

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

**23rd September 2021 (1430 – 1800)**

**Venue: Bisham Abbey**

**Chair: Richard Parker**

**Present:** Richard Parker (RP) (Chair), Graeme Harrison (GH), Carole Thelwall-Jones (CTJ), Paul Owen OBE (PO), Karen Ross MBE (KR), Rebecca Leach (RL), Jo Halliday (JH), Harjinder Obhi (HO), Tameena Hussain (TH)

**In Attendance** Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Donna Callowhill (DC) (Admin Assistant), Rachel Green (RG) (Insight Officer)

**Apologies:**

Jason Worthy (JW), Avril Couper (AC)

Item	Description	Action	Deadline
1.	<p><b>Welcome and Apologies</b> – Welcome &amp; Apologies (completed as part of AGM, documented on the AGM Sep 2021 minutes)</p> <p>No further comments/actions Agenda item closed</p>		
2.	<p><b>Declaration of Interests (DOI)</b></p> <p>BN asked the Board to confirm if there were any changes to circumstances.</p> <p>RP advised of a requirement to update paperwork</p> <ul style="list-style-type: none"> <li>• <b>ACTION</b> – DC to send RP new DOI form / RP to return</li> </ul> <p>No further changes were declared.</p> <ul style="list-style-type: none"> <li>• <b>REMINDER:</b> Board members to request new DOI paperwork should any individual circumstances change in the future (via admin/DC)</li> </ul> <p>No further comments/actions Agenda item closed</p>	<b>DC/RP</b>	<b>Oct 2021</b>

Item	Description	Action	Deadline
3.	<p><b>Minutes and Actions arising from meeting 24<sup>th</sup> June 21</b></p> <p><i>-Paper 1 GBA Board Minutes June 2021</i></p> <p><i>-Paper 2 Action Log June 2021</i></p> <p><u>The above papers were circulated via email to Board members prior to the meeting, with a request to vote on accuracy. Individual questions by BMs to BN taken &amp; answered electronically in advance (out of meeting discussion)</u></p> <p><b>This new process was previously agreed to ensure more time was spent on strategic discussion in future meetings.</b></p> <ul style="list-style-type: none"> <li>• <b>DECISION:</b> Vote on accuracy and Minutes of the Board meeting June 2021 was accepted and approved by the Board as a true and accurate record of proceedings (completed via email)</li> <li>• <b>DECISION:</b> The Board agreed circulating the above papers was an acceptable process and would be useful to continue this in advance of the meeting, however noted it would be sensible to collate any queries raised using a shared document (<i>to ensure questions raised are visible to all trustees for member discussion and comments</i>). Board agreed this process should continue online in advance of the meeting.</li> <li>• <b>ACTION:</b> BN to create a shared document via TEAMS for online discussion of Board minutes / Action log.</li> </ul> <p>CTJ thanked everyone for their contributions and work on the above.</p> <p>No further comments/actions Agenda item closed</p>	Oct/Nov 21	BN
4.	<p><b>CEO Report</b></p> <p><i>Paper 3 – CEO’s Narrative Report</i></p> <p><u>The above paper was circulated via email to Board members prior to the meeting. Individual questions by BMs to BN taken &amp; answered electronically in advance (out of meeting discussion)</u></p> <p><b>This new process was previously agreed to ensure more time was spent on strategic discussion in future meetings.</b></p> <ul style="list-style-type: none"> <li>• <b>DECISION:</b> (as per DECISIONS noted in agenda item 3)</li> <li>• <b>ACTION:</b> (as per ACTION noted in agenda item 3)</li> </ul> <p>No further comments/actions</p>		

Item	Description	Action	Deadline
	Agenda item closed		
5.	<p><b>Our Work/Relationship with Sport England</b></p> <p>BN provided an overview via presentation of the current work and progress with Sport England, with explanation of the new way of working based on the concept of ‘uniting the movement’. BN confirmed a ‘need for change’ had been identified by SE and shared slides to indicate the ‘story so far’</p> <p>BN further explained SE has identified a requirement for digging deeper as sustainable change has been failing in the current approach, noted SE have recently proposed a need to understand more of the wider values to help make greater and more positive impact. BN summarised that SE have advised nationally the figures/data have not improved and there is a need for imminent change. BN advised overall the data for national statistics is static but there have been improvements in some regions.</p> <p>BN explained GBA was aligned well with SE, and will continue to keep work focused in-line with their strategy ‘uniting the movement’ which has already been defined to include AP’s, NGB’s and other national partners.</p> <p>Key points:</p> <ul style="list-style-type: none"> <li>-130 partners in total (43 AP’s)</li> <li>-Confirmed the funding will be a 5-year award – £600 million has been assigned in total across this group.</li> <li>-SE’s relationship with AP (previously csp) has changed and evolved from a more transactional relationship to more of a partnership and collaborative approach (with a shared vision and mission)</li> <li>- GBA decided to submit ‘Phase 1’ applications early, have provided SE a report including a scoring system that sits in line with their diagnostic process (GBA are now ahead, have successfully completed early phase), this included reporting on how aligned GBA are with SE value and objectives (and ready for “uniting the movement”)</li> <li>- Finance considerations are outstanding and will be considered though October. There are decisions to make on how the funding is allocated over the 5 years. GBA can apply for up to £2,669,200 over 5 years (SE have confirmed this amount is available) which equates</li> </ul>		

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	<p>to approximately 500k p/a (compared to 459k p/a last time) therefore marginally increased.</p> <p>-5<sup>th</sup> October BN to attend the SE meeting for finance update. Phase 2 of the process has to be complete by GBA by 5<sup>th</sup> Nov</p> <p>-December 2021 will see the finance sign off, and to receive the award letters</p> <p>-April 2022 - 1<sup>st</sup> part of the funds will be transferred to GBA</p> <p>BN encouraged OPEN DISCUSSION asking Board how they thought the money should be allocated over the 5-year period, considering inflation rises and taking into consideration GBA current reserves.</p> <p>Various discussion held by the Board, main point was that GBA should look to apply for the whole funding – as cannot predict the next 5 years and what may happen</p> <p>BN advised James Craggs from GBA will come onboard in the December meeting to further update on CYP and SE funding / School games plans.</p> <p>BN further noted the current funding insight is a very positive outcome for the stage GBA are currently at with SE.</p> <p>CTJ thanked and congratulated the Board and GBA team on their hard work.</p> <ul style="list-style-type: none"> <li>• <b>DECISION:</b> Board unitedly approved the application to SE should be for the maximum amount of money.</li> <li>• <b>DECISION:</b> Board will support the CEO/SLT of GBA to make the final decision alongside the F&amp;G committee, with relevant updates given to Trustees on progress of the funding and allocation decisions.</li> <li>• <b>ACTION:</b> BN to update on how things are moving forward post the October SE stage 2 Finance meetings</li> <li>• <b>ACTION:</b> HO suggested to review current programmes / projects and their relevance and importance within GBA. HO/GBA to consider a model for this work (HO/BN to discuss)</li> </ul> <p>(Presentation slides are available in the Teams' Channel)</p> <p>No further comments/actions</p> <p>Agenda item closed</p>	<p>BN</p> <p>HO/BN</p>	<p>Oct 2021</p> <p>Oct/Nov 2021</p>

Item	Description	Action	Deadline
6.	<p><b>Ways of Working 2021-2026</b></p> <p>BN provided an overview and update via presentation (<i>how it all fits together</i>), including information on GBA’s Strategic Priorities/New Logic Models/Action Plans/Dashboard</p> <p>This introduction acted as a springboard for board discussion</p> <p>Key points:</p> <ul style="list-style-type: none"> <li>-BN shared Information on 3 themes, identifying areas where GBA want to focus (Starting well, living well, aging well) BN noted these are evolving ideas and GBA will work with partners across Berkshire to the key priorities and actions within each theme. BN explained GBA are in the process of working out a link/common approach between all 3 themes (see slide “standard approach”).</li> <li>-BN confirmed there is an ongoing plan for more partner engagement events to include LA’s and other partners GBA are working alongside.</li> <li>-BN advised the disadvantaged focus information was work in progress, confirmed some of the documented goals/working areas will be evolving and changing as time goes on. It was suggested the data represented was not clear and required more details – this was acknowledged.</li> <li>-RG advised GBA are in close contact and discussion with LA’s on their working areas and priorities, which is currently opening up more discussions and engaging organisations which may not have been engaged previously, confirming that GBA are working to try and tackle the most important areas, and this is an aligned approach.</li> <li>-GBA current Dashboard document was shared to the Board. Trustees asked to comment on their thoughts and suggestions for the current sections and headlines which have been included <ul style="list-style-type: none"> <li>• <b>ACTION:</b> Board members invited to re-look at dashboard doc and feedback to BN on thoughts for improvement and inclusion, including how to represent the finance section in more detail (GH to advise further thoughts on this area)</li> </ul> </li> <li>-BN advised there are many evolving thoughts within GBA and across the network on best practice for documenting/showcasing</li> </ul>	ALL BOARD	NOV 2021

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	<p>measurement and evaluation, further confirming this will be a process of 'learning about learning' as it takes shape.</p> <p>BN stressed the importance of working collaboratively with our partners and stakeholders to ensure whatever is documented is useful for ongoing strategic discussion and decisions about the future.</p> <p>NB Slides available in the Teams' Channel</p> <p>No further comments/actions</p> <p>Agenda item closed</p>		
7	<p><b>Measurement, Evaluation, and Impact</b></p> <p>RG presented to the Board the current work taking place to shape ideas and strategies for this area, highlighting the stages of learning and measurement GBA are looking to take. RG introduced the new concepts, and how these will feed the dashboard, also noted how GBA will look to follow the <i>"Improve rather than Prove"</i> concept for measuring impact.</p> <p>Key points:</p> <ul style="list-style-type: none"> <li>-RG advised GBA are aiming to come up with a process to work across the different programme areas. Following this, GBA would like to share this information with the right partner organisations in the county.</li> <li>-GBA would like to employ more focus on telling the 'story'. Some programmes are still using data/figures/graphs (numbers focused) and this will still be required in some areas, however it was noted that building more of a narrative around our overall impact was key.</li> <li>-A <i>collaboration approach</i> was highlighted as one the main positives to successful learning and feedback – the Board agreed a full team approach would encourage confidence, inclusivity, a learning culture, and in turn, growth - which is key.</li> <li>-BN advised SE have a section in their application process linked to this subject area, noted there is a focus on <i>"how we are learning"</i> (to include both positives and negatives)</li> <li>-RG confirmed there are barriers, and this is very much work in progress. Getting feedback from partners is central.</li> </ul>		

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	<p>-RG explained GBA are aiming to start a cultural change with learning, but needs more time to consider if what we are doing is “achievable”</p> <p>RG prompted Board to share ideas / thoughts on the presentation.</p> <p>The Board were asked to consider the following:</p> <ul style="list-style-type: none"> <li>-Does this make sense?</li> <li>-Does it fit with our new Way of working</li> <li>- Is there anything Missing?</li> <li>- Is the dashboard a good way for us to present progress to you</li> <li>-How does this all fit with the recent Board Review and the desire for the Board to maintain strategic oversight</li> </ul> <p>Board discussed and RG noted feedback.</p> <p>The board found RG’s presentation very useful and understood this was a new and developing and that there would be a degree of trial and error in the process.</p> <p>Slides are available in the Team’s Channel</p> <p>No further comments/actions Agenda item closed</p>		
8.	<p><b>Financial Forecast</b></p> <p><i>Paper 5 - minutes of the F&amp;G committee 10<sup>th</sup> Sep 2021</i></p> <p><i>Paper 5 – finance papers Sep 2021</i></p> <p><i>(Both papers distributed in advance)</i></p> <p>CS provided a brief financial overview of the latest GBA accounts figures based on the papers distributed in advance, advised the update was always generally brief, as per every month the numbers are previously considered and scrutinised in the F&amp;G meeting.</p> <p>CS confirmed key points:</p> <ul style="list-style-type: none"> <li>- Matt Davies is no longer working for GBA, the replacement with Workforce is still TBC, therefore this fiscal has no workforce officer salary outgoing (which has assisted impact of finances). It was noted that AK Marketing officer will also be leaving but a replacement is in process, there is no real impact on finances from this perspective.</li> </ul>		

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	<p>-Commonwealth games (CWG) fund is likely to go ahead. SGO's set to do extra work connected to the games to build a legacy for this, they will bid for funding (up to 3k each) through GBA. 11k will be allocated to the GBA organisation for facilitating the fund and our own work in this area.</p> <p>-CWG has come through as extra funding (some funds like this will often drip in over the year as they are approved).</p> <p>-At present (based simply on the current level of knowledge around income) there would be a 72k deficit coming out of reserves in the next fiscal. However, with more funding predicted from SE and the likelihood of more local projects it is anticipated that this predicted deficit will reduce dramatically. Finance committee aware and not immediately concerned.</p> <p>-New funding of 20k for grounds works looks likely to happen shortly and the large DWP project is looking more likely.</p> <p>- The December 2021 meeting will provide a better picture, as funding comes in the budget takes better shape.</p> <p>-With the announcement of SE funding over a 5-year period GBA is in a strong and stable financial position. There will be challenges and sometimes difficult decisions will have to be taken but, overall, we are secure.</p> <p>-Possible savings to be made from Serco, as GBA may reduce the amount of room facilities (could be around 5k per year)</p> <p>-To date GBA reserves haven't been used critically, but always open to use these if/where necessary</p> <p>-130k of reserves is the current figure, as per the finance papers shared.</p> <p>RP / BN gave thanks to CS for providing a recent overview of the finance system and budget to Board members.</p> <p>CS requested the current finance update be accepted.</p> <ul style="list-style-type: none"> <li>• <b>DECISION:</b> Finance papers and update approved by the Board. CTJ proposed. RL Seconded</li> </ul> <p>No further comments/actions Agenda item closed</p>		



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9.	<p><b>Board Ways of Working/Improvement &amp; Learning</b></p> <p>RP/ALL Board</p> <p>Follow-up Discussion from the External Board Review &amp; Based on understanding of today's event (SE relationship, GBA Ways of Working, Evaluation &amp; Impact)</p> <p>(BN/GBA were not present in the meeting at this point)</p>		
10	<p><b>AOB</b></p> <p>No comments / actions</p>		
11.	<p><b>Dates for next meetings</b></p> <p>16 Dec 2021 – Time to be confirmed (may align with Bisham Xmas lunch)</p> <p>24 Mar 22</p> <p>30 June 22</p> <p>22 Sep 22</p> <p>15 Dec 22</p> <p>RP thanked everyone and closed the September 2021 Board meeting.</p>	<b>DC/BN</b>	<b>OCT 2021</b>