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| Item | 11 |
| Title | Minutes and Actions from Last Meeting |
| Lead | John Cove |
| For Decision/ Discussion/ Note | Approve |

**STREETGAMES BOARD MEETING MINUTES AND ACTIONS**

**Date:** Wednesday 25th March 2020

**Time:** 3pm – 5pm

**Venue:** Video conference call via GoTo

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| **ITEM** | **MINUTES** | **ACTION** |
| **Trustees:**  **Staff:** | **Present:**  John Cove (Chair)(JC), Brendon Batson (BB), Margaret Bowler (MB), Susan Capel (SC), Rosie Duckworth (RD), Peter Rowley (PWR), Mark Taylor (MT), Jonathan Hughes (JH), 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 |  |
| **1.** | **Welcome & Apologies** |  |
|  | JC welcomed the trustees and staff members to the Board.  **Apologies:**  Andrew Cropper (AC), Chris Essex-Crosby (CEC) Network Representative |  |
| **2.** | **Declarations of Interest** |  |
|  | No conflicts of interests were declared in respect of this Board meeting. |  |
| **3.** | **Coronavirus Presentation and Risk Assessment** |  |
|  | Due to the coronavirus outbreak and resulting nationwide lockdown, ML circulated a PowerPoint presentation and risk assessment shortly before the Board meeting which covered the following:  • Assumptions for our beneficiaries  • Initial response  • Business Continuity and Staff Wellbeing  • Finance and Fundraising  • Communications  One of the focal points was the recognition that our role will undoubtedly shift as the situation progresses and we must be ready to adapt. MB praised the prompt and comprehensive response but advised that we need to maintain the focus on the real priority areas as we have identified so many.  PR stressed the importance of supporting staff during this period and outlined some of the practical guidance that has been issued to employees.  RD asked if there are any lessons learned for business continuity were this to happen again, and DC informed the Board that having all staff working from home has thus far been successful. People are making good use of the variety of digital facilities available to help them do their job and communicate with one another such as Microsoft Teams, OneDrive and GoTo, and all systems are now cloud-based with the exception of payroll.  Financial Management  DC informed the Board that if were to make no changes our current cashflow situation would allow us to operate as normal for upwards of 3 months. We are therefore adopting a measured approach and looking at areas where we can achieve savings during this period in order to increase our financial security. DC told the Board members that whilst the communication from a lot of funders has been overwhelmingly positive and supportive, some income streams are in jeopardy. Commercial training will inevitably suffer, even with the possibility of taking some of it online it will be greatly reduced, and a significant amount of what was forecasted to come from our partnership with the LTA was from the Queens tournament which will likely not be taking place this year.  DC advised the Board that the revised income gap/funds required figure is now looking around £760k, as a slightly pessimistic estimate at this stage. We can expect to make quite significant savings in certain areas though, in particular with travel and expenses and we have put a halt on recruitment.  PWR added that he and DC have reviewed the terms of our business interruption insurance but this mostly covers issues to do with property and this situation appears uninsurable.  The Board discussed how, although our priority right now is to protect the organisation from the immediate crisis, we recognise that this is a much longer term issue than the 3-6 months of lockdown. We are acutely aware that the unprecedented global financial down turn resulting from the coronavirus pandemic will have an effect on our funders for years to come.  Fundraising  MP picked out the key points from the fundraising slides, explaining that some fundraising activities have had to be stopped entirely whilst others have just been paused and are ready to be picked up in the future when the time is right e.g. the Iceland bags campaign.  The fundraising team are staying up to date with the emergency grants and relief funds that are being made available by the government and other organisations and evaluating where we will get most value. We are also sharing this information in order to support LTOs to access some of this funding.  MP notified the Board that since staff are no longer going to be ‘in the right rooms with the right people’ we have segmented our social media streams to target messaging to specific stakeholders. The main StreetGames Twitter account is going to therefore be used only for the more serious StreetGames messaging aimed at our funders and strategic partners, whilst the light-hearted activities and videos will be shared using the Facebook page or the regional Twitter accounts.  Risk Management  HC highlighted some of the risks for our LTOs and their beneficiaries, namely that LTOs are now unable to deliver usual activity and many of them may have concerns about the financial futures of their organisations.  We know that families in the communities where we operate are likely to be impacted and experience more severe poverty during lockdown. Mental and physical wellbeing are a risk for the young people that we support as they may not be able to or know how to access the resources that are available to others, and risky behaviour is a concern now that it is an offence to gather in public. PR told the Board that we have already had reports of young people turning up at LTOs to participate in sport.  ML acknowledged that this presents an opportunity to look at how we work more collaboratively with other organisations. Sport England will be holding a webinar on Friday 27th to share their response and encourage a whole sector response where possible.  JC suggested that the Board should reconvene prior to the next Board meeting in July to review our approach as the situation progresses, and suggested a meeting be arranged for the end of April. MT asked that the Board be made aware of any material changes, particularly in our financial situation in the meantime.  **Action: Create a poll to agree a date for interim Board meeting and send out invitation by the end of the week** | **MKH** |
| **4.** | **The Commission** |  |
|  | JA updated the Board on the Commission and confirmed that due to the coronavirus situation we have had to put the upcoming round tables on hold. Virtual round tables were considered and Glen Watson is exploring whether a soft launch in mid-April could work, but this will be wasted effort if the media aren’t involved and JA doesn’t feel that it would be very alive or engaging.  On a positive note, the first round table report on sport and community safety has been written (included as appendix) and this period can be used to get the website live and prepare further for when we are able to resume with the round tables.  JC echoed that a piece of work like the commission is not going to be heard or noticed in this environment but it is important that we don’t lose the framework.  **The Board noted the Commission update.** |  |
| **5.** | **Fundraising Report** |  |
|  | MP presented the fundraising report as it stood prior to the lockdown.  MP informed the Board that we had made a good start to the year and achieved several successes since the last Board meeting in December such as with the Youth Endowment Fund, Department for Education, and BBC Lifeline. We don’t yet know the final total raised by the BBC Lifeline Appeal, however just under £7k was made in the first 3 days through their website and phone lines alone, which leads us to be optimistic since the majority of funds raised through these appeals are by text message.  The Skills, Thrills and Insight event was a success, a small surplus was made and more importantly MP feels that some great connections and relationships were formed and strengthened.  As discussed in the coronavirus presentation, work will now take place to re-assess the pipeline under the new circumstances.  **The Board noted the Fundraising Report.** |  |
| **6.** | **Budget** |  |
|  | The Board were presented with the mid-value budget with a funding gap of £540k which was recommended for approval by the Finance Committee in February. DC advised the Board that she would not be going into great detail on the budget since so much has changed, but gave the Board a brief insight into our thinking so far as to where this leaves us.  The contribution from commercial sales which was valued at around £140k is no longer attainable and how much we are going to lose depends on how long the coronavirus measures are in place for and how much of the content we can move online. As mentioned earlier, much of the expected contribution from the LTA partnership would have been raised during the Queens tournament so this income will be greatly reduced.  As an initial estimate, if weren’t to put in place any mitigations we would be looking at a funding gap in the region of £760k, but with the measures that were discussed in the presentation such as looking at our cost base, staffing and the job retention scheme, we are hoping this can be brought down to £420k.  PWR apprised that we are in a position where we are likely to have to forecast and re-forecast several times as things changes as opposed to budgeting over 12 months as we would usually do. As things stand it is almost irrelevant to our current position whether we make a surplus or not at the end of the year, what matters right now is forecasting to determine our cash flow. BB suggested it would be useful to produce a timeline which indicates when we will run out of cash in different scenarios.  SC advised that we are likely to have more information to inform our forecasting by the date of the interim Board meeting in April, and DC agreed that we will bring more advanced thinking to translate into a budget then.  **The Board noted the 2020-21 Budget as at 13th March.** |  |
| **7.** | **Performance Management Dashboard** |  |
|  | PR presented the Performance Management Dashboard highlighting those KPIs with an amber or red rating.  The number of participants is amber because despite us having achieved the target, 30% of that number are under 14s which Sport England do not include in their reporting to DCMS.  The next two indicators are red due to not having received enough follow up surveys back, but this has been communicated to Sport England who are happy with our progress and have reassured us that we are doing well compared to other organisations using the same measurement approach.  The number of female and BAME volunteers indicator is amber as this programme was slow to get going but is starting to gain momentum and we have no real concerns. BB enquired as to how we got the numbers up from 20 and 2 (respectively) to 45 and 26, as diversity is an area he has responsibility for in other roles.  **Action: Share Sport England volunteering report with BB.**  The last two amber indicators relate to training, and we are confident that once the participant figures and registers are updated we will be where we need to be as we know a lot of training activity takes place throughout the January – March period.  **The Board noted the Performance Management Dashboard.** | **ML** |
| **8.** | **Risk Register** |  |
|  | The members reviewed the standing risk register and DC explained that the coronavirus risk assessment presented earlier in the meeting will be merged with this going forwards.  MB agreed that the issues we’re dealing with at the moment take precedence over those that we manage on a day-to-day basis.  **The Board noted the risk register.** |  |
| **9.** | **Actions and Minutes from last meeting** |  |
|  | The Board noted the minutes and actions from the last meeting.  ML updated the members that Sport Wales have reversed their decision and we will no longer be asked to host the BAME Sport Cymru programme although we may still be getting involved as a partner organisation.  ML added that Welsh government have responded to say that whilst they do not have any funding to offer us at present they do recognise the value in the work that we are doing and have asked for a meeting with JC and ML. This is scheduled for 14th May.  **The Board approved the minutes of the meeting held on 11th December 2019 as an accurate record.** |  |
| **10.** | **Fundraising Committee Report** |  |
|  | The members received the report, detailing the items considered at the Fundraising Committee held on 19th February 2020.  MP briefed the Board on the discussion that was had about the Business Advisory Board, and how whilst it has achieved some positive outcomes it hasn’t turned out to be as effective in fundraising as we had hoped. MP informed the Board of the Fundraising Committee’s intention to explore setting up a new development committee to fulfil that role.  **The Board noted the Fundraising Committee report and minutes of the last meeting.** |  |
| **11.** | **Finance Committee Report** |  |
|  | The members received the report, detailing the items considered at the Finance Committee held on 26th February 2020.  PWR cited the recommendations on the second page of the report including two requests for approval; for a mid-value version of the 20-21 budget and for the withdrawal of £46k from the investment reserves to fund an additional Business Development Manager. Both of these recommendations he noted have been superseded by current events. The recommendation on the Business Development Manager will be amended to include “when considered appropriate” in light of the new circumstances with the coronavirus outbreak. An updated version of the budget will be presented at the April meeting. It was noted that the investment reserves currently stands at £80,000 available.  **The Board agreed in principle the withdrawal from the investment reserves to fund an additional Business Development Manager post when considered appropriate.**  **The Board noted that the mid-value budget for 20-21 was a starting point and agreed to receive an updated budget at the April meeting in light of the Coronavirus effect.**  **The Board noted the Q2 management accounts at 30th September 2019.**  **The Board noted the updated risk register.**  **The Board approved the draft minutes of the Finance Committee.** |  |
| **12.** | **Audit Committee Report** |  |
|  | The Board received the report, detailing the items considered at Audit Committee on 26th February 2020.  MB highlighted the Apprenticeships Self-Assessment Review which requires sign off by the Board before it is submitted, and the three policies which the committee has recommended for approval.  The Committee also noted the Health & Safety annual review and gave the go ahead for the next steps in the supply chain management review (previously StreetMark).  MB referred to the Incident Reporting item, cautioning that we may see an increase in data breaches or near misses with all staff now working from home. The Board agreed that it is worth re-iterating to all staff the importance of confidentiality and remind them to not print any sensitive data unless they are also able to securely store or destroy it.  **Action: Email a reminder to all staff to be vigilant with their data security and confidentiality whilst working from home.**  **The Board approved the Apprenticeships Self-Assessment Review.**  **The Board approved the Procurement Policy Manual, Remuneration Policy and Customer Charter.**  **The Board noted the minutes of the Audit Committee.** | **MKH** |
| **13.** | **4 Chairs Meeting Report** |  |
|  | The members received the report and minutes from the 4 Chairs meeting held on 19th February 2020.  **The Board noted the minutes of the 4 Chairs meeting.** |  |
| **14.** | **Chair’s Actions** |  |
|  | JC confirmed the Chair’s actions as follows:   * Agreed the updated Sported Memorandum of Understanding with the 4 Chairs * Signed Apprenticeship Contract via ESFA * Signed contracts above £60k for; City Bridge Trust, Network Rail, Pears Foundation and Tennis SERVES * Met with Adrian Christie, Chief Executive of Badminton England and Chair of the National NGB CEO Forum, with M Lawrie   ML thanked JC, adding that Adrian Christy wrote to Tim Hollingsworth after their meeting to express that he could see how StreetGames and governing bodies could perhaps do some forward planning for the new strategy period together which is a really positive outcome.  **The Board noted the chair’s actions since the last Board meeting.** |  |
| **15.** | **HR Matters** |  |
|  | JC summarised the HR Matters item, which he said reinforces, as was discussed in regards to the coronavirus situation, the importance to StreetGames of the well-being of its workforce and in making sure all staff are properly supported.  ML added that the ‘HR Matters’ item also provides an update to the Board on the way that we've been supporting the staff who've been affected by the re-organisation and some of the things that the Workplace Wellbeing Group are developing on the back of the staff survey.  **The Board noted the HR Matters.** |  |
| **16.** | **Notice of Impending Legal Action** |  |
|  | JC informed the Board members that the Copper Box Cricket Incident has now been closed due to having received no communication from the claimant since the matter was taken up with Essex Cricket.  **The Board noted the update to this legal action.** |  |
| **17.** | **Complaints** |  |
|  | DC informed the Board that a man who attended a Training Academy course in 2017 has made a number of accusations, initially via Twitter, which have now been logged as a complaint and are being dealt with over email.  MP told the Board about another complaint which was made to the ASA regarding a video that was posted to our Facebook page before Christmas featuring the footballer Jesse Lingard and the Coca-Cola Christmas truck. RD asked if we have had a response from ASA and whether this case is closed. MP confirmed that the case has been closed (after the meeting)..    **The Board noted the two complaints.** |  |
| **18.** | **Contracts above £60k** |  |
|  | **The Board noted the contracts over £60k.** |  |
| **19.** | **Health & Safety** |  |
|  | The Board acknowledged that the coronavirus response within the Health & Safety item is out of date but has been covered in the first item of the agenda and throughout.  **The Board noted there have been no other health & safety incidents to report since the last Board meeting.** |  |
| **20.** | **Safeguarding** |  |
|  | **The Board noted there have been no safeguarding incidents or issues to report since the last Board meeting.** |  |
| **21.** | **Fraud** |  |
|  | **The Board noted there have been no fraud issues to report since the last Board meeting.** |  |
| **22.** | **Data/Security Breaches** |  |
|  | DC informed the Board about a data breach that was recently discovered, dating back to 2017 where a group of people’s names were circulated with their email address and ethnicity. The breach was reported to the ICO who thanked us for the disclosure and have closed the case.  **The Board noted the data breach from 2017.** |  |
| **23.** | **Future Meetings and Events** |  |
|  | The Board noted the future meeting dates, and JC reiterated that an interim meeting should be arranged for the end of April to review our position as the coronavirus situation progresses.  The Board also agreed that if any immediate changes happen before this that affect the organisation then a GoTo will be set up as soon as is possible for Board members to discuss. |  |

**25th March 2020**

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| **Item** | **Title** | **Actions** | **Who** |
| 3 | Coronavirus Presentation and Risk Assessment | Create a poll to agree a date for interim Board meeting and send out invitation by the end of the week | MKH |
| 7 | Performance Management Dashboard | Share Sport England volunteering report with BB | ML |
| 12 | Audit Committee Report | Email a reminder to all staff to be vigilant with their data security and confidentiality whilst working from home. | MKH |