

Minutes of the Get Berkshire Active

Quarterly Board Meeting

28th Sep 2022

1030-1330

Virtual Teams Meeting

Chair: Richard Parker

Present: Richard Parker (Chair), Avril Couper (AC), Graeme Harrison (GH), Karen Ross MBE (KR), Jo Halliday (JH), Harjinder Obhi (HO), Paul Owen OBE (PO)

In Attendance Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), James Craggs (JC) (GBA), Nick West-Oram (NWO) (GBA), Cathy Carr (CC) (GBA), Chelsea Piggott (CP) (GBA), Donna Callowhill (DC) (Admin GBA),

Apologies: Rebecca Leach (RL), Tameena Hussain (TH), Carole-Thelwall Jones (CTJ)

Item	Description	Action	Deadline
1.	Welcome and Apologies RP welcomed everyone to the Sep 2022 GBA September Board Meeting. Apologies: as documented in the AGM section of this meeting. Agenda item closed		
2.	Declaration of interests (DOI) Board members were reminded to update a DOI form with any changes to their role. Several trustees had previously advised of changes, it was felt appropriate a new DOI form be completed if felt relevant. DC noted DOI forms had been sent to all trustees before the meeting. Action: DC to send TH a DOI form. Action: Board members to complete and return an updated DOI form if relevant (and not already completed), to also review their GBA website profile and advise of any changes https://getberkshireactive.org/board-members Agenda item closed	DC All Board members (where relevant and only if not recently completed)	Oct 22 Nov 22

Item	Description	Action	Deadline
3.	<p>Minutes and Actions Arising from meeting on 30 Jun 22 (distributed in advance of meeting, questions presented and answered electronically prior to meeting).</p> <p>Paper 1 - Minutes of GBA BM 30 Jun 22</p> <p>Pre-Board questionnaire sheet was confirmed completed by the Board.</p> <p>Decision: Online vote on accuracy of June 22 minutes and approved (PO noted his absence and therefore logged no comment)</p> <p>Paper 2- Board Meeting Action Log</p> <p>BN advised questions by BMs to BN were taken & answered electronically in advance (present on tab 2).</p> <p>BN continued to highlight and provide open discussion on a query raised regarding the CEO activities report, which raised consideration on the level of detail/length of preparation (noted this was raised for reflecting on wellbeing and time commitment).</p> <p>BN advised RL had been in touch to advise the document was very insightful, and further noted (from a CEO perspective) it was useful as a reminder tool for GBA Sport England updates, quarterly reports and annual audits.</p> <p>BN advised GBA were happy to continue providing the narrative report to Board members.</p> <p>RP raised question to the Board ‘what areas do you find most useful’ Board discussed.</p> <p>Crime prevention and Aging well were noted as specifically beneficial, with comment to suggest the report provided support to clarify the links between GBA projects and finances and generally how the organisation works by providing a good level of insight on GBA activity, overall considered a useful bridging tool for the whole GBA team and the Board.</p> <p>Decision: Board / BN agreed to continue providing the CEO activity report prior to further meetings.</p> <p>Agenda item closed</p>		
4.	<p>CEO’s Report (30 Jun – 28 Sep 22) completed in advance <i>Paper 3: CEO’s Narrative Report (distributed in advance)</i></p> <p>Questions by BMs to BN were taken & answered electronically in advance. BN/RP provided trustees opportunity for general discussion and feedback. Discussion covered and noted in Item 3 above.</p>		

Item	Description	Action	Deadline
	Agenda Item closed		
5.	<p>Safeguarding (SG)</p> <p>JH, JC, CP updated the Board on recent safeguarding information, to include a breadth and depth overview and clarification on Board Roles. The topic was then opened for questions and discussion <i>NB: This was to ensure BMs understand both the organisation’s role and responsibility for SG and are comfortable with the Board’s collective responsibility in this crucial area.</i></p> <p>JH advised this was an educational update to highlight what SG looks like within GBA and what were the Board’s roles in terms of SG policy and implementation. The discussion would be kept away from everyday implementation and stay at an appropriate board level discussion.</p> <p>The Board were asked to consider discuss the following:</p> <ul style="list-style-type: none"> - What is our role (Board)? - Do we have any gaps? <p>JC requested Board members to jot down some thoughts (asked the question “what do you think SG encompasses at GBA”)</p> <p>Board provided comments which included:</p> <ul style="list-style-type: none"> • Ensuring the safety of those we interact with • Keeping people safe in sport and exercise • Free from harassment and abuse • Protecting people from harm and exploitation, from others and from themselves • Empowering people moving forward, helping them in the future <p>CP thanked for the input and asked the Board to consider what actions GBA can take to ensure the above areas are managed and ensure they happen.</p> <p>JH shared thoughts with the Board of a possible overriding statement <i>“As a Trust Board, ensure systems, process and expertise are in place to keep GBA a safe place for beneficiaries, volunteers and employees”</i></p> <p>KR further made recommendation for the Board to come up with some questions for BN to help discuss “how do GBA/Board know if there have been any SG issues, how this is checked”.</p> <p>Action: Trustees to prepare a range of quality considered questions to ensure all BM’s are carrying out their duties on this area in the correct way, to continue support for GBA across the SG area, and to ensure checks and balances. Email questions to JH/JC.</p>	All Board members	Nov/Dec 2022

Item	Description	Action	Deadline
	<p>Areas regarding the risk register and social media links with regards to SG were also discussed by trustees.</p> <p>BN reiterated there are 2 elements to GBA SG work. First, to ensure the people connected to GBA's work are safe - i.e., those engaged through GBA delivery programmes. Additionally, GBA have a responsibility to promote and support SG to other organisations and partners in the county.</p> <p>JC shared a diagram on SG in GBA and how it currently covers GBA , from managing allegations, to other areas, including training, safer recruitment, communications and messaging, impact and evaluation, case studies, capturing learning, assessment with the CPSU, audits, policies and procedures, consulting young people in the right way and managing relevant relationships.</p> <p>CP discussed the diagram in more detail to provide an explanation of how SG links together at GBA, how it works across the GBA platform. CP recommended a check and challenge would be a good start for the Board to consider.</p> <p>JC advised GBA have not received allegations and concerns directly but explained the importance of having the systems and relationships in place with other organisations and local authorities to ensure anything of importance that is raised can be managed correctly, and to keep GBA staff informed of the process.</p> <p>BN confirmed we have a SG policy (which can be shared) and noted GBA are regulated by the CPSU. He further referred of the recent 'SG mystery shopper' and advised the outcome was very positive.</p> <p>KR further raised "are the Board asking the right questions to understand what happens with SG instances, and can we provide proof of any actions/outcomes"</p> <p>Action: JH to share a document covering 'role of Trustees around SG'. JH to email all BM's for review and further discussion</p> <p>HO raised query to who approves the policies, BN advised CPSU fully audit all policy and documentation on behalf of SE (JH as Board champion will also review for changes). JC advised of the 12-month CPSU review for safeguarding (due end of November 2022) JC confirmed JC/BN/JH will attend.</p> <p>RP simplified the areas for future discussion How do GBA report / check around SG issues/ what are the Trustee roles, 3 main areas were raised for comment: -Education and training -Monitoring and Audit SG issues -Interventions</p>	<p>JH</p>	<p>Oct 2022</p>

Item	Description	Action	Deadline
	<p>KR raised the importance of future training for Board awareness, challenged if this is required as Trustee and looked to clarify more on this area as some seemed still unclear.</p> <p>HO raised query on management of policies and sensitive document archiving. JH further recommended any individual points could be made to her as GBA SG champion, to tackle any raising queries in the right way.</p> <p>JC advised that SG of Adults is also a growing area, noted that CYP is more advanced however noted these areas need to be working in parallel.</p> <p>BN clarified the board should stay focused on the policies and procedures which are in place and not to get involved in the day-to-day occurrences.</p> <p>Action: All SG reflections to be considered and taken to the next Board meeting for further discussion (all BM's) BN to include in agenda JH/JC to discuss content for next meeting.</p> <p><i>(full and detailed conversation on SG: the meeting recording is available upon request)</i></p> <p>RP thanked everyone for their contribution and work on this area.</p> <p>Agenda item closed.</p>	<p>All Board (plus individual tasks - BN/JH/JC)</p>	<p>Nov/Dec 2022</p>
<p>6.</p>	<p>GBA Strategic Intent Progress Update</p> <ul style="list-style-type: none"> • GBA Dashboard (Paper 4) • Opportunity provided for the Board to check and challenge <p><i>NB. This item is for Board assurance of progress towards GBA strategic objectives (including the Sport England objectives)</i></p> <p>BN provided an overview on GBA's strategic progress, advised GBA are to report back to SE on first 6 months of work and would translate into report by end of October. BN confirmed this would be quite top level, to satisfy SE with how money is being spent and how GBA are getting on in more general feedback terms. BN confirmed MEL will be a focus and this report looks to be an Interim request from SE.</p> <p>Action – BN will share more of this online over the next few months and update during the December Board meeting and look to expose more about where GBA are heading.</p>	<p>BN</p>	<p>Dec 2022</p>

Item	Description	Action	Deadline
	<p>BN referenced the anti-racist movement remains as a red status on the dashboard. Board queried how long and asked what the next steps are.</p> <p>BN advised that SE are holding a first webinar on diversity and inclusion action plan in October, further noted Cathy Carr / BN are to attend to clarify and further understand where SE are heading and how SE and GBA in turn are going to tackle this area and plan ahead from there.</p> <p>Agenda Item closed</p>		
7.	<p>Programme Focus - Mums Zone & AMiP (with Board Q&A) <i>NB. This item was for information to Board Members to increase awareness of GBA delivery programmes.</i></p> <p><i>(full presentation and recording of the programme update on request)</i></p> <p>Board congratulated CC on excellent work and effort put into the programmes so far, with request from the Board to see how things may evolve in future months.</p> <p>Action – CC will share evaluation report, key learnings and future plans (across the BOB region) within a future Board meeting.</p> <p>Agenda Item closed</p>	CC	Future meeting - date tbc
8.	<p>Financial Forecast <i>Consideration / Approval of Finance & Governance Committee Meeting notes from 09 Sep 22 (Paper 5) and Finance Papers (Paper 6) Both distributed in Advance - questions only and vote on approval</i></p> <p>CS updated the budget had minimal update, virtually no change, confirmed budget already scrutinised and approved in June meeting for the year which covered all reserve movements (all discussed within the F&G committee meeting prior to the AGM/Board meeting)</p> <p>CS added 3.5k confirmed from Reading to continue a programme, which also recently provided the full 8k for the 3-year programme, stated the forecast is exactly on budget - possible at breakeven. CS advised no further items to report.</p> <p>RP asked Board anything further to report back from previous F&G meeting, KR advised it had been all good insight, advised overall they were successful informative meetings.</p> <p>Areas around audit questions were briefly raised. CS advised these were best dealt with in more detail at the next finance meeting due to remaining time in the meeting.</p>		

Item	Description	Action	Deadline
	<p>CS advised overall everything on track.</p> <p>RP thanked CS for the update.</p> <p>Agenda item closed.</p>		
<p>9.</p>	<p>Systems Level Working Interactive Session on Systems thinking led by Nick West-Oram (NWO)</p> <p><i>NB. This item aimed to help Board understand the strategic system role which GBA is funded by SE to execute in Berkshire as becoming a more central part of what GBA are doing, what they are involved in.</i></p> <p>NWO advised GBA are working to help make impact through system change through existing and also new partners (county wide) Confirmed GBA do not always start with system level conversations, as often comes after a programme has started. NWO provided a detailed presentation and update of the system work and conversations which are taking place. <i>NWO advised the group interactive task would take place another time due to time constraints of the meeting.</i></p> <p>Following presentation questions were opened up for the Board.</p> <p><i>(full presentation and recording of the programme update on request</i></p> <p>Action: NWO will circulate the you tube video “defining systems”</p> <p>Board congratulated NWO on excellent work and effort put into this interesting work area so far.</p> <p>Agenda item closed</p>	<p>NWO</p>	<p>Oct/Nov 2022</p>
<p>10.</p>	<p>AOB:</p> <p>KR noted recent discussion in the finance meeting where staff home working costs were raised and HR details around it.</p> <p>BN re-informed a hardship payment was discussed and would be paid to the team, further advised this had been communicated around the Board previously.</p> <p>Agenda item closed</p>		

Item	Description	Action	Deadline
11	<p>Dates for next meetings</p> <p>Date for remaining 2022 meeting:</p> <ul style="list-style-type: none"> • Thursday 15 Dec 2022 (already in diaries) Location TBC <p>Action: BN to update on location for December 2022 meeting</p> <p>Brief discussion regarding next team meeting / Board get together (combined event). BN suggested considering a GBA away day once per year with staff/Board. <i>Noted a possible time issue with the above suggestion, potentially a problem for some members.</i></p> <p>Board referred to the recent GBA programme updates included in the quarterly meetings. Noted these provided good interaction and updates with the staff through the dedicated sessions. General discussion to suggest social interaction with GBA staff through joining Board meeting (working) lunches.</p> <p>Dates proposed for 2023 meetings:</p> <ul style="list-style-type: none"> • 23 Mar 2033 (proposed) • 22 Jun 2023 (proposed) • 28 Sep 2023 (proposed) • 14 Dec 2023 (proposed) <p>RP gave thanks to all trustees for their time and closed the September 2022 Board meeting.</p>	BN	Nov 2022