Key Outcomes

- The appointment of Tim Hamp onto the Board was approved following an interview process while the resignation of Deb Astles was noted.
- Budget recommendations were accepted after discussion.
- The proposed External Board Evaluation process was agreed and documentation is enclosed with these minutes to provide Trustee feedback and arrange 121 meetings.
- The Chief Executives’ report was noted.
- An action plan around Diversity and Inclusion in light of the Black Lives Matter Campaign would be accelerated.
- Arrangements for the forthcoming round of September meetings were agreed.

1. Welcome & Declaration of Interests

Chair: Alan Webb

Trustees:
David Smith, Amanda Pearce Higgins; Richard Venables, Sara Magill, Mark Gallagher, Tim Hamp; Kate Longworth

Apologies:
Donna Husband; Ian Davies, Dean Woodham

In Attendance:
Paul Brivio, Annie Holden, Josh Lenthall.
Guy Price (Sajeimpact)

The Chair welcomed everyone to the meeting as Chair of Active Oxfordshire especially Tim Hamp as our latest new Trustee. Tim’s CV had been circulated and he also spoke to introduce himself.

It was confirmed that Deb Astles had stepped down from the Board and this leaves us with one vacancy to fill. We now have one other potential Trustee who is going to shadow our work around Communications for a period of time but it is felt that we should use this opportunity to take positive action around diversification and inclusion.
Trustees were asked to declare any additional or new interests following the issuing of the new standard template at the Awayday in January. A review would take place at the AGM in September.

The Chair also welcomed Guy Price to the meeting. Guy would observe this and our next round of meetings as part of a formal external Board Evaluation which is a requirement of Sport England funding and needs to be completed before March 2021. Details of the process had been circulated and next steps are:

1) Trustees (including ex-Trustees Stuart Henshaw and Margaret Peggie) to complete the online survey as soon as possible in order to arrange 1-to-1 meetings with Andy Reed or Guy Price in September.
   https://doodle.com/poll/na3rckc2h9anfafe

2) Trustees and Ex Trustees to complete the online survey link
   https://sajeimpact.typeform.com/to/m2mK7Mdr to help inform the process.

It is a single link, but there are bespoke questions in the survey for:

- current trustees
- recent/former trustees
- the chair of trustees
- staff
- external stakeholders

In parallel the Chief Executive will work with Kate Longworth and Tim Hamp to conduct an internal governance review to be reported to the next meeting of FRRAG in September.

The External Evaluation Project will be completed in December on receipt of a final report with recommendations which will be presented to Trustees by Sajeimpact.

2. **Budget Plan**

David Smith introduced the budget paper that had been circulated beforehand and spoke about the need to cover staffing and overhead costs in the light of local funding issues as a result of Covid 19. In effect this would mean that we would not replace the recently vacated Coaching and Workforce Manager post as set out in the proposals.

Sport England support was providing the opportunity to plan ahead with certainty through to March 2022 and additional flexibilities around core and programme funding would support new ways of working with and through partners in support of our Plan agreed at the last Board Meeting.

Proposals submitted by the staff team would make use of the unrestricted reserves for projects that were felt to be important to the development of the business (Evaluation Framework), the profile of the organisation and its work (the PA Champion) and to showcase our response to the crisis caused by Covid 9 (Cycles for Keyworkers).
Work would continue on the development of a bid to Sport England this time next year for a new round of funding from March 22 to 25 building on our Plan and showcasing our approach and use of £100,000 of Tackling Inequalities Fund recently released for us to help allocate. Work would also be accelerated around the development of an external funding strategy led by the Finance Director once the End of Year Accounts were signed off in September by the Auditors and Board. In the interim work was focused on securing further funding from the CCG to support the Go Active Get Healthy- Diabetes programme following their decision to offer an interim award of £10,000 for a two month period through to the end of August.

After discussion on staffing levels/arrangements; the risks and opportunities identified in the paper as well as the benefits and objectives of the proposed Champion, the Board approved (with one abstention):

1. The proposed baseline budget as set out.
2. The investment of up to £30,000 from unrestricted reserves in 2020/21 focused initially on the funding of the Cycles for Keyworkers Scheme (£9,000); the appointment of a PA Champion within the CCG (£12,600 full year cost) and the Evaluation project (previously agreed at £5,000).
3. Further consideration of cycling and older people proposals at FRRAG in September

It was also agreed that we would look at the feasibility of charging delegated to any virtual Healthy Active Children Conference in November to mitigate the risk of not staging the Conference proper in February/March 21.

Communication with Sport England to agree the new priorities/flexibilities we propose will take place in August to ensure there is a proper audit trail of decision making, reporting and the appropriate level of accountability and transparency.

3. **Chief Executive’s Report**

Paul spoke to the report that had been circulated. Our communication and information work has made rapid progress since the appointment of Helen Mariner so our main challenge now is around how we influence the future and cut through all the noise and disruption at this difficult time.

The team continue to do good work and are highly motivated to make a difference in these challenging times supported the technology. Oxfordshire All In and Active Reach collaborative working is helping to reinforce our position as a strategic enabler and an organisation committed to fighting inactivity and tackling inequalities.

Efforts will need to be stepped up with senior leaders in the County Council and the new ICS to promote the case for investment in physical activity. To this end the Chair will approach his counterpart on the Health Improvement Board to ask for Active Oxfordshire to be given a formal seat on that Group. Meanwhile the need for us to be more diverse and inclusive as an organisation is a pressing concern given our
agenda and developments around us and, in this context, the proposed Active Ambassadors Scheme is seen a vital next step amongst a number of actions we need to take.

Another important development will be the Improvement Workshops on September 3rd (involving Trustees on the Strategy Group) and the Staff Team which will help us develop an improvement plan for the next 12 months. While this is another Sport England requirement it is also a good time for us to reflect on progress as well as the need for improvement and change.

The Chair asked that his thanks are passed through to the staff team on behalf of the whole Board.

4. Diversity and Inclusion

Kate Longworth introduced the presentation circulated in advance. Several Trustees spoke of the need for positive action not fine words and there is an acceptance there is work for us to do and changes we need to make to ensure we are authentic in our response and not just signing up/ticking a box. Between now and the next Board meeting Kate and the Chief Executive will

1. Review our policy statements
2. Review our communications
3. Take positive action around the recruitment of Trustees and would be Trustees (through the launch of the Active Ambassadors Scheme to help attract and promote people with lived experience)
4. Review our recruitment practices and wider induction and training for both Trustees and Staff
5. Review how the impact of proposals and decisions on equality/safeguarding and measurement/evaluation is scrutinised in reports and meetings
6. How interventions and collaborations address inequalities; inclusion and racism directly.
7. How new collaborations with sports and community organisations could help address racism and inequality.

5. Next Meetings

The Strategy Group (Alan/Donna/Richard/Dean/Mark/Ian) will meet on September 3rd at 2pm with a focus on Improvement (a facilitated session); the Balanced Scorecard; the 3 Pillars; Communications/Engagement; Diversity and Inclusion progress.

FRRAG (David/Amanda/Kate/Tim and Sara) will meet on September 10th at 10am with a focus on the Risk Register; Budget Plan; Safeguarding Review; Governance Review.
The Board of Trustees will next meet on September 24th at 3pm. It is our second AGM and will need to focus on End of Year Accounts/Impact Report as well as proposals for a new Evaluation Project and the outputs from the Improvement Workshop.

6. **AOB**

There were no additional items notified or raised so the meeting closed at 8.30pm.