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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:** Thursday 8th July 2021

**Time:** 1 – 4pm

**Venue:** Microsoft Teams Meeting

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| **ITEM** | **MINUTES** | **ACTION** |
| **Trustees:**  **Staff:**  **Guests:** | 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), Jane Shewring (JSh), Rebecca Ryan (RR)  Jane Stewart (JSt), Mandy West (MW) |  |
| **1** | **Welcome & Apologies** |  |
|  | ML informed the Board that JC was due to be slightly late and asked PWR if he would mind stepping in as Vice Chair in the interim. For this reason, some of the agenda items were covered out of order and the minutes below detail the items in the order that they were covered.  Apologies were noted from AC, AT, SCa, DH, JH and MT. The meeting was quorate on JC’s arrival during the HR Matters item. |  |
| **2** | **Declarations of Interest** |  |
|  | No declarations of interest were expressed in relation to the meeting’s agenda. |  |
| **16** | **HR Matters** |  |
|  | PWR asked PR to begin with the HR Matters update in JC’s absence.  PR presented the first report and appendix which provided an update on staff resourcing and the recent waves of recruitment. He informed the Board that MB will be conducting a review as the Link Trustee for resourcing which will contribute towards the development of a People Strategy.  The Board discussed how the current restrictions are affecting new starters’ integration in the organisation and PR informed the Board about measures that have been put in place to try to account for this such as video introductions, frequent contact with line managers and colleagues, and a new buddy system to support with the induction process.  PR then directed the Board to the Wellbeing Survey report and highlighted some of the positive areas that came out of the results, including staff views on the organisation’s response to the pandemic and their communication to staff throughout.  PR also advised Board of the areas that the survey identified need further consideration – namely around staff workload, feeling less settled working from home, and lower physical activity levels than recorded in the survey a year ago. PR touched on some of the measures that have been discussed by line managers to improve these areas, and informed Board members that the Wellbeing Group will be formulating an action plan which will be shared at the next meeting.  JB asked about the rigour of the survey process and whether we are able to validate that 52 separate individuals answered the survey. Board members recognised that for the Board to receive total assurance about staff wellbeing and the culture of the organisation, ideally the survey would have a 100% response rate. There was a discussion about the limitations presented by the survey being anonymous and ML told the Board that the survey is just one of several measures in place to monitor staff wellbeing.  **Action: PR to explore options for ensuring that staff responses to the survey are unique to individuals.**  **The Board noted the HR Matters report and appendices.** | **PR** |
| **3** | **Strategy session** |  |
|  | ML expressed his gratitude to MW and JSt for attending today’s meeting, and for all of their work in coordinating and directing the strategy consultation. Board members were presented with slides reminding them of the three discussion points that were debated at the session in May. JSt summarised the Board resolutions that came out of those discussions and the Board agreed that the resolutions were an accurate representation of their decisions.  Board members were invited to give their thoughts on a fourth discussion point about whether or not it is helpful to articulate the end vision of a future where StreetGames achieves its mission and no longer needs to exist.  The Board considered whether talking about an expiry date for StreetGames could have an effect on our long-term partnerships, or whether we could be perceived as grossly overestimating our impact on such a complex issue that has so many factors.  However, Board members also expressed that they believe it is perfectly valid to have a vision for something without it being an aim, which should be more realistic. MP furthered this line of thinking, advising that the key is in how we communicate the distinction between our vision for a better world versus what we plan to do to move towards that over the next 10 years.  Following the conversation around the fourth discussion point, ML presented the timeline which sets out the milestones for the development of supporting strategies which will underpin the main strategy document. Board members acknowledged that the communications strategy has been identified as a priority because each of the others is reliant on it in some way, and ML informed the Board that this will be brought to the October Board meeting.  JC noted that pace will need to be kept up in autumn in order to meet the milestones in the timeline. He added his thanks on behalf of the Board to JSt and MW for their work on the strategy.  **The Board approved the resolutions from the previous strategy session and noted the timeline for the supporting strategies.** |  |
| **5** | **CEO Report** |  |
|  | ML presented the CEO Report which details some of the main activities of the organisation since the last meeting.  ML shared an update on the Sport England investment process for 2022-25 (and possibly beyond). The starting point will be a self-assessment document that will form the basis of a discussion between StreetGames and Sport England with a joint position statement going to the Sport England Board in September to confirm intent to fund. This will be followed by a planning discussion in Phase 2 of the process. Sport England are currently talking to 130 organisations who they define as ‘System Partners’. They have identified three areas in which each organisation might play a role: System Partner, Governance Partner and Delivery Partner. At this stage they are prioritising discussions around the System/Governance Partner elements, where organisations may be eligible for funding for up to 5 years. StreetGames could play a role in all three areas and this will need to be discussed as part of the process. The starting point for the investment is that organisations will receive what they have done this year for the next 5 years.  ML updated the Board that a ministerial visit to meet some Kickstarters in Wapping had been due to take place today but was cancelled at late notice. Despite this disappointment, ML noted that it is positive that the Department for Work and Pensions approached us to learn about what we are doing with the programme and he informed the Board that we will look for other opportunities for this to happen.  ML shared that following a discussion at Fundraising Committee, the Exec Team will be undertaking a review and refresh of the StreetGames brand.  ML highlighted that in order to comply with the Code for Sport Governance, we will soon be tendering for an external Board evaluation which is a requirement every four years and due to be completed in 2022.  **Action: Trustees to contact ML or DC if they wish to review the Board evaluation ITT before it goes out to three identified providers.**  HCra updated the Board about the StreetGames conference which took place over two weeks in June. The Board heard that there was a high registration rate and most sessions had good attendance. HCra informed the Board that evaluation links have been sent to attendees this week and a full report of the feedback will be brought to the October meeting.  JC expressed that the report presents an impressive review of the multitude of work that is going on in the organisation and gave his thanks on behalf of the Board to ML and all staff for their continued hard work.  **The Board noted the CEO report.** | **Trustees** |
| **6** | **HAF and Fit and Fed** |  |
|  | JSh presented paper on the HAF programme and Fit and Fed and opened by giving credit to the whole organisation for everyone’s efforts. In particular, she praised Jenny Carter, Programme Director for StreetGames in Birmingham, which is the biggest HAF contract in country, John Downes who is supporting across multiple areas with his experience from Newcastle, and the training team supporting a number of different local authorities.  JSh summarised the areas of work detailed in her report, focusing on the differentiation between the scope of the HAF programme and the bold ambition of Fit and Fed which is more far-reaching.  She also informed the Board about the ‘Summer of Fun’ programme in Wales for which we do not have a formal coordination role but will be supporting LTOs with their applications to local authorities ensure they benefit as much as possible.  JC thanked JSh and the team for all of the Holiday Hunger work taking place and asked that a dashboard be brought to Board to update them on the key milestones over the summer.  **Action: Create a dashboard to update Board on key HAF milestones over the summer.**  **The Board noted the update on HAF and Fit and Fed.** | **JSh** |
| **4** | **Trustee Recruitment Update (verbal)** |  |
|  | PWR reminded the Board that MB, SC and JH will come to the end of their term in October, leaving four trustee positions vacant after Brendon Batson stepped away from his role last December.  PWR updated Board members on the outcome of the recent recruitment exercise which received 23 applications, of which 7 candidates were shortlisted. PWR informed the Board that the quality of the candidates they interviewed was exceptional and that the panel felt that all 7 would have been appointable at different stages in the organisation’s journey. JB added that it is a testament to StreetGames that people with such a high calibre of skills and experience want to get involved with the organisation. Nevertheless, PWR informed the Board that the recruitment panel were unanimous in their decision and recommend the following candidates to be appointed as trustees at the AGM in October:  Maccs Pescatore; Mark Cornelius; Mark Osikoya; and Victoria Hill  PWR expressed his gratitude to the other members of the recruitment panel for their time and JC thanked PWR for leading the process.  **The Board noted the update on trustee recruitment.** |  |
| **7** | **Commission Update (verbal)** |  |
|  | ML attempted to share his screen on the Teams meeting to present a pre-recorded video update from Jane Ashworth, however the sound wasn’t working for other Board members so he agreed to share the video following the meeting.  **Action: Circulate the pre-recorded verbal update presented by Jane Ashworth.**  ML gave a brief overview of the main points in Jane’s update. He told the Board that the final Round Table took place which was on Health and that, given the context of the last 12 months, understandably the Commission hasn’t gained as much traction with the media as we might have hoped. ML conveyed that the intention of Jane and others working on the Commission is to now consider opportunities to launch the reports and to explore writing a charter with some of the insights learned from the Commission.  **The Board noted that the full video update will be shared following the meeting.** | **ML** |
| **8** | **Finance Update** |  |
|  | DC presented the Finance Update report and highlighted the key points around the management accounts and the 2021/22 forecast, both of which were scrutinised by Finance Committee at the meeting on 15th June.  The Board were informed that there had not been much change in the final outturn of the management accounts, except that it was slightly better than forecast in December. Similarly, referring to the 2021/22 forecast DC informed Board members that the overall outturn as at the end of May is in line with expectations and that solid progress is being made towards our 2021/2 funding target.  As Chair of the Finance Committee, PWR reiterated that the final outturn for the previous financial year was better than anticipated, and advised the Board that he received assurance from staff that the unrestricted surplus figure is not expected to change in the annual report after being scrutinised by the auditors.  **The Board approved the Finance Committee Annual Report.**  **The Board noted the Management Accounts and the Finance Committee minutes and report.** |  |
| **9** | **Fundraising Update** |  |
|  | MP echoed what has been said by others earlier in the meeting about the volume of activity in the organisation and referred to the number of successful applications that are detailed in his report.  MP updated the Board that we were, however, unsuccessful with our proposal to the Coop which is a disappointment given the amount of work that went into it. However, the team have learnt a great deal from the process which will be of use when they put a more significant proposal to Morrisons.  The Board heard about some additional funding that has been secured through our relationships, including with BNP Paribas and OPPO through our partnership the LTA. MP informed the Board that our future relationship with Coke continues to be under discussion and there have been conversations around whether it might be more suitable for them to support us through the Coca-Cola Foundation going forward rather than through their corporate activity.  MP briefly updated the Board on progress with the Development Board and thanked the Fundraising Committee members for their feedback on the proposition. The next iteration of the proposition is being finalised this week and will then be presented to relevant external people such as sport agents and legal professionals for further input.  Lastly, as mentioned by ML earlier in his CEO report, MP repeated that the Fundraising Committee have made the recommendation to management that a brand review be conducted which will be done alongside the development of the communications strategy over the coming months.  **The Board noted the Fundraising Committee minutes and report.**  **The Board noted the Fundraising Committee recommendation for a brand review.** |  |
| **21** | **Safeguarding** |  |
|  | ML gave his apologies that he needed to leave to attend a meeting about Sport England investment, so JC asked that he cover the safeguarding item before he departed.  ML advised the Board that the report is quite self-explanatory and highlighted one key point around the work being done by the Safeguarding Working Group to advance to the next stage of the Child Protection in Sport Unit standards. ML referred to the process described in the report which includes a presentation to the verification panel by the safeguarding lead and Board representative for safeguarding on the organisation’s approach to safeguarding and how it is meeting the standards.  **The Board noted the update on safeguarding.**  ML left the meeting and PWR attended via speakerphone on SF’s phone going forward. |  |
| **10** | **Audit Committee Report** |  |
|  | MB summarised the various areas of work considered at the Audit Committee meeting which are described in greater detail in the report. MB highlighted some of the challenges made to management around the risk register for the Birmingham HAF programme, and the assurances received around the impact of Brexit on the organisation.  The Board were advised that the Committee were satisfied with the outcome of the Performance Management Framework Review, which PR will cover in item 11, and with the work set out in detail by Matthew Rivitt in the IT Strategy.  MB informed the Board that the Audit Committee have recommended that they approve the reviewed policies, and full information on the revisions and comments made by Committee members are noted in the review summaries attached.  JC noted that the report asks that the Board approve the IT Strategy which isn’t included in the papers. An action was taken to circulate this, and the Board agreed to approve it on the basis that the Audit Committee has scrutinised it and recommended its approval.  **Action: Circulate the IT Strategy**  **The Board approved the reviewed policies and IT Strategy.**  **The Board noted the Audit Committee minutes and report.** | **DC** |
| **11** | **Performance Management Update** |  |
|  | PR presented the Performance Management Dashboard which informs the Board of our progress against key contractual obligations for 2020/21.  PR highlighted some of the strengths demonstrated by the dashboard such as in our fundraising team and with our community safety work. He reminded Board members of the update at the last meeting when he explained that many of our funders have provided flexibility through the pandemic and the way in which this is reflected on the dashboard.  PR informed the Board that following a review of our performance management framework, future updates will be presented to Board using a Balanced Scorecard (BSC). He explained that the intention of this is to take a more holistic approach in the way that we update Board on our performance, capturing progress against our strategy, key contractual obligations, and risk register in a clear and streamlined document. PR advised that the final version of this new BSC approach will be brought to Board in October.  **The Board noted the Performance Management Update.** |  |
| **12** | **Risk Register Report** |  |
|  | Board members had sight of the Risk Register and Risk Register Report and DC brought to their attention three areas that have changed.   * Apprenticeship programme has been removed now that we have informed the ESFA that the programme is almost complete. * Birmingham City Council HAF contract has been added as this is a large piece of work that is operationally intensive and presents a great reputational risk. * Resourcing has been added as a strategic risk to reflect that a significant number of staff have been newly recruited.   These changes are described in more detail in the report and were also discussed at the Audit Committee meeting.  **The Board noted the changes to the Risk Register.** |  |
| **13** | **Minutes and Actions of the Last Meeting** |  |
|  | The Board reviewed the draft minutes and actions recorded at the March meeting and the following actions were discussed:  HC confirmed that the EDI statement was amended to include mention of Board diversity, and she advised that the final version of the strategy is nearly finished and will be published soon. JB asked whether the EDI Strategy ought to be reviewed in light of the newly revised Code for Sports Governance, and HC assured that the content of the strategy meets the requirements of the new version of the Code.  ML was not present to confirm whether any trustees have expressed an interest in being part of the HAF strategic group and JSh agreed to follow up with him about this action.  The safeguarding training will be arranged in coordination with a Board training plan before the next meeting.  All other actions were complete and Board members agreed that the document presents an accurate record of the last meeting.  **JC signed off the minutes as a true and accurate record of the meeting on 18th March 2021.**  **JSh to speak to ML about the HAF Strategic Group** | **JSh** |
| **14** | **Draft Minutes of the 4 Chairs Meeting** |  |
|  | JC discerned that all items considered at the 4 Chairs meeting have been discussed at today’s meeting and the Board were happy to note them without further deliberation.  **The Board noted the minutes of the 4 Chairs meeting.** |  |
| **15** | **Chair’s Actions** |  |
|  | JC updated the Board on his discussion with the Chair of Sported in which it was agreed that their Exec team would give greater consideration to how we could be involved in their developments in future.  JC advised that he has had 1:1s with individual trustees and highlighted that trustees are generally happy with the direction of the Board, and with individual contact as well as the opportunity to work in smaller groups via the committees.  The Board noted the Chair’s actions. |  |
| **17** | **Notice of Impending Legal Action** |  |
|  | There are currently no ongoing legal actions. |  |
| **18** | **Complaints** |  |
|  | The Board noted that there are no complaints to report. |  |
| **19** | **Contracts above £60k** |  |
|  | JC confirmed that he has signed the following contracts after receiving assurances from DC and the team on the conditions of the contracts:  • Linbury Trust - £80k over two years for Fit & Fed activity  • Sport Wales - £173,100 annual funding for 2021/2  • Sport Wales Healthy & Active Fund extension – additional Year 4 funding of £86k (original contract £399k over 3 years)  **The Board noted the contracts over £60k.** |  |
| **20** | **Health & Safety** |  |
|  | There were no health and safety incidents to report. |  |
| **22** | **Fraud** |  |
|  | There were no incidents of fraud to report. |  |
| **23** | **Data Security Breaches** |  |
|  | There were no data security breaches or near misses to report. |  |
| **24** | **Future Meetings and Events** |  |
|  | The future meeting dates were noted and JC added that whilst it was a shame that the Board were required to meet virtually again for today’s meeting, it is hoped that the October Board meeting and AGM will be in person. |  |

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| **Item** | **Actions - 8th July 2021** | **Who** |
| CEO Report | Trustees to contact ML or DC if they wish to review the Board evaluation ITT before it goes out to three identified providers. | Trustees |
| HAF and  Fit and Fed | Create a dashboard to update Board on key HAF milestones over the summer. | JSh |
| Commission Update | Circulate the pre-recorded verbal update presented by Jane Ashworth. | ML |
| Audit Committee Report | Circulate the IT Strategy. | DC |
| Minutes and Actions of the  Last Meeting | JSh to discuss the strategic group for HAF/Fit & Fed with ML. | JSh |
| Minutes and Actions of the  Last Meeting | Arrange for trustees to complete the safeguarding training and add a follow up session to the forward plan. | MKH |