thursday 26 Sep 19 (Including AGM) • Thursday 12 Dec 19 <p>No further comments made. SA thanked the Trustees and officially closed the March 2019 Board Meeting.</p>		