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| Item | **12** |
| Title | Minutes and Actions from Last Meeting |
| Lead | John Cove |
| For Decision/ Discussion/ Note | Approve |

**STREETGAMES BOARD MEETING MINUTES AND ACTIONS**

**Date:** Wednesday 13th October 2021

**Time:** 18.30 – 18.45

**Venue:** De Vere Staverton Estate

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| **ITEM** | **MINUTES** | **ACTION** |
| **Trustees:****Vice Presidents:****Staff:** | **Present**John Cove (Chair)(JC), Susan Capel (SCa), Peter Rowley (PWR), Jonathan Hughes (JH), Andrew Cropper (AC), Jackie Bryson (JB), Margaret Bowler (MB), Maccs Pescatore (MPe), Mark Cornelius (MC) **Virtual**: Rosie Duckworth (RD), Annabel Tarling (AT), Dominic Haddock (DH), Mark Osikoya (MO)Jane Ashworth (JA), Steve Hodkinson (SH) **Virtual**: Norman Turner (NT)Mark Lawrie (ML), Dawn Cole (DC), Matthew Pilkington (MP), Paul Roberts (PR), Hannah Crane (HC), Stuart Felce (SF), Jane Shewring (JS), Mollie Kay-Hough (MKH) |  |
| **1** | **Welcome & Apologies** |  |
|  | JC welcomed the Board and AGM members to the meeting and explained the structure of the meeting. The Board meeting adjourns after item 3 for the AGM, resuming the next day with the remainder of the agenda and chaired by PWR as JC will be absent for the meeting.Apologies were noted from Mark Taylor (MT), Victoria Hill (VH), John Dwan (JD) and Su Cumming (SCu). |  |
| **2** | **Declarations of Interest** |  |
|  | No declarations of interest were expressed in relation to the meeting’s agenda. |  |
| **3** | **Annual Report and Accounts 20/21** |  |
|  | DC presented the accounts and informed the Board that the Statutory Accounts and Letter of Representation have been scrutinized in detail by both the Audit and Finance Committees. Board members were advised that the Audit Partner from Crowe UK attended the Audit Committee in September to present the firm’s Audit Findings Report and further details of this can be found in the Audit Committee Report. DC informed the Board that Crowe have requested that the Board confirm that the Going Concern basis is appropriate for the preparation of the 2020/1 accounts. The Finance Committee considered a range of forecast information at its meeting in September and recommends that the Board confirms this position.**The Board confirmed that the going concern basis of accounting is appropriate for the preparation of the StreetGames UK 2020/21 Consolidated Financial Statements.****The Board recommended that AGM members approve the StreetGames UK 2020/21 Trustees Report and consolidated Financial Statements, and authorised the Chair to sign the StreetGames UK Letter of Representation.** |  |
|  | The Board meeting was adjourned for the AGM. |  |
|  | **Date:** Thursday 14th October 2021**Time:** 9.00 – 12.00**Venue:** De Vere Staverton Estate |  |
| **Trustees:****Vice Presidents:****Staff:** | **Present**Peter Rowley (PWR)(acting chair), Mark Taylor (MT), Andrew Cropper (AC), Jackie Bryson (JB), Maccs Pescatore (MPe), Mark Cornelius (MC), Victoria Hill (VH), Margaret Bowler (MB), Susan Capel (SCa), Jonathan Hughes (JH) **Virtual**: Rosie Duckworth (RD), Annabel Tarling (AT), Dominic Haddock (DH), Mark Osikoya (MO)Jane Ashworth (JA), Steve Hodkinson (SH) **Virtual**: Norman Turner (NT)Mark Lawrie (ML), Dawn Cole (DC), Matthew Pilkington (MP), Paul Roberts (PR), Hannah Crane (HC), Stuart Felce (SF), Jane Shewring (JS), Mollie Kay-Hough (MKH) |  |
| **1** | **Welcome and apologies** |  |
|  | PWR opened the meeting as Chair in JC’s absence. VH and MT joined the meeting and no other apologies were received. |  |
| **2** | **Declarations of interest** |  |
|  | No conflicts were declared relating to today’s meeting agenda.  |  |
| **3** | **Strategy session** |  |
|  | Board members received the designed draft copy of the StreetGames strategy within the papers. ML highlighted the main aspects of the document.JB raised her concern that the strategy does not contain specific KPIs and asked how we intend to measure progress. ML shared that the strategy will be accompanied by a more detailed performance framework that will identify progress towards the end game.NT shared that he felt that, having read the document through the eyes of a senior leader in a local authority or other partner body that ‘The End Game’ should be at the end of the document and that some of the explanation around the business planning and work with LTOs perhaps does not add to the document. An alternative to the Mountain analogy could be considered to describe the three-pronged approach to the strategy.SH highlighted that the challenge that StreetGames exists to address needs to be more clearly articulated (as it is in the Communications Strategy).The Board discussed the value of a big target within the strategy e.g. 1 million more young people engaged. It was felt that this may prove a useful Comms or campaign device but was not needed in the strategy as ‘The End Game’ sets a clear ambition.The importance of ensuring that the strategy is apolitical (as it covers a 10-year period and may cover more than one government) was raised. Language to be checked prior to publication.**The Board approved the designed version of the StreetGames 2030 strategy, subject to the points above being taken into account prior to launch.**MP shared a presentation on the new Communications strategy and highlighted that this is the first time that the organisation has had a formal Communications strategy as previous communications work has often operated at a programme or funder level.Board members made a number of constructive suggestions around structure and language.JH noted the chicken and egg nature of the connection between the Communications strategy and the main strategy document as something to be aware of.Board members were positive about the boldness of intent within the strategy but wanted to ensure that any risk created by the disruptor role could be effectively mitigated e.g. through staff media training and crisis PR plans.SH noted that the voice of young people and LTOs was missing from the strategy.JA reflected that more could be said about the ‘Changing sport’ aspect of our work.Board members were concerned about the risks of ’15 years in the game’ being misconstrued and advocated that careful consideration be given to how messages might be misrepresented either accidentally or deliberately.PWR advocated for the use of an alternative to ‘manifesto’, to avoid the political connotations.ML highlighted that this is very much an internal strategy document and will not be published.**The Board noted the Communications strategy.** |  |
| **4** | **CEO Report** |  |
|  | ML presented the CEO Report and advised that appendices to this item are not usually fundamental to the report and are included for further information should the trustees wish to consider them.**Action: Link to appendices on Govenda rather than add the documents to minimise length of papers when downloaded/ printed.**ML summarised the key points in his report, updating Board members where items have progressed since the report was written. On the update from the Sport England September Board, PWR expressed that it is commendable to have been invited to apply for up to 10.5m over the next 5 years.ML informed the Board that the Tackling Inequalities Fund was launched last week with a new name, the Together Fund. Pointing to page 4 of the report, ML shared that Sport Wales have confirmed that our core investment for 2022/23 will be £219k and that they have recognised us as a Third sector partner.ML highlighted the Youth Social Prescribing Programme which forms part of our Healthier work. ML advised Board members that the programme has been nominated for two awards, and the team plan to build on this success to attract further investment and support for this work.**The Board noted the CEO report.** | **MKH** |
| **5** | **Conference 2021 Review** |  |
|  | Board members turned to the Conference Review paper and HC highlighted some of the results of the evaluation on page 4.The Board noted that 74% of respondents had not previously attended a StreetGames conference and agreed that the accessibility of an online conference is likely to have contributed to us reaching a wider audience.HC advised Board members a blended approach is being considered for next year, as comments in the feedback demonstrate that no single way is preferred by everyone. For example, in general LTOs were more decisive about wanting the Conference to be in person, whilst other respondents (18%) said that they think the 2022 conference should be online only.**The Board noted the review of the StreetGames 2021 Conference.** |  |
| **6** | **Fit and Fed Summer Update** |  |
|  | JS presented the Fit and Fed Summer Update report and highlighted the success that we have had with the HAF programme. She informed the Board that, in anticipation of November’s spending review, the team are evaluating the scope of our work and what it would mean for Fit and Fed if the HAF programme is or is not continued.JS made reference to several LTOs who have reported bad experiences with the HAF programme, and she told the Board that StreetGames are considering our role with the HAF programme and whether we would be well-placed to act as a coordinator or advisor to support DfE or local authorities.JA suggested that we liaise with procurement officers to write a report about lessons learned to further this case.**Action: JS to explore the potential for a report on best-practice procurement methods for HAF, working with Birmingham and/or Newcastle.****The Board noted the Fit and Fed Summer update.** | **JS** |
| **7** | **Commission Update (verbal)** |  |
|  | JA gave a brief overview of the Commission and its purpose to amplify the voice of LTOs in the sports world and in policy.Board members were reminded that the original planned approach had been for the round table discussions to take place at LTOs around the country in order to demonstrate their place in the community. JA expressed that the first roundtable on Community Safety, which followed this format, had the desired impact but that subsequent roundtables which took place online due to Covid restrictions did not have LTOs at the forefront in the same wayThe Board discussed how the Commission could be taken forwards and options available at this stage to promote the work already done, such as relaunching with a new LTO after the paper is written.**The Board noted the update on the Commission.** |  |
| **8** | **Finance Update** |  |
|  | The Board were presented with the Finance Update report and management accounts which were scrutinised by Finance Committee at the meeting on 15th September.DC addressed the significant positive variance between the original budgeted outturn and the forecast outturn as at end of September. DC advised that much of the additional income and associated surplus has been generated by the HAF programme, which was not included in the original budget due to uncertainties but has proven extremely successful. The Board were informed that income will increase again by the next Board meeting in December as further contracts have come to fruition since the report was written.DC highlighted the key items from the Finance Committee Report and asked the Board to approve the Reserves Policy as recommended by the Committee and detailed in the appendix to the report.The Board were reminded of the Committee’s recommendation that the 2020/1 Statutory Accounts be prepared on a Going Concern basis, which was made after members considered evidence prepared by management in the Going Concern Report. Board members confirmed this earlier in the agenda when approving the annual accounts.**The Board noted the Management Accounts and the Finance Committee minutes and report.****The Board approved the Reserves Policy.** |  |
| **9** | **Fundraising Update** |  |
|  | The Board had sight of the Fundraising Narrative Report and MP noted that much of the report has been considered in earlier items.MP informed Board members that the team are currently in the process of re-assessing fundraising priorities and have identified that opportunities around youth leadership and the Next Gen work are likely to increase.MP updated on progress with the philanthropy programme and plans to take the proposition for the Development Board to several people for testing before Christmas.PWR acknowledged the strong fundraising position at this point in the year and commended the team and committee for their work.**The Board noted the Fundraising update.** |  |
| **10** | **Audit Committee Report** |  |
|  | MB summarised the various areas of work considered at the Audit Committee meeting, highlighting the scrutiny of the accounts and the results of the Link Trustee Review as detailed in the Audit Committee Report.MB informed the Board that Vicky Szulist from Crowe UK attended the Committee meeting to present their Audit Findings Report and Committee members were pleased that no new control issues had been identified. MB advised that Vicky had warned that there has been a huge increase in fraud and urged trustees to be alert to these risks.MB informed the Board that the Audit Committee have recommended that they approve the reviewed safeguarding policies which are linked in the portal.**Action: Add new trustees to Board Members shared OneDrive folder.**VH asked whether the issues around county lines are covered in the safeguarding policies as she is aware of incidents becoming more frequent. SF explained that county lines work is covered in the work that we do with PCCs, and the Board considered whether this should be added to our safeguarding policies.**Action: Consider whether county lines should be addressed in safeguarding policies.****The Board approved the reviewed policies.****The Board noted the Audit Committee minutes and report.** | **MKH****SF/ John Downes** |
| **11** | **Performance Management Update** |  |
|  | The Board were presented with the Performance Management Report and appendices. PR gave a brief background to the organisation’s approach to performance management in order to provide the trustees with context around the development of the new framework.PR informed the Board that this refined approach to performance management has been designed to focus on ensuring that there is a ‘whole organisation and collaborative approach to performance management’ and all StreetGames team members understand where and how they contribute towards the performance of the charity as demonstrated in Appendix A.The Board reviewed the Balanced Scorecard which will be brought to each meeting going forwards and were advised that management are currently in the process of refining the associated KPIs.Board members asked management about the level of detail that is included in the Balanced Scorecard. DC advised that the strategic risks will be tied in once finalised but individual contracts won’t be included as there are too many ongoing contracts for this level of detail to be appropriate.**The Board noted the Performance Management Update.** |  |
| **12** | **Risk Register Report** |  |
|  | DC presented the risk register and informed the Board that there have been no changes since it was seen by Board members at the July meeting.DC advised that since this document was prepared the Birmingham City Council summer Holiday Activities with Food Programme has concluded successfully so it is anticipated that this will be removed from the strategic risk register for the next reporting cycle, along with other changes such as around the risks presented by the pandemic.**The Board noted the Risk Register.** |  |
| **13** | **Minutes and Actions of the Last Meeting** |  |
|  | The Board reviewed the draft minutes and actions recorded at the July meeting and all actions have been completed except for the safeguarding training which is to be arranged following a discussion with JC about the format of Board training going forwards.**The minutes were approved and signed off as a true and accurate record of the meeting on 8th July 2021.** |  |
| **14** | **Draft Minutes of the 4 Chairs Meeting** |  |
|  | The Board noted the minutes of the 4 Chairs meeting. |  |
| **15** | **Chair’s Actions** |  |
|  | The Board noted that JC has signed the contracts listed in item 19. |  |
| **16** | **HR Matters** |  |
|  | PR presented the HR Matters report, highlighting the signification achievement of this year’s recruitment which has resulted in around 25 new employees.PR added that it has taken a lot of work to integrate these staff members effectively, particularly due to the increasingly remote nature of working due to the pandemic restrictions plus the closure of the London and Wales offices. PR updated the Board on progress made by the EDI, CPD and Workplace Wellbeing groups and highlighted that there is a new focus on supporting individuals with their wellbeing as we look towards building the ‘new-normal’.Board members were advised that the annual staff survey will be sent to all employees in November and asked for feedback on all of the above.**The Board noted the HR Matters report.** |  |
| **17** | **Notice of Impending Legal Action** |  |
|  | There are currently no ongoing legal actions. |  |
| **18** | **Complaints** |  |
|  | There are no complaints to report. |  |
| **19** | **Contracts above £60k** |  |
|  | Board members noted that the following contracts have been signed by JC: • Places for People - £150,260 over twelve months• Safer Through Sport (Salus Ltd) - £125k over twelve months• Birmingham City Council Holiday Activities with Food various contracts totalling £1.459m for delivery to March 2022• Youth Endowment Fund for delivery of their Peer Researchers Programme - £354,132 over 18 months |  |
| **20** | **Health & Safety** |  |
|  | There were no health and safety incidents to report. |  |
| **21** | **Safeguarding** |  |
|  | The Board noted the safeguarding update paper prepared by safeguarding lead, John Downes. |  |
| **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** |  |
|  | Board members were asked to send their availability for 2022 to MKH so that dates can be scheduled for the Board and Committee meetings.PWR thanked members for their time and contribution and closed the meeting. |  |

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| **Item** | **Actions - 14th October 2021** | **Who** |
| CEO Report | Link to appendices on Govenda rather than add the documents to minimise length of papers when downloaded/ printed. | MKH |
| Fit and Fed Summer Update | JS to explore the potential for a report on best-practice procurement methods for HAF, working with Birmingham and/or Newcastle. | JS |
| Audit Committee Report | Add new trustees to Board Members shared OneDrive folder. | MKH |
| Audit Committee Report | Consider whether county lines should be addressed in safeguarding policies. | SF / John Downes |
| 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 |