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

26th Sept 2019, 14.30-15.30

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), Graeme Harrison (GH).

In Attendance Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Denise Peplow (DAP) (Admin). Adrian Ledbury (AL) – Active Partnerships National Team

Apologies: William Bird MBE (WB), Nadeem Janjua (NJ), Tessa Lindfield (TL), Ria Ingleby (RI), Karen Ross MBE (KR). Derek Peaple.

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Item	Description	Action	Deadline
1.	Welcome and Apologies for Absence (done as part of the AGM)		
	Apologies were noted from WB, KR, TL, NJ, DP and RI.		
2.	Declaration of interests (DOI)		
	besidiation of interests (bot)		
	BN asked Board members of any changes to individual DOI paperwork		
	submitted – no changes were declared.		
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3.	Minutes and Matters Arising from meeting on 20 June 2019 NB Paper 1		
	- Minutes of GBA BM 20 Jun 18 Paper 2- Board Meeting Action Log -		
	distributed in advance. Questions only.		
	DECISION: The minutes of the last meeting (20 June 2019) were accepted		
	by the Board as a true and accurate record of proceedings.		
	The Board went on to discuss the Action Log from 20 June 2019:		
	Ser No 4: BN confirmed the staff handbook will be updated at the next		
	scheduled review.		
	scheduled review.		
	Ser No 7: The Audit report was signed off at the AGM.		
	Ser No 8: SN confirmed the Virtual Fundraising committee is in the		
	process of being established.		
	Ser No 9: Strategy session scheduled for today.		
	DECISION: There were no further outstanding actions not covered in		
	today's agenda.		
	today 3 agenda.		

Item	Description	Action	Deadline
4.	CEO's Q Report (20 June – 26 Sept 2019) NB Paper 3: CEO's Narrative Report and Paper 4: GBA on-a-page distributed in advance. Questions Only		
	The Board discussed Paper 3: CEO's Narrative Report (distributed prior to the meeting).		
	BN gave a brief general overview of progress on the latest key priorities of GBA, as per the distributed CEO report.		
	Key discussions held:		
	2.0 Staff: BN confirmed Matt Davies had now started as the new Workforce Officer and Casey Dunlop will start on Monday as the Active Medicine Programme Manager based out of the offices of Active Oxfordshire.		
	A new appraisal system has been introduced to include 360-degree feedback and will be trialled at the half yearly reviews.		
	CTJ asked if would be possible to get external 360 feedback. BN said this had been flagged by the team and might be the next step.		
	4.3 Mums Zone: SA asked for more detail on this programme. BN suggested inviting CC and KH to the next Board meeting to explain more about how they are dividing the County, what they are doing and current projects such as Mums Zone and an update on the Activate Fund.		
	ACTION : BN to include this and an overview of the Active Medicine programme on the agenda for the December Board Meeting.	BN	Dec 19
	7.0 Consideration of Funding Opportunities: CTJ asked if the document that NWO had complied for the F&G meeting had been reviewed and what lessons had been learnt. BN confirmed it had and explained that where non-SE funding has been won, it is always because a relationship has been established over a 2-3-year period and that 'cold' bids are rarely successful, a pattern seen across the AP network. As a result, GBA would look at where NWO could best invest his time and the wider team should always bear connections and relationships in mind and are doing an excellent job on this.		
	CTJ commented that this was a valuable piece of work and asked that thanks to NWO be noted.		
	SA asked if GBA were aware of the Sports Value Bank a new insight tool created by Harlequins and being trialled with premier rugby and football clubs. BN confirmed GBA were in early discussions about this		

Item	Description	Action	Deadline
	GBA on a Page		
	BN flagged that with recruitment for the Active Medicine post complete		
	the risk for this new project had reduced to amber. CTJ asked how		
	morale was in the team in view of staff changes. BN explained in the		
	Annual Staff Survey GBA's results are consistently the highest score, but		
	the lowest mark is always around feedback and this will hopefully be		
	addressed through the new appraisal process. Overall morale feels		
	positive although the team are stretched and would always like to do		
	more and better.		
	No further comments, SA thanked BN and closed the agenda item.		
5.	Financial Forecast Consideration / Approval of Finance & Governance		
	Committee Meeting notes from 13 Sep 19 (Paper 5) and Finance Papers		
	(Paper 6) NB Distributed in Advance. Questions only and Vote on approval.		
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	This item was covered in the AGM and the Board approval received.		
	No further comments, SA closed the agenda item.		
6.	GBA Awards		
	BN confirmed that the nominations are now open and closes at the end		
	of November after which the judging panel comprising BN, CTJ and 1		
	other from GBA will meet to review the entries and compile a shortlist.		
	Most sponsors that have been confirmed have already paid and there are		
	a couple of other potential leads.		
	a couple of other potential leads.		
	ACTION: BN asked the Board to consider any other ideas for potential	ALL	ASAP
	sponsors. GBA to circulate the sponsorship link.	BN	ASAP
	In a new initiative, Parkhouse school are supporting GBA as the creative		
	partner for the Awards to help with theming for programme etc which		
	will be based on a Japanese/Tokyo Olympics theme. Potential guest		
	speakers are being looked in to and any further suggestions would be		
	welcome.		
	Several raffle prizes have been confirmed – circa 3 more 'chunky' prizes		
	are needed and again BN asked if the Board could consider any ideas or		
	contacts that might be able to help on this.		
	ACTION: Board to consider sources for raffle prizes.	ALL	ASAP
	VIP invitations have been sent out today. CTJ asked who GBA might		
	invite on stage to present Awards and BN explained it will be sponsors		

Item	Description	Action	Deadline
	plus possibly the Police or Sport England for example if there is a		
	sponsorship gap.		
	No further comments, SA closed the agenda item.		
7.	Equality & Diversity Brief of Policy Review Process.		
	4		
	GBA are reviewing this policy internally and it will be sent to KR in		
	October for review. As there are no major changes it is not anticipated it		
	will need to come back to the Board for review.		
	No further comments, SA closed the agenda item.		
8.	AOB		
	GH asked if Anna found the 1:1 useful for marketing and BN confirmed		
	this was invaluable. CTJ will soon meet with MD re coaching.		
	No further comments, SA closed the agenda item.		
9.	Dates of future Board meetings:		
	 11 Dec 2019 – 10.00-13.00 (followed by Bisham Christmas Lunch, 		
	dress Christmas jumpers/sparkle!)		
	19 Mar 2020 – TBC: GH and AC flagged that they would not be able		
	to make this date so GBA to see if there is an alternative.		
	• 18 June 2020 (TBC)		
	• 24 Sep 2020 (TBC)		
	• 17 Dec 2020 (TBC)		
	Action: GBA to send out dates to the Board and possibly reschedule	BN	Oct 19
	March meeting date.		
	Awards dinner:		
	28 th February 2020 – VIP invitations have gone out to the Board. Both GH		
	and AC gave their apologies for this event.		
	No further comments made. SA thanked the Trustees and officially closed		
	the Sept 2019 Board Meeting.		