

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

24th September 2020 (1030 – 1300)

Held via Microsoft Teams (recorded session)

Chair: Jason Worthy

Present: Jason Worthy (JW) (Chair), Avril Couper (AC), Carole Thelwall-Jones (CTJ), Paul Owen OBE (PO), Karen Ross MBE (KR), Graeme Harrison (GH), Jo Halliday (JH), Tameena Hussain (TH), Rebecca Leach (RL), Richard Parker (RP)

In Attendance Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Donna Callowhill (DC) (Admin Assistant)

Apologies: Ria Ingleby (RI), Tessa Lindfield (TA)

Item	Description	Action	Deadline
1.	Welcome and Apologies for Absence Completed as part of the earlier AGM		
2.	<p>Declaration of interests (DOI)</p> <p>BN asked trustees to confirm if there had been any change to circumstances for DOI purposes. It was deemed all new Board members had submitted the appropriate paperwork (noted if any changes were to be made, DC can assist with these updates).</p> <p>JW confirmed a change to personal circumstances, having now accepted a new position back at Brunswick (former Life Fitness), and is now working within the marine industry across EMEA regions. JW explained he has stepped onto the Board as a trustee at Rugby Works. The Board congratulated JW on his new role.</p> <p>ACTION: DC to send JW DOI paperwork to reflect the changes above.</p> <p>ACTION: Board members to request new DOI paperwork should any individual circumstances change in the future (via admin/DC)</p> <p>No further comments or actions required. Agenda item Closed.</p>	<p>DC/JW</p> <p>Board</p>	<p>October 2020</p> <p>ongoing</p>

Item	Description	Action	Deadline
3.	<p>Minutes and Actions Arising from meeting on 18 Jun 2020</p> <p><i>NB (Paper 1) Minutes of the Board Meeting - 18 Jun 2020 (Paper 2) Board Minutes Action log (both distributed in advance)</i></p> <p>JW thanked GBA for distributing the minutes and actions from the previous meeting.</p> <p>DECISION: The minutes of the Board meeting (18th Jun 2020) were accepted by the Board as a true and accurate record of proceedings.</p> <p>The Board went on to discuss the Action Log (paper 2) from 18th Jun 2020.</p> <p>(Ser No. 5 – paper 2) JW thanked the new Board members for joining the 15th July 2020 team meeting, which was set up as part of the induction process. The trustees gave feedback to show appreciation of their involvement at this meeting and confirmed it was a great opportunity to engage with the wider GBA team.</p> <p>(Ser No. 6 – paper 2) JW confirmed the details of the Board review is currently ongoing.</p> <p>ACTION: JW/BN/JP to review progress together and discuss further. BN to circle back with the Board to share the final details.</p> <p>(Ser No. 8 paper 2) JW highlighted the importance of the Board to complete the Safeguarding Adults and Children training (via the GBA training platform) as soon as possible and asked for the committee to make this a priority item where possible. JW advised to reach out to JH should there be any concerns, or where support is required.</p> <p>ACTION: Board members to complete the above training</p> <p>(Ser No.9 - paper 2) GBA Awards was confirmed to be covered further into the meeting, during agenda item 7</p> <p>(Ser No.10 – paper 2) KR raised a query asking to discuss how the new Board will interact together, considering the outstanding values which had been previously set (<i>in the Board Members ToFRs</i>).</p> <p>RP additionally mentioned the area of Board interaction and evaluation should be discussed over the next 6 months. BN reminded the board that as part of the Governance Code an external evaluation of the board needed to be conducted every 4-yrs. JW explained that he had asked RP to work with BN to prepare to have this complete by Summer 2021.</p>	<p>BN/JW/ RP</p> <p>All</p>	<p>Nov 2020</p> <p>Oct 2020</p>

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	<p>BN mentioned in relation to the above, there is an annual board survey online (developed in conjunction with Energise Shropshire) that will be circulated to the Board to complete, normally during October 2020.</p> <p>ACTION: RP & BN to prepare for an external board review and brief the board at the Dec 2020 meeting of progress</p> <p>Action: BN to circulate the annual board survey and present finding at Dec 2020 BM</p> <p>CTJ gave thanks to the team for all the work being completed during this period</p> <p>DECISION: There were no further outstanding actions not covered in today's agenda.</p>	<p>RP & BN</p> <p>BN</p>	<p>Dec 2020</p> <p>Dec 2020</p>
<p>4.</p>	<p>CEO's Report (18 June-24th Sep 2020)</p> <p><i>NB (Paper 3) CEO Narrative report</i></p> <p><i>(Paper 4) GBA on a page (both distributed in advance)</i></p> <p>(Paper 3) CEO Narrative Report. BN provided an update on the CEO report covering activity between 18th Jun 2020 - 24th Sep 2020.</p> <p>JW commented on behalf of the Board their appreciation to BN for the CEO report circulated prior to the meeting, adding the value of this to ensure a meaningful discussion is had. BN noted this was a whole team effort and thanks to the wider GBA team.</p> <p>BN gave the Board an overview GBA's current key priorities as listed in the paper.</p> <p>Following this, RP raised a query regarding the level of current connection GBA has with NGB's. BN replied that SE had removed the requirement for strong NGB connections from its strategy some time ago, confirmed GBA are still open to discussion with local NGB's, but with a light touch approach, and that no formal requirement was now necessary. BN further added that 70% of GBA contacts were once sports related, but now 70% are NOT sport related connections but rather partners who have strong remits with our target audiences. However, we still importantly connect partners and stakeholders to NGBs and Sports clubs where this is appropriate.</p>		

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	<p>JH asked if 50 attendees to the Primary School conference was a positive response? BN replied it was our 3rd event and the first two were face to face at Sindlesham court. Given the latest was a 1.5-hour online seminar, James Craggs of GBA (manager of this programme) has been very happy with the outcome, but confirmed it was difficult to compare as the circumstances have been quite different given COVID situation.</p> <p>TH raised a query relating to the TIF project, asking which 3rd sector partners became involved and how. BN confirmed some were already known to GBA and advised at the beginning of the TIF programme GBA approached their strategic partners (including Berkshire CVS's, LA's, Greenham Common Trust, Berkshire vision/age UK amongst others) to ask for their support to work with them to help identify the community areas which needed most support, to find connections through this approach. BN confirmed this provided a huge response.</p> <p>ACTION: BN to gather feedback from Nick West Oram of GBA (heading up the programme) and will circulate a document to the Board detailing all the organisations GBA are in connection with relating to the TIF initiative (phase 1).</p> <p>BN outlined that phase 1 has been a fantastic positive programme opening up many more connections with new groups in the community. Phase 2 of TIF will focus on Health organisations/networks to begin with (mainly connected to long term conditions) as this was an area identified with a slightly weaker response during phase 1.</p> <p>KR raised a query about future implications of the new funding which has become available. BN confirmed GBA are in a good place with SE and very much aligned to their national strategy, future funding has already been secured for the following year. BN confident GBA will continue to be adequately funded through SE for the foreseeable future and outlined the ongoing task GBA have is to manage and continue delivery of programmes with adequate workforce and support.</p> <p>BN highlighted there was a concern that some other funders may withdraw due to the Covid situation, but none have done so, additionally DWP have outlined the need for GBA's support more than ever, and have agreed to fund us, thus providing more opportunity for GBA to deliver and source additionally workforce.</p> <p>BN continued to discuss CEO report, mentioning the Berkshire West ICP progress (detailed in the CEO report) outlining the recent Bid looks</p>	<p>BN</p>	<p>ASAP</p>

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	<p>positive, following a meeting in late September. CTJ raised a query on this proposal in terms of how success might be measured. BN noted that the bid contained an aspect for evaluation and a range of KPIs but that he had stressed to the ICP that the majority of the KPIs would be their own responsibility.</p> <p>ACTION: BN to keep the Board updated as the discussion areas with Berkshire West ICP progress.</p> <p>RP asked how organisations within the health sector/LAs are responding to Covid-19 in relation to Physical Activity. BN replied this is very much recognised as a high priority with current evidence showing reductions in the worst effects of Covid the fitter you are. He noted there are increased conversations happening between GBA and its health-related partners. BN confirmed this evidence is being used in the community and with campaigns like GBA’s latest campaign #MovewithusBerkshire - run by Anna Kondakova.</p> <p>CTJ kindly offered support to Chelsea Piggott of GBA relating to the strategic workforce reorganisation and BN said he would pass this offer to the team.</p> <p>BN provided an overview on the Mum’s Zone work being managed by Cathy Carr (item 4.3 – paper 3) commending Cathy on her dedication and hard work. Cathy has been connecting with Frimley Health to help support and continue funding, also working alongside Energise Me and Hampshire Sports (Active Partnership). BN confirmed there is new confirmed funding to extend Mum’s Zone provided by Frimley of £19k.</p> <p>RL asked how this great programme could be scaled up further. BN highlighted there was a large national funding opportunity which Canterbury Christchurch University asked GBA to lead on (see CEO report item 4.3). Cathy is currently helping to prepare a strong Bid with local partners (there will be lots of interest nationwide as the fund is between £250-500k in size).</p> <p>KR – congratulated Cathy on the Mum’s Zone project additionally asking how people get onto the programme. BN confirmed this programme started face to face in Children’s Centres and then delivered online during lockdown. BN advised a split of virtual and face to face sessions in the future, with pre and postnatal offerings for the local community. KR asked how mums were connected to the programme, BN confirmed referrals were via local midwifery units,</p>	<p>BN</p>	<p>Ongoing</p>

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	<p>health professionals and local authorities, child centres and direct SM advertising by GBA</p> <p>CTJ raised an additional query about #MovewithusBerkshire campaign and the KPI's associated to this and how ROI is measured.</p> <p>BN advised Anna Kondakova is preparing and building on this area as it's a new initiative, adding GBA see this as a social campaign predominantly to raise and promote awareness as a first step. GBA will look to measure how many people interact across the social platform, visit the website pages and retweet, but welcomes any ideas how you may convert this into increased physical activity data.</p> <p>ACTION: BN will liaise with Anna to pull together information related to this so the board can be kept informed</p> <p>BN provided an overview of the work and collaboration taking place between GBA and the Good Exchange, noting the focus is to be aligned to Children' and young people / physical and mental health (see Item 9 – paper 3) . BN confirmed the overall risk is very low, if GBA raise less than 3k we would be out of pocket, however given the history of raised funds amounting to circa of 15k from one partner organisation, GBA feel comfortable with the 3k upfront cost and associated risk, as were the F&G trustees in the previous meeting.</p> <p>(Paper 4) GBA on a page (distributed in advance/Questions only)</p> <p>BN explained how GBA on a page is a workable internal document (essentially a dashboard) to help us keep track of what is going on, consolidating all the work areas for GBA including hyperlinks for easy access of information. A more detailed balance score card which gathers all of the data and sets a RAG rating for the dashboard areas sits behind this. BN advised if there are any questions to reach out to him for an update.</p>	BN	Next BM (Dec 2020)
5.	<p>Financial Forecast</p> <p><i>NB Paper 5 Minutes from 11th September 2020 (F&G Meeting) and Paper 6 (Finance Papers) both distributed in advance- questions only.</i></p> <p>CS shared the updated Statement of Financial Activities with the Board as a quick overview and explained the finances had been fully scrutinised at the recent F&G committee meeting in September 2020 and the minutes had been circulated.</p> <p>CS explained back in March when the budget was initially set (pre Covid) GBA were looking at a 40k deficit. Since, lots of things have happened (DWP initial funding went away - but since came back) some</p>		

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	<p>funders have left and some more have been confirmed, this has resulted in the deficit being reduced, and because of these changes, the budgeted deficit for 2020/21 is now around £20k, although things are now more subject to change, and these details will be updated as we know more.</p> <p>Finance highlights were provided, CS reported that last year’s fiscal finished at just over £800k income and a similar number for spend, with a very healthy reserve position of £264k. CS noted this was a positive position and heading into the new fiscal with only a 20k deficit forecast, plus high reserves makes GBA in a very comfortable position at the moment.</p> <p>CS advised the Sport England award (covering Sep 2020 – March 2022 period) has additionally just arrived with GBA, and is being worked through at the moment, noting the impact would mean some of the income numbers from today will shift into next year due to the way SE have written the award, the key assumptions from this would result in a worst case scenario of 50k deficit for <i>next fiscal</i> (with the comfort of the SE award, the programmes we know of and without changing GBA staffing). This would likely reduce to a more break-even status, assuming more programmes are confirmed to run as the year goes on.</p> <p>RP asked if SE are happy moving forward with a small deficit and working down the reserves. CS explained the Board are happy about the current situation, it was felt GBA are investing in the right projects and feel comfortable with the current situation and decisions. CS mentioned as the year goes on the budget often looks more positive as we move through the fiscal (example given of last year’s forecast at 50k deficit and ended up with 8k).</p> <p>BN advised every single budget for GBA has begun with a negative forecast at the start of the year (usually around 40k) but historic budgets confirm this catches up over the year. BN noted it is easy to accurately predict costs as they are largely fixed (staff, rent etc), but income is always variable, as programmes come and go. BN noted that in 2011 GBA had no reserves, but today is quite a different picture with a healthy pot of reserves. BN acknowledged should there be a time where programmes were fewer, and funding was not as healthy, GBA would then need to consider their current situation and if they were able to continue running at current capacity as there may come a time when GBA has to make some difficult decisions, but CS has managed GBAs finances well in order that those decisions don’t have to be rushed.</p>		

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	<p>KR confirmed it is the forecast that changes not the budget, CS acknowledged.</p> <p>CS confirmed GBA forecasts very conservatively and income is not included until paperwork has been received, which often comes later into the year, adding for the benefit of new Board members the last two fiscals have reported a very small deficit of 8k and 11k. This is mainly due to maternity payments which were not covered, and to date GBA have not reported an 'operating' deficit. CS additionally noted that GBA always hold quite a lot of cash - this can be viewed on the balance sheet.</p> <p>KR added if GBA reserves ever fell to a smaller number, GBA would need to be much more realistic with the budget and forecasting.</p> <p>BN commented that having high reserves can often be problematic when submitting a bid, GBA have been asked why reserves are not used. BN confirmed GBA always advise that reserves are used to keep capacity up to deliver.</p> <p>KR suggested a review to the reserves policy, to ensure it's watertight, and to help with our funding approach. BN confirmed the GBA reserves policy is reviewed and discussed in detail during one of the F&G quarterly meetings and is always reviewed yearly.</p> <p>No further questions were raised, agenda item closed.</p>		
6.	<p>Tackling Inequalities Fund</p> <p>BN confirmed this agenda item had already been covered in CEO report earlier, Board agreed. BN explained an update on this programme will be circulated (a working document from the programme lead Nick West- Oram).</p> <p>CTJ asked if the document would highlight how success is measured on the TIF projects. BN explained that a number of Sport England learning workshops are forecast to run and GBA will be involved with these, he added that measuring impact on this area is a nationwide question and it's still early in terms of learnings from the outcomes of work being done. GBA (and all involved active partnerships/national organisations) are working to continuously learn about the outcomes, in line with Sport England alongside their visions and landscape of this programme.</p> <p>ACTION: BN to gather update from Nick West Oram to provide details to the Board detailing the status and development of TIF projects (first round)</p>	BN	Oct 2020

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7.	<p>GBA Awards - Outline Plan for 2020</p> <p>BN provided an overview to the plan and vision for the next GBA awards (also found detailed in the CEO report), confirmed this will be our 9th annual awards, but a face to face ceremony would not be taking place at the Hilton Hotel Reading, as in previous years (for obvious covid/risk purposes of a large event, the GBA Awards ceremony usually welcomes 300 plus attendees)</p> <p>BN confirmed that a virtual awards event would likely take place instead, around the last Friday in February 2021, and GBA would replace the usual categories with just 1 singular category (name tbc – but something around “local community covid hero”) which recognises both individuals and organisations who have shown great work and managed to keep people active during the crisis of lockdown (not about personal performance this year). BN confirmed a range of criteria will be provided to ensure it applies to a variety of people and organisations for nomination purposes. It will open in early October and the nomination process will run until mid-Dec. A virtual panel will review and select shortlists as before. BN added the plan to deliver the event is still up for discussion and this can be flexible dependant on the current covid situation nearer the time, a smaller event may be possible at Bisham or a range of visits to present the awards in the community is a possibility, but as it stands the Virtual online option is probably most viable.</p> <p>GBA would like to continue to recognise and appreciate the sport and physical activity heroes of the community and feel this event should continue to run, even though in a different format.</p> <p>BN noted there would be no official sponsorship this year, but has contacted previous sponsors to advise GBA will not be asking for sponsorship and recognise the current difficulties many organisations and businesses are under, but that GBA would still like to keep the sponsor names associated with the awards, to help promote them through the event, and this has been communicated to the relevant people (where some have replied and have offered to give a donation towards the event).</p> <p>CTJ asked that we recognise young people in this event and acknowledge their work and dedication to physical activity (adding this is an important demographic for GBA). BN confirmed the 1 category will apply to a range of people and organisations (to include young people)</p>		

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	<p>CTJ asked if any of the Board would be willing to help support the planning of the event, if they could get in touch and offer any expertise (especially around skillset around virtual events, digital media, and online areas)</p> <p>JH asked why 12 was the age limit for a nomination. BN advised in previous years GBA had received nominations from children (via their parents) as young as 6 and it was felt there could be some parental/guardian pressure associated with this. BN confirmed an agreement with the GBA awards team had set a minimum age but that this should read 11 not 12. JH was pleased as this would now not exclude year 7.</p> <p>ACTION: Board members to help push out nominations to their contacts and networks.</p> <p>CTJ acknowledged and thanked the Board for their support</p> <p>The agenda item closed</p>	All	Oct-Dec 2020
8.	<p>Strategic Intent</p> <p>Update on progress and request for Board input and further direction</p> <p><i>NB (paper 7) Early Ideas, (paper 8) Early SWAT Analysis, (paper 9) Current Insight - all distributed in advance.</i></p> <p>JW acknowledged thanks for the work already put in from BN and the committee. Further noted that any ideas and discussions which require a longer conversation are taken offline to allow the meeting to progress timely.</p> <p>A wide general discussion held regarding GBA strategic intent, new ideas and current documentation (all work in progress). BN initially mentioned it would be helpful to ensure GBA reflect in their own Strategic intent close alignment (including the same use of words and phrases) to Sport England’s vision and strategy, given they are a main funding provider, and confirmed GBA are on the same timeline as SE.</p> <p>BN asked for Board feedback regarding the upcoming QUEST assessment (taking place 18th November 2020), proposing the use of the external facilitator for approximately half a day, who would help GBA on next steps with development and strategy. The board agreed this would be a good idea and BN was tasked with liaising with the Quest facilitator to make arrangements.</p>		

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	<p>JH asked if the insight documents/data from paper 9 could be shared with Paul Anstey (heading up the recent Sport and Leisure strategy for West Berkshire)</p> <p>ACTION: BN to send further details of the local area insight paper for West Berkshire to JH for feedback</p> <p>KR Raised a question asking for BN to re-iterate what is required from the Board relating to paper 7. BN confirmed GBA are looking for trustees to feedback their preferences relating to GBA’s strategic intent detailed on paper 7 (via a poll which BN confirmed to send)</p> <p>JW added the importance of the Board providing feedback to GBA, to help ‘shape’ the mission and values, and help set ideas, however the GBA team will be the ones to make the final decision.</p> <p>BN concluded the intent for GBA is to remain entirely adaptable and flexible in its methodology and approach and this should be reflected in the forthcoming strategic documentation.</p> <p>KR asked if the 18th November should be blocked out in individual diaries. BN confirmed a <i>save the date</i> is adequate at this time.</p> <p>No further questions were raised, agenda item was closed.</p>	BN	Oct 2020
9.	<p>Safeguarding</p> <p>JW recapped the importance of completing the safeguarding training as soon as possible, giving appreciation for everyone’s input and time with the likelihood of very busy day to day schedules. BN confirmed the login issues have been rectified. JH reiterated the importance of completing the safeguarding training and asked if any Board members are struggling to complete, to reach out for help.</p> <p>ACTION: BN to check who has completed the training and will advise through JH</p> <p>BN informed the Board that GBA’s online training platform can be utilised for other training areas and explained to Board members they are welcome to use any of the training packages freely.</p> <p>No further comments were raised, agenda item was closed.</p>	BN	Oct 2020

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<p>10.</p>	<p>AOB</p> <p>JW thanked BN/CS for the effort in preparing paperwork, highlighting how this helps to ensure a smooth and effective meeting. JW continued his thanks to DC for minuting the meeting, finally extending full appreciation to the entire Board committee for their dedication, thoughts and time on the GBA board.</p> <p>JW noted and thanked trustees for their comments in the message box which highlighted the help being offered for the GBA Awards (including AC, TH, RL, PO)</p> <p>KR asked if there was an option to meet socially distanced at Bisham BN advised with the current situation this is not possible but longer term it would be nice to look at options to meet F2F following current guidelines (perhaps a socially distanced walk or like). RP advised he could investigate an option at Lane 4 offices in the future</p> <p>KR suggested a virtual hello to the GBA team. BN suggested 17th December 2020 meeting the GBA can join before the meeting commences. The board agreed this would be a good opportunity to connect with the team.</p> <p>RP raised a point around coach education and how if at all GBA is involved to help people participate and enjoy the sport through more education. BN advised GBA have a workforce lead whose role is to promote national and local coach training offers.</p> <p>No further comments were noted. Agenda item closed.</p>		
<p>11.</p>	<p>Dates of next meetings</p> <ul style="list-style-type: none"> • Thurs 17 Dec 2020 (Via Teams - virtual – a Christmas theme is welcomed!) • Thurs 25 Mar 2021 (proposed Face to Face but will review nearer the time) <p>DECISION: It was proposed and agreed that main Board meetings (longer term) are ideally held F2F wherever possible, with option to dial in. The Finance & Governance Committee to continue being held virtually for the foreseeable future.</p> <p>JW thanked everyone and closed the September 2020 Board meeting.</p>		