**STREETGAMES BOARD MEETING**

**MINUTES AND ACTIONS**

**Date:** Thursday 19th October 2022

**Time:** 11.30am - 3.30pm

**Venue:** Hilton, Metropole, Birmingham

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| **ITEM** | **MINUTES** | **ACTION** |
| **Trustees:**  **Staff:**  **Guests/ Observers:** | **Present**  John Cove (Chair)(JC), Peter Rowley (PWR), Jackie Bryson (JB), Maccs Pescatore (MPe), Mark Cornelius (MC), Rosie Duckworth (RD), Victoria Hill (VH)  **Online:** Annabel Tarling (AT),  Mark Lawrie (ML), Dawn Cole (DC), Matthew Pilkington (MP), Paul Roberts (PR), Paulina Heijman (PH)  Max Armstrong (MA) (BDO Global) Vice Presidents: Jane Ashworth (JA); Norman Turner (NT); Steve Hodkinson (SH) |  |
| **1** | **Welcome & Apologies** |  |
|  | JC welcomed Board members and guests  Apologies were noted from Mark Osikoya, Andrew Cropper (AC), Dominic Haddock (DH), and Mark Taylor (MT) |  |
| **2** | **Declarations of Interest** |  |
|  | JB declared an interest in the item on BDO governance as a result of her work with British Cycling. |  |
| **3** | **Finance Committee** |  |
|  | JC highlighted the papers for the agenda item, reviewed them item by item for discussion and comment.  PWR gave a brief summary of the committee meeting format and mentioned future changes to reduce the length of these meetings and a common understanding of the reserves position. He thanked DC for her work with the committee.  **Going Concern paper 3a.** There were a series of recommendations.  Going Concern report – the figure of £220m expenditure raised by MC. DC explained this refers to the total national DfE budget for HAF The Board were happy with overall report  **The Reserves Policy paper 3b.**  **Approved by Board** with no comments.  **Cashflow** **paper 3c.**  PWR shared that our cash position is very strong. However, a significant proportion of the cash we hold is there to be dispersed to others – particularly LTOs.. PWR, as Finance Committee Chair is comfortable with the cash position.  DC Management Accounts update – Reported back in Sept, gap of £646, 000. The gap will be closed by the new Ministry of Justice (MoJ) and National Citizen Service (NCS) contracts. The MoJ have had £5m signed off by Secretary of State. £4.1m be will be available to be distributed . The NCS contract is to help them to design a small grants programme for social action which will benefit LTOs.  JC asked if both contracts have been subject to a risk assessment. ML confirmed that they have and that a separate Audit Committee meeting was held to scrutinise the MoJ proposal. MCo asked if additional insurance would be needed and DC confirmed that neither contract required any indemnity.  **Management Accounts Commentary paper 3d.** Noted, no comments  **Balance sheet** **paper 3e.** – Noted, no comments |  |
| **4** | **Audit Committee** |  |
|  | Chair MB was not present. The Audit Committee report was discussed.  The Audit Committee recommended that the Board approve the 2021 Annual Accounts .  The net movement was noted as similar to last year. Unrestricted surplus was reported to the Finance Committee and fully audited by Vicky Szulist from Crowe. Two sets of accounts were filed with the Charity Commission and Companies House plus an additional set for the Scottish Charity Commission. Unrestricted reserves oare at £1.2m with a reserve requirement calculated at £883,000. The office lease was renewed on 31st July. Balance of investments with a reserve £333,000 for further investment.  **StreetGames accounts paper 4a. *Approved, no comments***  **DST accounts 4b.** ***Approved , no comments***  **SG letter of representation 4c.** ***Approved, no comments***  **DST letter of representation 4d.** ***Approved, no comments***  **StreetGames UK audit findings paper 4e.** ***Approved statutory accounts.***  Happy with the audit results Vicky attended the Audit Committee to discuss the results in detail. PWR was very happy with the results and grateful to the team for all their hard work.  The board discussed the length of service from the current audit partner. DC noted that now is a good time to go out to tender for an audit partner. Going concern report was released to the auditors to finalise actions arising from the Finance Committee.  AT – MoJ concerns due to payments. Paid in arrears based on actual expenditure. MoJ will pay in advance to limit liability.  **Draft minutes** - ***Approved, no comments***  **Draft Accounts** - ***Approved, no comments***  **Annual audit report** - ***Approved***, Thanks to all who participated in committees.  Amendments to the Articles of Association – ***Approved***, The board discussed the review of the Articles at the AGM last year. As a result of the review a couple of small changes were implemented, in particular how StreetGames deals with hybrid and virtual meetings – The articles were updated to cover virtual meetings. No prior approval was needed from the Charity Commission for this change. RD has offered to review and propose updates to the articles to bring them in line with current trends. A substantive review of the articles next year will be helpful.  JC confirmed there are twelve board members and five Vice Presidents.  Customer charter – ***Approved***, ML discussed the background of this paper stating that StreetGames created a customer charter as it was a requirement within the previous UK Code for Sports Governance and has been useful for agreeing expectations with LTOs originally written in 2017. The Charter has been updated to include data from the 2022 Network Survey and updated in line with current policies. . The Customer Charter is no longer an external requirement but is a very useful document to have for work with LTOs. – ***Approved***, no comments.  **Action: RD to update the articles association wording.** |  |
|  | **Meeting adjourned for the AGM** |  |
| **5** | **CEO Report** |  |
|  | The Board were presented with the papers detailing the CEO report.  ML discussed his report with the Board.  Attendance at the political party conferences was very successful with the Youth Zone gaining good interaction with ministers, Stuart Andrew (Parliamentary Under-Secretary of State for Sport, Arts and Ceremonials) attended the fringe event, Power of Sport, hosted by StreetGames. This was a great introduction and will be followed up with further communication. Commission launch next week further opportunity for introduction.  The Board considered the political landscape with the changing government. Does this impact political engagement. There may be potential opportunity to position StreetGames’ work and focus pre-election. It was wise to visit all political party events. It was noted that the Liberal Democrat Party Conference was cancelled due to HM Queen’s funeral. NT suggested that communication with political parties should convey original messages that should stay the same across political parties. It is important to convey the granularity. Relationship building is the key to the success of the message.  StreetGames co-ordinate with the Coalition Policy Group to offer advocacy to LTOs. Advocacy is helping to frame the needs of young people within the Youth Zone. Raises the profile of the issue. JC concurred that shaping environment will be fundamental to gaining funding.  Nothing to add about Sport England relationship. Invited to parliamentary event on Monday. It was a positive experience. Thinking about place investment.  Sport Wales – Negotiating funding. Awarded £165,000 from Welsh Government football world cup. Diversity around football. Really pleased to have Dawn Bowden on promo video. Lots of opportunities opening up.  Safer – As previously discussed, StreetGames has been successful with the MoJ proposal. A funding proposal is being developed for the Police Service of Northern Ireland. JB was able to support a successful introduction.  More Successful – Tremendous job making the Peer Researchers project work enabling 400+ interviews with young people. Great having young peer reviewers.  HAF – Very positive. Birmingham data has improved from last year. Derby saw 5000 young people join the new HAF programme.  Inspiration 2022 – StreetGames received 5000 tickets for the Rugby League World Cups. Tickets have been made available for the men’s semi- final and the final in both the women’s and wheelchair events. Starting to think about 2023. Scoping piece about what is happening that year. Train young people to be activators.  ML mentioned that we are keen to ensure we don’t dilute the impact if there is no suitable major sporting event to connect the Camp with.  JC suggested adding the Women’s Rugby World Cup 2025 as a consideration for future events.  Trustees asked for feedback – No views  Healthier update – Social prescribing.  Made by Sport (MBS)the charity set up by Sir Keith Mills (Nectar and Air Miles) and Justin King (former CEO of Sainsbury’s) three years ago, looking to bring corporate money into the community sport/sport for development sector has just closed. Assets including the fundraising pipeline have transferred to Sported to hold on behalf of the sector. StreetGames will maintain our involvement in the deal with Ring – the doorbell company. |  |
|  | **Board reconvenes** |  |
| **6** | **Private Board Session** |  |
|  | Chair’s appraisal – Item held over from last board meeting. Consideration made.  PWR’s role as the Senior Independent Director is to arrange and co-ordinate the chair’s appraisal. All trustees were given the opportunity to rate the chair by 31st May. Feedback was then offered to the Chair on 9th June. Feedback was universally highly complementary of John’s performance. Narrative comments suggested engagement could be improved with more 1:1 meetings.  Summary discussed. No issues or further actions at this stage. |  |
| **7** | **New Trustee and Chair Recruitment** |  |
|  | Succession planning discussions took place. PWR and JC terms were a year longer than initially thought as the Articles of Association were updated in 2020. The changes allowed trustees to serve two terms of four years, up from two terms of 3 years, plus one extra year. JC will follow up with trustees due to reach the end of a term next spring to check what they intend to do.  Recruitment panel – RD made the Board aware that it is only a requirement, to recruit externally for the Chair of the board. Terms of Reference (ToR for the Recruitment Panel) need to be authorised by the board. Ad hoc support for the recruitment process would be helpful especially to ensure diversity.  A Network representative was discussed in September, ML will look into this post December or March. General conversations have taken place. The recruitment process is a dynamic process.  **Action –**  **ML to continue discussions to recruit a network representative**  **JC to discuss succession plans with trustees in Spring 2023**  **Recruitment Panel to include: Who put their hand up?** |  |
| **8** | **Chiles, Webster and Batson Commission Report** |  |
|  | JC reminded the Board about the purpose of the Commission and JA confirmed that the launch will take place on Tuesday 25th October in the House of Lords.Further consideration to be given to which forums the report needs to be put in front of.  MP shared how StreetGames are formulating a response to the recommendations. The independence of the Commission allows StreetGames to commit to the recommendations as they align with the work we already do. Timing feels good at this point both from a sport sector and a political perspective. The Commission will give us the opportunity to talk about work we are doing about the cost of living crisis. The final version of the report will be sent through to Board members. |  |
| **9** | **Fundraising** |  |
|  | A significant amount has changed since the report was drafted.  The report identifies that we are waiting on results of major bids. Subsequently we have had success with our National Citizen Service (NCS) and Ministry of Justice (MoJ) bids.  Further successes have come through our involvement in the consortium delivering the Opening School Facilities Fund; we have received £165,000 from Welsh Government to run inclusive activity , linked to Wales involvement in the World Cup. Outstanding health work. Unsuccessful Prudence bid but keen to work with us on another project.  The previous report in July referred to changes in the fundraising team. The team is now settled and we have recruited well. Now have a new fundraising and comms team. Manage the pipeline and manage relationships going well. Social value when bidding for government contracts. Construction projects. Feels like a better way of doing business where corporate contracts are concerned. Subway sponsored part of the Inspiration 2022 project. Head of marketing in Coca cola**.** Franchise models are looking like good options. Positive project work.  High net worth project moving forward.  Opening School Facilities – Sport England previously administered this fund for the community use of school facilities outside of school hours. DFE have committed to a contract worth 57m over three years. StreetGames is a member of a consortium led by the Active Partnership Network and involving the Youth Sport Trust and UK active. SG will focus specifically on areas of deprivation and opening up facilities to a different range of groups (not just traditional sports clubs). We will probably work with Multi-Academy Trusts and focus in on 5 or 6 geographical areas to look for sustainable models of delivery.  School budgets have been cut so therefore renting out facilities has become important as a fundraising opportunity.  JB shared that Sport England had engaged with Price Waterhouse Coopers to write about the tax implications of making money in this way.  **High net worth project paper 9a. –** project undertaken to secure more reliable income for StreetGames with less restrictions for its use. We have established that there is an appetite for philanthropic opportunities through StreetGames. MP is now pursuing discussions with 5 named individuals working with their asset/wealth managers. Working though how to engage with these individuals, manage risks with profiles. Engage subgroup of business advisory board, manage expectations of what opportunities should be followed up on. Commercial deals and individual deals. RD was asked about legalities and reputational risk. Separate holding company? No, more likely that this should be a designated fund. The project would be named by the individual.  **Ethics paper 9b.**  ***Approved*** following amendments from July meeting – no further comments. |  |
| **10** | **Balance Scorecard** |  |
|  | **Performance Management Balance Scorecard paper 10a.** – Report has been to the audit committee. Comments were incorporated. Background thinking set out. The report has been updated for the first quarter. EDI indicator is being updated. Staff survey hasn’t happened yet this year, all else complete. All on track. Floor open for questions. Targets – Still working some out. 10 year strategy will include reference to the targets. Need a direct link between the target sand the strategies. How does it give us confidence. Identify the headline objectives and how the fits in with the end game strategy. 4 elements of endgame how best to highlight meaningful milestones. (ML) Relevance of strategy. |  |
| **11** | **Risk Register** |  |
|  | MoJ bid was reviewed. Changes since last meeting. Staff satisfaction. Fundraising score gone up. PWR highlighted the issue of effective growth and whilst frontline staffing is important there is an equal need to grow the back office. |  |
| **12** | **Minutes and Actions from last meeting** |  |
|  | The Board approved the minutes and actions as a true and accurate record of the July meeting.  The outstanding actions were noted and will be kept on the action log for the next meeting.  Page 3 – Sport England PowerPoint slide 5 roles was shared. Added to forward plan, stakeholder matrix discussion. December  Page 4 – Spoken about succession. Use of cover reports for navigation by trustees – general feeling was that this was good.  Confirm 1:1 for 2023. PH will arrange with JC.  Away day four chairs  Page 5 – Spoken about Commission  Page 6 – Cash management, still on forward plan for Finance Committee.  Page 7 – Procedural process policy piece complete. What is the chart of the process to make decisions, continue action – needs to be actioned.  Page 8 – Report shared.  Page 8 – Shared actions  Original SharePoint folder will be moved to Govenda.  Page 10 – nothing to action.  Page 11 – PR to speak to Margaret Bowler re: staff survey.  Page 12 – ML to circulate schematic  Page 13 – Email was sent.  The minutes were recorded as a true and correct record. |  |
| **13** | **Draft Minutes of the 4 Chairs Meeting** |  |
|  | The Board noted the minutes of the 4 Chairs meeting. |  |
| **14** | **Chair’s Actions** |  |
|  | JC stated the Sport Wales contract has been signed.  An extra bank holiday was approved by JC following the passing of HM Queen Elizabeth II**.** |  |
| **15** | **HR Matters** |  |
|  | PR joined the meeting for HR Matters, presented the HR Matters item and summarised the papers.  For note. Staff survey to be circulated in November. Developing different behaviours and how best to recruit people. Shared from HR matters. Staff meeting great opportunity to connect with each other. Celebration of doorstep sport, one year in of a ten year project. Staff survey 2022. This year survey will be merged with EDI to stop survey fatigue. We will add a dimension to take account of the potential impact of the cost of living for staff. Would like to give access to the raw data from the survey to a Board member to ensure fairness in results. Possibly Margaret Bowler. Mark C volunteered. Look at ways of restricting individuals to filling out the survey once. Improvements following responses from the survey. Ops planning is working. Update and circulate final for December board. Jackie - Staffing is a red risk, this is being addressed. Interventions should bring this figure down. |  |
| **16** | **Notice of Impending Legal Action** |  |
|  | The Board noted that there are no ongoing legal actions. |  |
| **17** | **Complaints** |  |
|  | Board members noted the complaint detailed in item 23 and were satisfied with the course of action taken by the SLT.  ML report divided into two. Busy period for safeguarding. Summer Camp, responsible for direct delivery with young people over a 10 day period. No serious disclosures just concerns that are registered on toot toot. Delivery of HAF will create one or two issues. John has outlined the issues from HAF in Birmingham in his report. Photo issue, lessons have been learned, a different level of media consent has been added. Positive learning.  Social media allegation linked to family dispute. Fully investigated. Edgbaston visit young people involved were given recompense and was used to inform the next CWG event. Regional safeguarding leads have been added. JC shared that he was kept fully informed with all safeguarding issues and felt he was able to give board input. The procedures and engagement were at an appropriate level for the concerns identified.JC mentioned succession planning and his desire to appoint another safeguarding rep who is not the Board the chair. |  |
| **19** | **Contracts above £60k** |  |
|  | The Board noted the contracts above £60k that have been signed by the Chair since the last meeting. |  |
| **20** | **Health & Safety** |  |
|  | The Board noted that no health and safety incidents have been reported since the last meeting. |  |
| **21** | **Safeguarding** |  |
|  | JD presented the Safeguarding Report which provides an overview to the work carried out in relation to safeguarding since the last meeting, including:  - Safeguarding incidents  - Internal safeguarding developments  - Supporting the StreetGames network  - Wider safeguarding work  Board Members noted the new incident which was reported through Birmingham City Council and has been brought to a satisfactory close with no further concerns raised. |  |
| **22** | **Fraud** |  |
|  | The Board noted there were no incidents of fraud to report since the last meeting. |  |
| **23** | **Data Security Breaches** |  |
|  | The Board noted that there was a data security breach which was reported to ICO No further action required. |  |
| **24** | **Future Meetings and Events** |  |
|  | Board Members noted the Forward Plan and were informed that 2023 dates will be released at the December 2022 meeting.  The Chair closed the meeting. |  |

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| **Action Point** | **Actions – 16th October 2022** | **Owner** |
| **Audit Committee** | RD to update the articles association wording | RD |
| **CEO Report** | Add Women’s Rugby World Cup 2025 as a consideration for future events. | ML |
| **New Trustee and Chair Recruitment** | ML to continue discussions to recruit a network representative  JC to discuss succession plans with trustees in Spring 2023  Recruitment Panel to include: Who put their hand up? | ML  JC  ALL |
| **Chiles Webster Batson Commission** | Invites have been sent out for trustees to attend the House of Lords for the Commission Report Launch on Tuesday 25th October | ALL |
| **HR Matters** | PR to update the staff survey and distribute in December 2022 | PR |
| **Minutes and Actions from Previous Meeting** | 1:1 Trustee appraisals to be set up in March 2023 | PH/JC/ALL |