

**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 People.

Item	Description	Action	Deadline
1.	<p>Welcome and Apologies for Absence (done as part of the AGM)</p> <p>Apologies were noted from WB, KR, TL, NJ, DP and RI.</p>		
2.	<p>Declaration of interests (DOI)</p> <p>BN asked Board members of any changes to individual DOI paperwork submitted – no changes were declared.</p>		
3.	<p>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.</p> <p>DECISION: The minutes of the last meeting (20 June 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 20 June 2019:</p> <p>Ser No 4: BN confirmed the staff handbook will be updated at the next scheduled review.</p> <p>Ser No 7: The Audit report was signed off at the AGM.</p> <p>Ser No 8: SN confirmed the Virtual Fundraising committee is in the process of being established.</p> <p>Ser No 9: Strategy session scheduled for today.</p> <p>DECISION: There were no further outstanding actions not covered in today's agenda.</p>		

Item	Description	Action	Deadline
4.	<p>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</p> <p>The Board discussed Paper 3: CEO's Narrative Report (distributed prior to the meeting).</p> <p>BN gave a brief general overview of progress on the latest key priorities of GBA, as per the distributed CEO report.</p> <p>Key discussions held:</p> <p>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.</p> <p>A new appraisal system has been introduced to include 360-degree feedback and will be trialled at the half yearly reviews.</p> <p>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.</p> <p>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.</p> <p>ACTION: BN to include this and an overview of the Active Medicine programme on the agenda for the December Board Meeting.</p> <p>7.0 Consideration of Funding Opportunities: CTJ asked if the document that NWO had compiled 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.</p> <p>CTJ commented that this was a valuable piece of work and asked that thanks to NWO be noted.</p> <p>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</p>	BN	Dec 19

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	<p>plus possibly the Police or Sport England for example if there is a sponsorship gap.</p> <p>No further comments, SA closed the agenda item.</p>		
7.	<p>Equality & Diversity Brief of Policy Review Process.</p> <p>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.</p> <p>No further comments, SA closed the agenda item.</p>		
8.	<p>AOB</p> <p>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.</p> <p>No further comments, SA closed the agenda item.</p>		
9.	<p>Dates of future Board meetings:</p> <ul style="list-style-type: none"> • 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) <p>Action: GBA to send out dates to the Board and possibly reschedule March meeting date.</p> <p>Awards dinner: 28th February 2020 – VIP invitations have gone out to the Board. Both GH and AC gave their apologies for this event.</p> <p>No further comments made. SA thanked the Trustees and officially closed the Sept 2019 Board Meeting.</p>	BN	Oct 19