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| Item | **13** |
| Title | Minutes and Actions from Last Meeting |
| Lead | John Cove |
| For Decision/ Discussion/ Note | Approve |

**STREETGAMES BOARD MEETING MINUTES AND ACTIONS**

**Date:** Wednesday 9th December 2020

**Time:** 11.00 – 14.30

**Venue:** Video conference call via Zoom

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| **ITEM** | **MINUTES** | **ACTION** |
| **Trustees:**  **Staff:** | Invited  John Cove (Chair)(JC), Susan Capel (SCa), Rosie Duckworth (RD), Peter Rowley (PWR), Mark Taylor (MT), Jonathan Hughes (JH), Andrew Cropper (AC), Jackie Bryson (JB), Annabel Tarling (AT), Dominic Haddock (DH)  Mark Lawrie (ML), Jane Ashworth (JA), Dawn Cole (DC), Matthew Pilkington (MP), Paul Roberts (PR), Hannah Crane (HC), Stuart Felce (SF), Mollie Kay-Hough (MKH) |  |
| **1** | **Board Private Session** |  |
|  | Staff were not present for this item.  The Chair informed the Board that JA intends to retire from her position at StreetGames and proposed to permanently instate ML as CEO after a successful term as interim CEO since October 2019. Additionally, the Chair recommended that JA be elected as a Vice President so that StreetGames may continue to benefit from her expertise and reputation in the sports development sector.  **The Board were unanimous in their decision to appoint ML as CEO, and to assign JA as a Vice President.** |  |
| **2** | **Welcome & Apologies** |  |
|  | JC welcomed the Board and staff members to the meeting.  Apologies were recorded from Rosie Duckworth (RD), Annie Tarling (AT) and  Jonathan Hughes (JH). |  |
| **3** | **Declarations of Interest** |  |
|  | No declarations of interest were expressed in relation to the meeting’s agenda. |  |
| **4** | **Board Strategy Session** |  |
|  | ML presented the Strategy PowerPoint which detailed the timeline of the strategy process, the impact of Covid-19 on the strategy and its development, and the wider policies and opportunities on which it has been based, for example Sport England’s recent focus on inequalities.  Following the presentation, the virtual meeting was split into three breakout rooms to discuss three elements of the strategy:   * Strategic environment * Mission and Vision * Strategic Framework   A member of the Exec team was placed in each of the breakout rooms to facilitate the conversation and was responsible for feeding back the main points of their conversation to the wider group.  The responses were captured and ML expressed his gratitude to the Board for their contributions which will help us to advance the strategy and the specific business plans that will funnel from it. |  |
| **5** | **Break before core session** |  |
| **6** | **CEO report** |  |
|  | ML informed the Board that there are no recommendations to be approved within the CEO report, and highlighted the key points of interest in the paper.  In relation to the Government Liaison section on page 5, ML added that he, JC and Mark Balcar, who leads on our Public Affairs work, have a meeting with the Sports Minister, Nigel Huddleston, in January to explore how StreetGames can support his agenda.  ML updated the Board that Sport England have confirmed they are happy for us to go back to working across all nine English regions next year, as opposed to the five or six we currently have funding to work in, and the Sport England Project Board met last week to begin to broadly discuss how the 21-22 funding will be spent.  The Board were informed that at the beginning of the week we heard that 75 out of the 105 placements that we applied to Kickstart for have been approved. Those that weren’t approved were for organisations that didn’t have the minimum 3 members of staff necessary to be given a placement – a requirement that we weren’t aware of. The Exec team are going to consider how to navigate this barrier so that that organisations who would be able to provide an excellent placement opportunity can do so.  BB provided feedback on the Equality, Diversity and Inclusion Working Group meeting which he attended, telling the Board that he was encouraged by the attitudes of staff members around some of the issues relating to EDI, and his sole piece of advice to them was to ensure that, as well as the warm words and good intentions, there is a tangible result to their work.  ML drew the Board’s attention to page 9 of the report which outlines the continued good progress being made with our Community Safety work and the National PCC Group. He added that a meeting took place last week with the national policing lead for serious youth violence who has said she will link us with policing leads across the country to help us work together with them in a coordinated approach.  **The Board noted the CEO Report.** |  |
| **7** | **Fundraising Narrative Report** |  |
|  | MP updated the Board on the areas of fundraising work where there have been significant developments since the writing of the report, beginning with the Christmas Give campaign which closed yesterday. After a week of matched fundraising in the West Midlands the £20k target had been surpassed with a total of £26k raised. MP noted that this is a particularly pleasing achievement due to the variety of individual donors, partners and corporates from which the donations came.  Additionally, the Board were informed that in the quarter ending in September, the sustainability leads reached a huge milestone. Between April 2018 and September 2020 when the approach to Sustainability work was introduced they have raised £10m with and for LTOs. Notably, 80% of this has been from non-sport sources and approximately half has been through small grants/ donations of less than £30k.  MP told Board Members about developments with two possible partnerships – one with the Coop who have invited us to submit a £1m per year bid for 3 years for them to be our lead corporate sponsor for Fit and Fed; and the other with the Linbury Trust with whom a meeting has been set up for Monday on the back of their interest in a piece of our Insight work.  MP also shared an update on the Development Board where he is currently working with BAB members to develop the proposition and make introductions to targeted individuals – which are likely, in the first instance, to be high net worth sports people and their agents.  DH offered his congratulations on the Big Give, particularly in the current environment.  The Chair and members of the Fundraising Committee congratulated MP and the team on their work, noting the success of the Christmas Give campaign and the promising fundraising pipeline.  **The Board noted the Fundraising Report.** |  |
| **8** | **Finance update** |  |
|  | DC highlighted the key points of the Finance Report, most importantly that we are now expecting an unrestricted surplus in the region of £157k for the end of the year. This is a huge success considering that at the beginning of the year we were facing a potential deficit of £155k.  DC added that in light of this, Finance Committee have recommended that Board approve staff salaries be reinstated to 100% from 1st December 2020. This recommendation will form part of Item x  **The Board noted the Finance Update.** |  |
| **9** | **Performance Management** |  |
|  | PR highlighted Appendix C of the Performance Management papers, pointing out that the RAGs are mostly green and a few ambers indicating that everything is progressing well. He asked the Board to note the following changes that will take place for future updates:   * Since the start of the pandemic, Sport England and Sport Wales have been less interested in collecting data, and therefore rows 11 and 12 are no longer relevant and will be removed from the dashboard going forward.   Replacing the focus on data is a greater interest in learning and our Research and Insight work, and we will be reporting to them in a way that reflects their frameworks using the Listen, Inform and Support updates as demonstrated in Appendix A.  The Board were satisfied with the dashboard, and advised that we continue to challenge ourselves when the KPIs are mostly green to ensure that we don’t become complacent. JC added his appreciation for the effectiveness of the case studies in bringing stories to life.  **The Board noted the Performance Management Dashboard and upcoming changes to the reporting framework.** |  |
| **18** | **HR Matters** |  |
|  | PR went on to lead the HR Matters item, as he needed to leave the Board meeting shortly thereafter. As per the Chair’s request at the beginning of the meeting, the assumption was made that Board Members had read the paper and so PR updated the Board on some initial findings from the results of the staff survey which had been reviewed since the report was written.  Notably, there was a good completion rate and engagement with the survey which is likely to have been affected by everybody working from home. The survey was sent when the majority of staff were in a lockdown in their areas and although this is reflected in the results, wellbeing in general appears to be moving in the right direction.  Areas where people indicated lower satisfaction were with work load and the organisation’s CPD offer. The Workplace Wellbeing group intend to consider this in greater detail over the coming months and will bring the Staff Survey Action Plan as part of the HR Matters item at the next Board meeting.  **Bring the Staff Survey Action Plan to the March Board meeting.**  The Board discussed whether the wellbeing of the staff should be looked at again before the next annual staff survey in October in order to make sure that the organisation is aware of the collective mental health and wellbeing of our employees. It was agreed that another interim survey should be conducted, as was done in May, using the ONS questions that allow us measure staff wellbeing against the national average.  **Add interim staff wellbeing survey to Business Support workplan for May.**  The Chair posed the suggestion that we consider looking into satisfaction with connectivity between the Board and staff, from both a staff and trustee perspective.  **Add question to Board self-evaluation and Staff Survey about satisfaction with the level of connectivity between staff and the Board.**  **The Board noted the HR Matters.** | **PR**  **MKH**  **MKH** |
| **4** | **CEO report (continued)** |  |
|  | JA joined the meeting to provide Board Members with some further detail on the HAF 2021 item within the CEO report.  As written in the paper, the Department for Education have given notice that there will be a tender in early January for an organisation or consortium to provide advice and support to LAs who now have a duty to provide holiday activities with food over the holiday period.  JA explained that we intend to apply for the tender as part of an alliance with key partners, dependent on seeing the full details when they are released in the new year. The Board were informed that, due to scoring 90% on our previous two bids to the DfE for HAF in Newcastle, JA and the Exec team are at this stage relatively confident in their ability to secure and deliver the contract.  **The Board noted the plan to apply for the HAF national contract tender as part of an alliance in January.** |  |
| **10** | **Risk Register** |  |
|  | DC presented the risk register as seen at Audit and Finance Committee in November and informed the Board that all of the risks remain stable. The only change that has occurred since Board Members last saw the risk register is that we have extended the viewpoint for long-term funding risk which is reflected in risk 4.  MB, as Chair of Audit Committee, was satisfied that there was nothing to add.  **The Board noted the risk register.** |  |
| **11** | **Minutes and Actions from Last Meeting** |  |
|  | The Chair asked the Board to review the minutes and members agreed that they were a true and accurate record of the meeting.  ML gave updates on the actions from the last meeting as follows:   * Due to Australia having experienced some lockdown restrictions recently, the meeting with Collective Leisure to understand the scope of the proposed partnership has been postponed until the New Year and RD has offered to help with creating the NDA as discussed. * Trustees were invited to the Business Planning sessions. * Board Members completed the Self-Evaluation questionnaire and the findings are to be brought to the next meeting. * Staff survey action plan was presented at today’s meeting * Board and Committee dates for 2021 meetings have been added to Boardbookit.   **The Board approved the minutes of the meeting held on 14th October 2020 as an accurate record.** | **ML / RD**  **MKH** |
| **12** | **Draft minutes of the AGM 2020** |  |
|  | The Chair advised the Board that the responsibility to approve the minutes of the AGM meeting lies with the AGM and will be on the agenda at the next meeting in October 2021. Board Members are asked to review the minutes whilst the meeting is more recent in order to give a recommendation of their approval to the AGM next year.  **The Board recommend that the AGM approve the minutes as a true and accurate record of the October 2020 meeting.** |  |
| **13** | **Fundraising Committee Report** |  |
|  | **The Board noted that the Fundraising Committee did not meet in November, and instead MP met with individual committee members to discuss the work detailed in his Fundraising Narrative Report.** |  |
| **14** | **Finance Committee Report** |  |
|  | The Board received the Finance Committee Report which summarises the items considered at the meeting held on 10th November 2020, alongside the Q2 Management Accounts, and two policies that are recommended for approval.  Since Finance matters were covered in the Finance update earlier in the meeting, PWR asked the Board to consider the recommendations made by Finance Committee, as below:  1. That the Board approve the salary and increment reinstatement from 1st December  PWR told the Board that in light of the projected surplus of 157k with one quarter remaining, the Finance Committee feel assured that the reinstatements are affordable at this time. The matter was also discussed at the 4 Chairs meeting where the other chairs were in agreement with the decision.  2. That the Board approve the reviewed Reserves policy  There have been no changes to the narrative of the policy, StreetGames continues to intend to maintain sufficient reserves to manage a closure situation. The way that the reserves are calculated, as explained on page 4, has changed slightly to allow for the remainder to be made available within an Investment Reserve.  3. That the Board approve the revised Financial Regulations.  PWR informed the Board of the following minor changes to the regulations:   * the addition of a formal process where Finance and Audit Committee are notified if the cash position falls below £0.5m * the introduction of the new financial system * the broadening of contract authorisation across the organisation due to the high volume of requests that need to be signed off   **The Board noted the Finance Committee report and accompanying papers.**  **The Board approved the reinstatement of staff salaries and increments.**  **The Board approved the reviewed Reserves Policy.**  **The Board approved the updates to the Financial Regulations Policy.** |  |
| **15** | **Audit Committee Report** |  |
|  | The members received the Audit Committee Report, detailing the items considered at the meeting held on 25th November 2020.  MB pointed to the Covid Response agenda item which the committee feel demonstrates a really strong and positive approach that the organisation has taken to use the crisis as an opportunity to listen to the needs of our beneficiaries.  The Board heard that PWR attended the Audit Committee meeting to present his findings as the Link Trustee for Finance and Financial Controls. MB thanked PWR for his feedback which was overwhelmingly positive and the details of which can be found in the report.  MB summarised the other items of work detailed In the Audit Committee Report, and asked the Board to approve the following items:  1. Apprenticeship End-Point Assessment policies  MB disclosed that the policies were not reviewed at the Audit Committee meeting, but assured that the Committee recommends their approval on the basis that we have them in place to satisfy a requirement of Ofsted and they have been reviewed at the appropriate time by the Training team.  2. Audit Committee Annual Report to the Board  The report demonstrates the work carried out by the Committee throughout the year, and more importantly its plans for the coming year which focus on improving the effectiveness of the committee by thinking more strategically about the long-term risks and how greater assurances can be gained through KPIs and other mechanisms.  The Chair commended the Audit Committee for the portfolio of work that has taken place throughout the year, and MB added that she feels the organisation as a whole has a very mature approach to risk and openness to continually working towards improvement.  **The Board noted the Audit Committee Report and accompanying papers.**  **The Board approved the Audit Committee Annual Report to the Board.**  **The Board approved the reviewed Apprenticeship End-Point Assessment policies.** |  |
| **16** | **4 Chairs Meeting Report** |  |
|  | JC asked the Board Members to view the minutes from the 4 Chairs meeting and advised that the items that were considered have been considered at today’s meeting.  **The Board noted the minutes of the 4 Chairs meeting.** |  |
| **17** | **Chair’s Actions** |  |
|  | • Authorised acceptance of this year’s Sport Wales funding (£223,350)  • Signed drawdown request for the next tranche of Youth Endowment Fund money re one of the projects in the East Midlands  The Chair informed the Board of the actions he has taken since the last meeting as listed above and on the agenda. Additionally, JC attended the Physical Health and Wellbeing business planning session, and addressed staff at the Full Staff Meeting at which, he assured the Board, he was compelled by the commitment and enthusiasm of staff in such trying times.  **The Board noted the chair’s actions since the last Board meeting.** |  |
| **18** | **HR Matters** |  |
|  | Covered earlier in the meeting following item 10. |  |
| **19** | **Notice of Impending Legal Action** |  |
|  | There are currently no ongoing legal actions. |  |
| **20** | **Complaints** |  |
|  | The Board noted that there are no complaints to report. |  |
| **21** | **Contracts above £60k** |  |
|  | The Chair confirmed that he has signed a contract with the Devon and Cornwall Police and Crime Commissioner for £100,000, some of which is to go direct to LTOs for delivery, and the rest to employ a community safety worker in the region. ML explained that the role of this worker is to support the Police and Crime Commissioner to use the money they spend on sport as well as possible and to test new approaches of using Doorstep Sport as a means of targeting particular groups.  JC asked ML to pass on congratulations from the Board to SF for this achievement.  **The Board noted the contracts over £60k.** |  |
| **22** | **Health & Safety** |  |
|  | There were no health and safety incidents to report.  The Board heard at the last meeting that all staff were to be asked to complete a home-working assessment to ensure that everyone is safe and comfortable in their working environment. Almost all responses have been received, with just a few still outstanding, and no urgent concerns were raised. Positively, the process has caused a few employees to identify discomforts they are experiencing and purchases for things such as laptop risers and foot stools have been made as a first step to resolve these. |  |
| **23** | **Safeguarding** |  |
|  | There were no safeguarding incidents to report.  ML highlighted from the report prepared by John Downes that there has been an internal focus on safeguarding training in this period after a decision was made that everyone in the organisation should take part in safeguarding training regardless of their role.  The Board discussed whether trustees should also complete the safeguarding training and it was recommended that this could be done online independently at a time that suits each individual, with a short session following a Board meeting to give Board Members the opportunity to ask questions and check their understanding.  **Arrange for trustees to complete the safeguarding training and add a follow up session to the forward plan.** | **MKH** |
| **24** | **Fraud** |  |
|  | There were no incidents of fraud to report. |  |
| **25** | **Data/Security Breaches** |  |
|  | There were no data/security breaches or near misses to report. |  |
| **26** | **Future Meetings and Events** |  |
|  | The dates for 2021 meetings were seen by Board, and Board members were asked to contact Business Support if they had any issues with availability on the proposed dates.  JC closed the meeting by thanking Board Members for their support and contributions both in the meeting and in other areas of work and praised staff for their work ensuring the success of the organisation even through these challenging times. |  |

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| **Item** | **Actions - 9th December 2020** | **Who** |
| HR Matters | Bring the Staff Survey Action Plan to the March Board meeting. | PR |
| HR Matters | Add interim staff wellbeing survey to Business Support workplan for May. | MKH |
| HR Matters | Add question to Board Self-Evaluation questionnaire and Staff Survey about satisfaction with the level of connectivity between staff and the Board. | MKH |
| Minutes and Actions of Last Meeting | To write an NDA for Collective Leisure to sign and to seek clarity from Collective Leisure about the scope of the partnership which they are proposing. | ML / RD |
| Minutes and Actions of Last Meeting | Add Self-Evaluation results to the agenda for the next meeting. | MKH |
| Safeguarding | Arrange for trustees to complete the safeguarding training and add a follow up session to the forward plan. | MKH |