|  |  |
| --- | --- |
| 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 14th October 2020

**Time:** 11.00 – 14.00

**Venue:** Video conference call via GoToMeeting

|  |  |  |
| --- | --- | --- |
| **ITEM** | **MINUTES** | **ACTION** |
| **Trustees:****Vice Presidents:****Staff:** | **Present:**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)Norman Turner (NT), Su Cumming (SCu), Steve Hodkinson (SH)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) |  |
|  | **Board Private Session** |  |
|  | Staff were not present for this item.Interim CEOThe Chair reminded the Board that it had agreed to extend the interim arrangements, that allowed Jane Ashworth to drop down to part-time hours and lead on the implementation of the Commission and that Mark Lawrie was designated as Interim Chief Executive, until the end of December 2020. It had also agreed to review this arrangement in September 2020.The Chair also reported that he did review the situation with both individuals in September. As a result JA indicated that she would retire but would continue to see the work of the Commission through to its conclusion.In line with the Board’s contentment with Mark’s performance in the role of Chief Exec, the Chair reported that he had received confirmation from Sport England that they believed that confirming Mark in post was acceptable to them and also confirmed there are no governance code issues.After discussion the Board resolved to:* appoint Mark as substantive Chief Exec, after ensuring that there were no policy implications in conjunction with RD and PR
* appoint Jane as a Vice-President with the lead on Public Policy and the Holiday Gap
 |  |
| **1.** | **Welcome & Apologies** |  |
|  | JC welcomed the trustees, vice presidents and staff members to the Board and AGM.**Apologies:**Margaret Bowler (MB), Brendon Batson (BB), John Dwan (JD) |  |
| **2.** | **Declarations of Interest** |  |
|  | No conflicts of interests were declared in respect of this Board meeting. |  |
| **3.** | **Annual accounts** |  |
|  | Summary* The unrestricted net surplus for the year is as reported in the year end management accounts to the July Board.
* The Statutory Accounts and Letter of Representation have been scrutinized in detail by both the Audit and Finance Committees. In addition, the Audit Partner from Crowe UK attended the Audit Committee in September to present the firm’s Audit Findings Report (for further details see the Audit Committee Report).
* In light of the considerable uncertainty affecting all UK businesses this year, Crowe made an additional request that the Board consider the organisation’s growing concerns as part of the preparation of the 2020/21 accounts.

DC highlighted our main areas of scrutiny for growing concern:* Management accounts forecast – very positive, forecasting at least a break even position
* Cash flow forecast – is extremely strong, cash flow will not fall below £1m until May 2021 at worst case scenario
* Fundraising pipeline – as is the nature of the business with charities, our contracts are often short-term and we have several contracts coming to an end in March 2021.

There was an extensive discussion with the auditors around all of the above at Audit Committee from which they were happy with our position.PWR commented as chair of the Finance Committee that the committee is satisfied with the accounts and that the cash position of the organisation is strong with only modest levels of credit outstanding. JH, as a member of the Audit Committee and in MB’s absence, recommended the approval of the accounts and for the chair to sign the letter of representation.**The Board agreed with the recommendation that the AGM approve the annual accounts and authorised the chair to sign the letter of representation.** |  |
| **4.** | ***The Board meeting was adjourned for the AGM.*** |  |
| **5.** | **CEO report** |  |
|  | ML presented his CEO report and highlighted the key points. Further comments were made by the Board on the following items:Kickstart SchemeML explained our role as an employer representative and warned that our key risk is the quality of placements we are able to offer in regions with the worst restrictions and if restrictions get tighter nationally.JA compared the scheme to the Action Sport project set up in the 1980s and enthused that it is likely to be formative both for the careers of young people and for sport development as a whole.**The Board approved the application to the Kickstart Scheme.**Summer Delivery – Fit and Fed An interim report on the activity can be found at Appendix 4 within the CEO report and a fuller data report will be included for December Board when all monitoring data has been collected.JH suggested that the Board’s thanks be recorded, in particular to John Downes and Declan Cavendish, for their work on the Newcastle summer programme given its “definite success”. SCu echoed this sentiment and added that the work that was done over the summer has given Newcastle City Council the network and framework to continue delivering over the winter.Equality, Diversity & InclusionHCra informed the Board about the work of the Equality, Diversity and Inclusion group and pointed to appendix 5 of the report which addresses our commitment internally, as it was the resounding opinion of staff that this is the priority before anything is announced externally. JC thanked HCra and the working group and noted the importance of getting this document right given how crucial EDI is to our work.**The Board approved the approach as outlined in appendix 5.**StreetGames AustraliaA former employee, Samantha Loveridge, is working with an organisation in Sydney (Collective Leisure) that has sent us a proposal to become an official partner of StreetGames and to use the Doorstep Sport model in Australia.RD advised that an NDA may be beneficial and the parameters of the relationship should be clearly defined before anything can be agreed by the Board. We must first clarify whether their intention is just to use the materials that are publicly available on our website alongside some internal knowledge of our approach, or a branded partnership in which case we will need to consider obtaining brand protection in Australia and the risk to our reputation.**Action: 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.**Forward PlanningML informed the Board that, as suggested by JC, each of the strategy planning groups are to meet 3 times to create their documents and the dates dates of these meetings will be made available to Board members who wish to contribute. JC explained that he wanted trustees to have the opportunity to get involved with the development of the organisation’s strategy and policy and urged Board members to take advantage if their schedule allows.**Action: ML to send Board members the dates of the strategy planning meetings**Board members were also made aware that, in line with the Code for Sports Governance requirements, the internal Board evaluation is forthcoming and Board members will be receiving the survey to be completed before the next meeting.**Action: MKH to circulate Board self-evaluation questionnaire and skills audit****The Board noted the CEO Report.** | **ML****ML****MKH** |
| **6.** | **Commission** |  |
|  | JA informed the Board that due to the Covid-19 restrictions, the Commission is not going as well as hoped. The roundtables are not having the same effect virtually as they would be taking place in the communities where we work, with coaches and local chiefs of police involved to create an opportunity for people to hear first-hand about the issues they were there to talk about.Without this arrangement, the concern is that this is not the right time to continue with the project, when it is unlikely to gain traction amongst the noise of the pandemic. JA proposed to the Board that the remaining roundtables be postponed and the time until then be used to regroup and consider how we can make the maximum impact when we continue.AC suggested that, whilst it is difficult at the moment to get anyone to pay attention to topics unrelated to the coronavirus, there may still be stories and events which we can use to get some coverage on the work of the Commission and therefore he advised that the key is to be flexible and keep our eyes open for such opportunities.Since the topic of the roundtable following the Board meeting was Holiday Hunger, the Board discussed whether there are any opportunities to benefit from the recent campaign led by Manchester United player Marcus Rashford. MP and the team are planning to contact some of the corporate signatures on the campaign such as Kellogg’s and Tesco to remind them that they have supported this work previously through our Fit and Fed projects, as a means of re-establishing those relationships. MP posed that there may also be ways to connect with other partners of the campaign through BAB members.**The Board noted the Commission update and approved the proposal to postpone the remaining roundtables in accordance with the coronavirus restrictions.** |  |
| **7.** | **Fundraising report** |  |
|  | MP presented the Fundraising report, highlighting the many successes of recent months, particularly with our community safety and holiday hunger work. We have enabled our LTOs to access great amounts of relief funding – for which a separate report will be produced, and the exceptional work of the Research & Insight team over lockdown has opened up opportunities with new funders. MP expressed that whilst there remains a huge amount of uncertainty for the next financial year, the strength of our sustainability leads, and our relationships with funders has been demonstrated greatly throughout this time.ML updated the Board that Coca-Cola recently asked us about our guard rails in terms of what we are comfortable with in working together. ML explained that we have reframed the conversation to focus on the positive things that have really worked for us in the past and that we would be open to collaborate on in the future.**The Board noted the Fundraising Report.**SCu gave her apologies and exited the meeting at 1.30pm, after praising all the staff at StreetGames for the “amazing work they continue to support and deliver” and “the energy and motivation continues to inspire”. |  |
| **8.** | **Finance update** |  |
|  | DC reported the key points from the Finance Update and explained that we have managed to close the revised funding gap of £155,000 from earlier this year, largely due to funder flexibility meaning we will be able to deliver within original predicted timescales.The trading position of the organisation remains our biggest area of risk, and we may have to reduce our overall forecast again as we did in September which will impact on our overall position. Taking this into account, DC said that whilst she is confident we will deliver a surplus, there is still a lot of uncertainty around how much. DC told the Board that we hope to have a more accurate picture for Finance Committee in November.Due to the risks inherent in this year’s budget, and more significantly the uncertainty of the fundraising environment for next year, the current forecast is predicated on maintaining the salary reduction and deferral of increments for the remainder of the year.PWR added that the Finance Committee doesn’t have any concerns about our financial performance and as reported earlier in the meeting, due to key funders demonstrating understanding and flexibility and a strong control of operating expenditure, our cash position won’t fall below £1m before May 2021 which is a strong position to be in. PWR stated that whilst he appreciates the caution that management is showing, given that our reserves are strong and expenses under control, he would like to see some consideration of restoring the staff salary shortfall before the end of the financial year, if we meet our forecast that we are going to break even.JC agreed that the next few months should continue as in the budget, given our approach to risk, but that the position should be reviewed regularly to see when the salary reduction can end.**The Board noted the Finance Update.** |  |
| **9.** | **Performance Management** |  |
|  | PR presented the Performance Management Dashboard, and explained that it is the first time that the Board will have seen the new 2020-21 framework. There has been a thorough review over the last few weeks of our progress against the dashboard.PR highlighted some amendments that have been made to the framework. Some Sport England targets have been carried forward, and due to the challenges presented by the pandemic on people’s ability to participate and LTO’s ability to collect data, SE have acknowledged the difficulty in reporting and are instead placing more of an emphasis on developing and sharing learning.The targets for Fundraising, at the top of the dashboard, have been split which will enable clearer reporting on progress against specific areas (core contribution, programme project funding, support for LTOs, and funds required to maintain reserves and minimum cash balance).Given the traction that we are gaining with our Community Safety work, measures have been added to record the number of partnerships we enter into with VRUs and PCCs, the LTOs that receive investment as a result of being involved with PCCs or VRUs, and PCCs or VRUs that are supported by the National Sport and Crime Prevention Board as reported by SF earlier.Lastly to note, Sport Wales have also shifted away from KPIs and collecting data, and they are now requesting an Accountability Statement which will incorporate all the elements of learning that we draw out from our Business Plan. PR explained that we have been working closely with Sport Wales on this in recent years and so we are prepared to meet this requirement.**The Board noted the changes to Performance Management Dashboard, and JC commented that the new 2020-21 Framework continues to reflect the quality work done by the organisation.** |  |
| **10.** | **Risk Register** |  |
|  | DC presented the risk register as seen at Audit and Finance Committee in September and informed the Board that there have only been two movements in risk since the version seen at the July Board meeting. The risk around meeting this year’s budget has been reduced, delivering on activity and drawing down core contribution for this year compared to July when we were very high risk at that stage. Reflects where we think we are with the budget, as discussed in conversations earlier in this meeting.A conversation was had at Finance Committee about including an additional Finance risk around longer term risk which DC agrees would be sensible, it isn’t incorporated into this version as this is the one seen at the September committee meetings but it will be incorporated into the next version.PWR added that it has been mentioned at the 4 Chairs meeting that without taking away from the positive that we are looking ok for this year we do need to try to forecast for a longer term, which is incredibly different, who knows what the world will look like in 3 years, but we need to try and put some stakes in the ground nonetheless over a longer timespan that we do currently. JC added that this will support our evidence to the auditors around growing concern.**The Board noted the risk register.** |  |
| **11.** | **Actions and Minutes from last meeting** |  |
|  | The Board noted the minutes and actions from the last meeting and ML confirmed that the actions have been completed as follows:* Rebecca Ryan has circulated the Insight Reports findings to trustees.
* As discussed in the Commission update, the Board are in agreement that now is not the right time for a second launch.
* ML has spoken to BB about his contact on the On Board programme and how that might help us think about our diversity on the Board in the future.

**The Board approved the minutes of the meeting held on 11th December 2019 as an accurate record.** |  |
| **12.** | **Fundraising Committee Report** |  |
|  | The members received the Fundraising Committee Report, detailing the items considered at the meeting held on 16th September 2020.The Board acknowledged that the committee report items have been discussed in great detail earlier in the agenda. MP confirmed that he had nothing to add to his Fundraising Report (item 7), except to highlight an action that came out of the committee meeting in relation to the Coca-Cola briefing, which was to speak to some of our funders about their thoughts on our relationship with Coke to help us form a broader perspective of external views on the matter. MP told the Board that he incorporated this into a recent conversation that he had with Pears Foundation and intends to do the same when he speaks with City Bridge in a few weeks’ time.**The Board noted the Fundraising Committee report and minutes of the last meeting.** |  |
| **13.** | **Finance Committee Report** |  |
|  | The members received the Finance Committee Report, detailing the items considered at the meeting held on 15th September 2020, including the Q1 Management Accounts.PWR confirmed that he was satisfied that all the financial matters in the report have been discussed sufficiently elsewhere in the agenda, and no one had any further comments.**The Board noted the Finance Committee report and minutes of the last meeting, and the Q1 management accounts as discussed in the Finance Update (item 8).** |  |
| **14.** | **Audit Committee Report** |  |
|  | The members received the Audit Committee Report, detailing the items considered at the meeting held on 15th September 2020, including the draft statutory accounts and letter of representation for DST. These are included for information only, as it is not the responsibility of this Board to approve the accounts for DST.As MB was absent from both the Audit Committee and this Board meeting, JH informed the Board that the meeting focused predominantly on the accounts, as is to be expected at this time in year. JH drew the Board’s attention to the Safeguarding Report heading which John Downes attended the Audit Committee meeting to present. JH notified the Board that the Child Protection in Sport Unit are happy with what we’ve provided to them so far and the updated Safeguarding policies were reviewed and recommended for approval by the Board.**The Board noted the Audit Committee report and minutes of the last meeting.** |  |
| **15.** | **4 Chairs Meeting Report** |  |
|  | The members received the 4 Chairs Meeting Report, detailing the items considered at the meeting held on 16th September 2020.JC was satisfied that all of the items discussed at the 4 Chairs meeting have been covered elsewhere in the agenda with the exception of the Sport for Development Coalition (SFDC) item which he asked JA to present to the Board.JA is the StreetGames representative on the SFDC Board, and the representative for the SFDC on Made by Sport’s Board. JA informed the Board that the coalition has appointed its Executive Director, Oliver Dudfield, who was previously the Head of Sport for Development and Peace at the Commonwealth Secretariat - the intergovernmental agency that provides policy guidance, technical assistance and advisory services to Commonwealth member countries. JA is confident that he will be an asset to the coalition due to his experience of using sport to teach skills in deprived areas of Africa and his readiness to adapt this approach for failing western communities; and also feels that StreetGames will continue to have distinct expertise and responsibilities within the Sport for Development sphere.There is less clarity around Made by Sport’s strategy, and some uncertainty around a new public-facing campaign alongside support from the betting industry. JA feels some reluctance about this direction and is considering whether her position on the Board is appropriate going forward.**The Board noted the minutes of the 4 Chairs meeting.** |  |
| **16.** | **Chair’s Actions** |  |
|  | JC confirmed that since the last Board meeting he has written to the Welsh Government regarding future funding and signed the following contracts:• National Lottery Community Fund - £49k• London Community Response Fund - £20k• Youth Endowment Fund - £48k • SE Tackling Inequalities Fund - £250kJC updated the Board of the Welsh government’s response to our letter which was to say that they are not in a position to support us right now; however they expressed that they think highly of the organisation and were complimentary about our work which provides hope for the future.**The Board noted the chair’s actions since the last Board meeting.** |  |
| **17.** | **HR Matters** |  |
|  | PR gave an overview of the wellbeing group’s focus during the months since the last Board meeting. The team have worked hard to keep staff updated and engaged through internal comms, and unsurprisingly morale was notably higher through the summer months when restrictions were eased and many staff took some annual leave to get away either abroad or across the UK.PR expressed to the Board the recognition that the coming months through the winter, as restrictions are already coming back into force, are likely to be tougher. The team intend to continue to support staff during this time, encouraging colleagues to pursue alternative ways of connecting, whilst remaining honest and open about the challenges we face. He also commended JC’s message at the Full Staff Meeting which helped to convey the reality of the situation, and also gave weight to the message that the Leadership team aim to make clear that staff wellbeing is one of the top priorities for the organisation.Relating to the Full Staff Meeting, PR affirmed that despite being a very different experience to usual years the two days were a success and came at an apt time to re-energise staff as the days are getting darker.Lastly, the annual staff survey is to be circulated to all employees within the next month and the results will again be analysed by the wellbeing group to create an action plan which will be brought to Board in December.**The Board noted the HR Matters.** |  |
| **18.** | **Notice of Impending Legal Action** |  |
|  | There are currently no ongoing legal actions. |  |
| **19.** | **Complaints** |  |
|  | The Board noted that there are no complaints to report. |  |
| **20.**  | **Contracts above £60k** |  |
|  | As reported in Chair’s actions, John Cove signed the SE Tackling Inequalities Fund which is for £250k.**The Board noted the contracts over £60k.** |  |
| **21.** | **Health & Safety** |  |
|  | There have been no health and safety incidents to report.The Board were advised that due to the enduring uncertainty of the pandemic and local restrictions, staff have been advised to continue working from home for the time being. Therefore, all staff are going to be asked to complete a home-working DSE self-assessment in order for us to gain assurance that everyone is working in a safe and comfortable environment. |  |
| **22.** | **Safeguarding** |  |
|  | The Board noted the annual safeguarding report that was written by John Downes and presented at Audit Committee. The report provides an overview of the work carried out in relation to safeguarding during September 2019 – September 2020 and includes the following:* Safeguarding incidents
* Internal safeguarding developments
* Supporting the StreetGames network
* Wider safeguarding work
* Safeguarding work during the Pandemic Period

JC said the report provides trustees with some comfort and assurance on the subject of safeguarding, which is so critical to our organisation, and asked for his thanks to be passed on to John Downes and the safeguarding team for their work. |  |
| **23.** | **Fraud** |  |
|  | There were no incidents of fraud to report. |  |
| **24.** | **Data/Security Breaches** |  |
|  | There were no data/security breaches or near misses to report. |  |
| **25.** | **Future Meetings and Events** |  |
|  | Business Support will be in touch with Board members shortly to ask for their availability for next year’s meetings. Board and Committee meetings dates will be agreed and calendar invitations sent before the next Board meeting in December. | **MKH** |

|  |  |  |
| --- | --- | --- |
| **Item** | **Actions - 14th October 2020** | **Who** |
| CEO Report | 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 |
| CEO Report | ML to send Board members the dates of the strategy planning meetings | ML |
| CEO Report | MKH to circulate Board self-evaluation questionnaire and skills audit. | MKH |
| HR Matters | Staff survey findings and action plan to be brought to the December Board meeting. | PR |
| Future meeting dates | Schedule Board and Committee meeting dates for 2021. | MKH |