

Minutes of the Get Berkshire Active Quarterly Board Meeting

23rd March 2023

1000-1300

Venue: Warwick Room, Bisham Abbey

Chair: Richard Parker

Present: Richard Parker (Chair), Avril Couper (AC), Karen Ross MBE (KR), Jo Halliday (JH), Paul Owen OBE (PO), Tameena Hussain (TH), Victoria Bradley (VB), Harjinder Obhi (HO), Helen Keen (HK)

In Attendance Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Donna Callowhill (DC) (Admin GBA), James Craggs (JC) (GBA), Andy Taylor (AT) (CEO Active Partnerships National Team)

Apologies: Graeme Harrison (GH), Rebecca Leach (RL)

Item	Description	Action	Deadline
1.	<p>Welcome and Apologies</p> <p>RP welcomed everyone to the March 2023 GBA Board Meeting.</p> <p>BN/RP welcomed CS, JC and AT who joined virtually for this meeting.</p> <p>Apologies acknowledged: GH and RL</p> <p>RP updated Board members of GH recent resignation. GH recently resigned as a GBA Board Member, due to growing commitments and time constraints. BN, RP and all Trustees wished GH well and noted thanks for the work and commitment given to GBA. BN/RP/AC confirmed acceptance of GH's resignation.</p> <p>Round the room discussion regarding GH replacement. Options discussed 1. To advertise and recruit. 2. Stay with 10 current members on the Board 3. Return to the 3rd person in line for the trustee role during the last round of interviews - November 2022</p> <p>BN/RP noted GH had provided specialist Digital Comms expertise, however felt GBA Marketing Lead Beth Cullen had enough expertise to continue effectively without requiring any extra support from the Board. BM's agreed.</p> <p>Further discussion about GBA's constitution which reflects up to 12 BM's and to ensure a gender ratio is adhered. BN/RP/CS advised 10 BM's is sufficient should trustees remain comfortable with this number, if so there would be no rush to recruit another BM at this time. BN additionally confirmed the current Board gender ratio (to prevent under representation) is satisfactory as things currently stand (30% male at this time).</p> <p>Decision: The Board agreed to remain with 10 trustees on the GBA board, and to re-discuss in future meetings should requirements/opinions change.</p> <p>Agenda item closed</p>		

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2.	<p>Declaration of interests (DOI)</p> <p><i>Board members were reminded to complete a new DOI form with any changes (re: employment, memberships, appointments, investments and so forth), specifically relevant if any changes relate to a conflict of interest with a GBA trustee role.</i></p> <p>DC acknowledged receipt of VB/HK DOI forms to reflect new recruitment paperwork.</p> <p>HK advised additional changes will be submitted via a new DOI form due to acceptance of a new role (no conflicts of interest were noted). The Board congratulated HK on her new role.</p> <p>Action: HK to send a revised DOI form to DC/BN, plus any copy amends for the GBA website profile: https://getberkshireactive.org/board-members</p> <p>Agenda item closed</p>	HK	April 23
3.	<p>Minutes and Actions arising from the GBA December 2022 Board meeting (both distributed in advance of meeting, questions presented and answered by BN electronically prior to meeting).</p> <p>Paper 1 - Minutes of GBA BM (Dec 22)</p> <p>Decision: Online vote on accuracy and approved by the Board</p> <p>Paper 2- Board Meeting Action Log</p> <p>BN advised questions by the Board were taken & answered electronically in advance of the meeting. BN noted the specific queries around Safeguarding will be discussed later in the meeting (during the Safeguarding agenda item).</p> <p>No further questions raised.</p> <p>Agenda Item closed</p>		
4.	<p>CEO's Activity Report (period: Dec 22-Mar 23 paper 3 distributed in advance of meeting) Questions by BMs to BN were taken & answered electronically in advance.</p> <p>BN/RP provided trustees opportunity for general discussion and feedback.</p> <p>BN advised there had been no further GBA staff changes.</p> <p>BN advised HK/VB had completed the induction process and provided an update on the recent meet and greet which took place at Bisham Abbey in March, during an informal walk and talk where BM's were able to find out more details around GBA wider team (who we are and what we do).</p> <p>BN noted the induction meeting went well. VK/HK provided a brief update on their visit and expressed their enjoyment of the day and how informative the afternoon had been.</p>		

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	<p>BN acknowledged requirement to discuss OSF (Open Schools Funding) and noted the updates would be provided later in the meeting via AT and JC.</p> <p>BN updated the Board with a summary of the recent School Games which took place at a new venue on 22nd March 2023 at Braywick Leisure Centre in Maidenhead. BN advised BM's would be able to check twitter #berkshireschoolgames for updates and information on the success of the Winter Games Event.</p> <p>BN congratulated Sarah Taylor from GBA, JC and all the team for their support on the event, which had included a pilot for gathering youth insight (via a graffiti wall). BN confirmed the insight will be analysed and provide opportunity to further strengthen and develop areas in these events, which held over 800 children all in attendance for a positive Physical Activity experience.</p> <p>BN advised the school games focus was now more aligned to help tackle inequalities and support similar objectives between the school and the games organisers. BN noted there is less focus on sports as a competition during these events, to further support across inclusion and diversity - but noted more work to be done to ensure this approach continues.</p> <p>BN confirmed the GBA Summer Games will also take place at the same venue in the summer (29th June) and would likely hold a VIP reception. BN advised more information to come over the next month or so.</p> <p>Action: BN to circulate dates to the Board for GBA Summer Games</p> <p>Further discussion on the Activity report. BN / Board debated the balance of work between East and West Berkshire regions (Board had noted the activity report appeared to be focussed on West Berks areas). Board requested clarity around the engagement ratios across East and West Berks areas.</p> <p>BN advised of the six Local Authority's most were grouped via East / West especially with Health initiatives (Frimley, ICP, BOB and so forth). BN noted that available funding streams often determines the current focus of GBA work, and programmes were based on different relationships and funding opportunities across the county.</p> <p>BN further noted national derived programmes would likely be spread more evenly across the county, suggested there were some further projects coming based in the East of Berkshire (mostly run by Bracknell) and more information would be available in future weeks.</p> <p>No further questions raised.</p> <p>Agenda Item closed</p>	BN	April

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5.	<p>Safeguarding (SG)</p> <p>Discussion led by JC / JH.</p> <p>JC/JH shared ideas of a new GBA SG dashboard, JH advised this development ensured the Board would continue to have detailed understanding of the SG policy and process at GBA and ensure this area would undergo regular Check and Challenge processes, be regularly monitored kept up to date.</p> <p>JC presented a diagram for the new SG dashboard which was shared on screen with Board Members and included a proposition for 6 key measures (and relevant links to CPSU).</p> <p>JC/JH confirmed a plan to review the document before every ¼ meeting, thus provide regular check and challenge opportunity for Trustees. The document promoted round the table discussion and opened further debate on the SG dashboard purpose.</p> <p>JC suggested six SG measures on the dashboard as follows:</p> <ul style="list-style-type: none"> -Implementation plan progress -Policy review -Training -Reports of concerns escalated -Check and Challenge -Communicating and influencing <p>RP noted the new SG dashboard should be used to generate feedback and answer any BM ongoing queries.</p> <p>JC suggested the SG dashboard would be started with a CYP focus, then progress to adults safeguarding areas. JC noted the dashboard was a helpful tool to support work and evidence base for GBA CPSU reviews. JC advised the dashboard was mostly an internal check and challenge/Board trust document for internal use, and not necessarily to be used externally in other areas of work, its purpose to be used as reassurance tool, and should form part of every future agenda. JC/JH will send out dashboard with the general Board papers before every ¼ meeting.</p> <p>Query raised regarding the process of Ofsted in this area. JH explained (at high level) how Ofsted works within the educational system and noted this would not likely be a direct Ofsted monitored requirement. PO further explained how other/outside organisations are often fed into Ofsted reporting. Discussion amongst BM's.</p>		

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	<p>Further Board discussion around School Games events and the associated welfare plan. JC noted all attending pupils are accompanied by their teachers / school support staff, and not directly under the care of the SGO's/GBA</p> <p><u>Board members gave thanks to JC / JH for their work and commitment on the SG areas.</u></p> <p>Action: JH / JC to review & update the new safeguarding dashboard document before the next Board meeting. Send to BN for inclusion with the general Board Meeting (pre) documentation.</p> <p>No further questions raised.</p> <p>Agenda Item closed</p>	JH/JC	June 23 (at least 2 weeks prior to the next Board meeting)
6.	<p>The Active Partnership Network</p> <p>Andy Taylor - CEO AP National Team, joined the GBA Board meeting remotely to provide an introduction and overview of his role and that of the National team. AT highlighted national priorities and provided an overview on how the overall AP system works, the current work focus and main objectives.</p> <p>The Board raised query on some of the NP's common challenges. AT advised governance, people plans and place expansion (capacity issues v's ideas and delivery) were common challenges along with some leadership structure hurdles, to ensure CEO's can continue to work strategically with effective resourcing and distribution (to ensure there is capacity to be strategic). AT noted that system change was an area of constant development, and the national team are working to ensure this continues to be a focus.</p> <p>AT updated the Board on OSF work, advised the programme was a network decision, furthermore highlighted positive results with numbers already above target. AT spoke of his confidence that the network would exceed Department of Education. expectations</p> <p>No further questions raised.</p> <p>Agenda Item closed</p>		
7.	<p>Opening School Facilities (OSF) Programme:</p> <p><i>National Introduction and Overview: Berkshire Progress and Implementation. Delivered by JC.</i></p> <p>JC shared on screen an overview of OSF programme and recent updates (<i>PDF available on request</i>), followed with an open session for questions:</p> <p>BN thanked JC on work undertaken on the OSF project, advised the workload given to GBA was under very tight timescales, and congratulated JC on</p>		

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	<p>fantastic work he’s achieved under pressure. (Board agreed and congratulated JC).</p> <p>JC explained how schools had ‘applied’ for the funding, confirmed there had been extensive engagement with local partners to look in depth at statistics, followed by discussions with the selected schools, all of which had followed a detailed and targeted approach and helped to support and engage schools who may not have had previous opportunity/enough support to apply for this type of funding (re: capacity/time obstacles). JC confirmed GBA has provided extensive clarity and ongoing support to these schools to ensure positive engagement and outcomes.</p> <p>JC further confirmed that board members of GBA who were also connected with schools receipt of this funding had no influence over decisions.</p> <p>Statement: GBA Board members who are also members of staff at <i>Theale School and a governance member at Reading School</i> had no influence or impact regarding any of the funding decisions made via the GBA / OSF programme.</p> <p>JC noted awards are not delivered through GBA accounts but are funded direct from the national team from DofE.</p> <p>Action: JC to provide CS with OSF financial details for the above schools (<i>total funding for each establishment</i>)</p> <p>JC gave credit to GBA partners who have supported the roll out of this programme, especially thanked Laura Brookstein the Slough based SGO.</p> <p>JC confirmed a more detailed evaluation and impact update will be included in the next GBA activity report.</p> <p>The Board thanked JC for a detailed and informative presentation.</p> <p>No further questions raised.</p> <p>Agenda Item closed</p> <p>(comfort break)</p> <p>GBA Chair RP left meeting. AC (Deputy Chair) stood in for the remainder of the meeting.</p>	JC	April 23
8.	<p>Financial Forecast & Review on Reserve Spending</p> <p><i>1. Consideration & Approval of Finance & Governance Committee Meeting notes from 10 Mar 23 (Paper 4) and Finance Papers (Paper 5) Distributed in Advance. Questions only and Vote on approval.</i></p> <p><i>2. Discussion and Debate on Paper 6 concerning Reserve Funding and Spend Ideas.</i></p>		

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	<p>CS provided a high-level overview of the current GBA finance status, confirmed at year end (31st March 2023) GBA forecast a surplus around 22k (plus 70k Active med programme which is reserved to support the AM programme for another 2 years). CS confirmed this was the only change on what was shown in the December 2022 Board meeting. CS gave insight to explain how GBA have arrived at their current financial position, reminded Board Members projects can still come through and make changes to the current forecast, further noted GBA have been conservative with figures from the beginning, which has led us to be in a good position.</p> <p>CS confirmed:</p> <ul style="list-style-type: none"> -GBA have around 170k unrestricted reserves (plus 120k ringfenced for shutdown) -GBA have 4 years left in the current SE funding cycle. -Forecast 12k deficit for next year -Sports Council Trust may bring 40k extra (bid currently going through). Early Years had 45k of previous funding, this is now due to finish and GBA would like to extend the programme along with Mumszone for another year. <p>BN requested a Board decision for approval in principle to fund the above 2 programme (<i>plus possibly some Aging Well projects and TF resilience work driven by NWO which may take up some extra GBA capacity funds</i>), either from the SCT funds (if approved) or from GBA reserves.</p> <p>BN noted a contingency plan (should SCST do not approve the funding) would see GBA shift their reserve spending into future years.</p> <p>CS advised the budget would be in constant review through the year as extra funding comes in and the numbers will be input as required. CS confirmed the GBA F&G committee have already scrutinised the paper prior to this meeting and were happy with the numbers.</p> <p>BN/CS clarified GBA unrestricted reserves will not be replenished as in previous years due to the nature of GBA's role and the AP network and stated there should be an assumption that £170k of current GBA reserves will run out (excludes £120k of shutdown).</p> <p>BN clarified the proposals for spending the 170k of unrestricted reserves had derived from a whole team approach. RP advised the Board were reliant on GBA to put forward the best approach, however stated BM's should be conformable to ensure reserves are spent in line with the best interest of organisation, but ultimately understand reserves are due to be spent.</p> <p>Board advised GBA should plan to take things slowly to avoid any future financial crisis. Board advised importance of preserving communications and relationships with funding streams as important factors to consider. CS noted a commitment to update on the financial position at every Board meeting.</p>		

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	<p>Further discussion took place between GBA and BM's - <i>what percentage of the 170k reserves would be comfortable to spend at this time?</i> – discussion took place.</p> <p>Board proposed questions to GBA: <i>How much will be spent by the next BM. How much will we know by the next BM?</i> - discussion took place.</p> <p><u>To summarise the agenda item, BN requested in principle approval of the following:</u></p> <p>-<i>Approval for GBA to focus reserve spend on these programme areas: Early Years/Aging Well/Mumszone/Resilience work</i></p> <p>-<i>Approval that a comfortable amount to commit at this time could fall between of 80-100k of the reserves.</i></p> <p>-<i>Approval of the budget as it has been presented during March F&G and Board meeting.</i></p> <p>Decision: Unanimous agreement and approval by the Board on the above financial areas.</p> <p>BN noted the Board should also be comfortable the above commitments could run down GBA reserves (unrestricted) over the next 4 years but would be tightly monitored. BN additionally noted GBA will not actively be seeking any further funding (exception of Sports Council Trust SCT).</p> <p>Agenda item closed</p>		
9.	<p>Governance</p> <p>BN provided an update on changes to UK Code of Sports Governance and the effect on GBA, advised 7 areas of Governance are due to have changes applied (ED&I being a focus). BN shared previous governance documentation on screen to the Board.</p> <p>BN advised GBA are required to submit updates to these specific 7 areas by the end of April 2023 to Sport England (SE). SE will then review and access the submission and return with a plan of action (to support if necessary) to ensure GBA are fully compliant by the end of the year.</p> <p>In addition to the above BN explained there are existing areas of governance (over 40 in total) that require self-assessment to ensure GBA are still compliant across all of the areas. BN noted these areas have previously undergone a SE check and challenge and approval, and confirmed these areas haven't undergone any change since.</p> <p><u>BN requested a plan of action to be agreed by the Board:</u></p> <ol style="list-style-type: none"> <u>Governance areas that haven't been updated by SE</u> Agreement request from Board that a self-assessment has been completed and 		

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	<p>the Board are comfortable GBA are still compliant across these areas.</p> <p>Action: BN to circulate any relevant governance paperwork on these areas, including any previous documentation to ensure the Board have sight of all current governance requirements.</p> <p>Action: Board members to reply confirming they accept and agree GBA are compliant across these areas of governance (or state otherwise).</p> <p>Action: BN will reply to SE with confirmation of continued compliance.</p> <p>2. 7 areas of new/amended Governance by SE: BN confirmed GBA are quite confident most of the 7 areas look compliant, noted there was a fact/check sheet to submit to SE, covering the 7 areas, which included:</p> <p>-A People Plan: BN advised GBA have a People Plan plan in place which he has checked against the guidance.</p> <p>-Welfare compliance: BN advised this area was in question (we do not currently have a welfare champion) and the governance code appeared to be prepared in line with the work of NGB's. BN confirmed he would go back to SE with our current position and seek advice/support to ensure GBA can work towards meeting the criteria for compliance in this area.</p> <p>-Equality and Diversity: BN confirmed GBA now have connections with SE and their resources to help and advice on this area, BN further advised GBA staff member KH will be involved across this area on her return to work in April. This will be a big piece of work for GBA and will take some time to develop.</p> <p>Action: BN to circulate the SE fact/check sheet (re: 7 new requirement areas) to all BM's, including any supplementary documents to ensure the Board have sight of full these requirements, for comment and feedback.</p> <p>Action: Board members to reply to BN, confirming receipt of the SE 7 updated governance areas (fact/check sheet) with comment and suggested actions if deemed necessary.</p> <p>Action: BN will return the fact/check sheet to SE by the end of April.</p> <p>Decision: The Board agreed GBA held adequate discussion at the meeting, referring to governance and the above requirements, and unanimously agreed the action plan for governance submission to SE (<i>in short, BN to Discuss with Board, gain approvals, and return to SE by the end of April</i>).</p> <p>Agenda item closed</p>	<p>BN</p> <p>ALL Board Members</p> <p>BN</p> <p>BN</p> <p>BN</p> <p>ALL Board Members</p> <p>BN</p>	<p>March</p> <p>6th April</p> <p>End of April</p> <p>March</p> <p>April 6th</p> <p>End of April</p>

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10.	<p>AOB:</p> <p>Future meetings: BN advised all future meetings will be planned face to face and encouraged all BM's to attend in person, with option to join virtually on occasions where this may not be possible (BN requested BM's to advise in advance if they were to join virtually)</p>		
11	<p>Dates of future meetings (2023):</p> <ul style="list-style-type: none"> • Thursday 22nd June – Bisham Abbey • Thursday 28th Sep - Bisham Abbey • Thursday 14th Dec – Bisham Abbey <p>AC gave thanks to all Trustees for their time and closed the March 2023 Board meeting.</p>		