Thursday 21st May 2020
Virtual

Meeting Minutes

Key Outcomes

- The appointment of Sarah Magill onto the Board as part of the Young Trustees Programme was approved following her nomination by the SNSC.
- Minutes of meetings approved.
- Covid-19 Update presentation attached
- Plan agreed in 3 different formats for communication to the staff team, funders, partners/stakeholders and to the wider public.
- Sport England’s new Strategic Framework and Rollover Funding package attached
- Risk Register and Balanced Scorecard reports attached.
- External Board Evaluation to proceed in September and final proposals to organise around the new Plan and the Three Pillars to be produced.
- We said good-bye and thank you to Stuart Henshaw and Margaret Peggie
- David Smith was appointed as Vice Chair and Amanda Pearce Higgins as the new SID

1. Welcome & Declaration of Interests

Chair: Alan Webb

Trustees:
Stuart Henshaw, David Smith, Donna Husband, Dean Woodham; Amanda Pearce Higgins; Ian Davies; Margaret Peggie; Richard Venables; Deborah Astles; Mark Gallagher; Kate Longworth; Sarah Magill

In Attendance:
Paul Brivio; Meg Potter; Annie Holden; Josh Lenthall; Matt Roebuck and Lucy Disley

Alan Webb welcomed everyone to the Meeting. Trustees were asked to review the Declaration of Interests form issued in January which will act as a standard reference for all meetings. It was for Trustees to update and review the document going forward (and a copy is attached to these minutes for this purpose).

Amanda announced that she is going onto the Active Partnership Network Board, which will be a positive for us as she will be able to inform the discussions from a local perspective
2. **Minutes of Meetings and Matters Arising**

- The minutes of the last Board Meeting January 23rd were accepted as a true record and signed off.

- The minutes of the last Strategy and Nominations Sub Committee on April 22nd were accepted as a true record and signed off following a summary by Alan Webb who had chaired the meeting.

As matters arising Paul Brivio advised the meeting that:

1) A decision on the shortlisting of contractors to undertake the External Board Evaluation from September onwards would be made after the meeting by Amanda/Kate/Stuart.

2) The proposed Improvement Workshop, which forms part of the Performance Management and Improvement Framework (PMIF) is still to be confirmed but a July date might be possible.

3) Sport England would be issuing a Strategic Framework for consultation later this week (now attached to these minutes) and we need to respond. Our proposed Leadership Summit on June 18th will feature this.

4) The 2020 Oxfordshire Sports Awards have been cancelled and BBC are supportive of this decision. We will look at rescheduling using a new format in 2021.

5) Sarah Magill’s nomination onto the Board was approved unanimously following circulation of her CV. Mark Gallagher would act as her Trustees Mentor.

6) We are out to advert at the moment for one remaining Trustee position and 3 applications received so far. Paul is looking at more pro-active steps to improve our diversity and representativeness.

- The minutes of the last FRRAG meeting held on May 7th were approved following a correction and the removal of a line from the previous minutes. These were signed off following a summary by David Smith who had chaired the meeting.

As matters arising Meg Potter and Paul Brivio advised the meeting that:

1) Healthy Place Shaping Systems Change Evaluation contract has now been awarded to PHAST and signed off following final check with David.

2) Risk Register has been updated and incorporated into The Plan.

3) COVID 19 actions and risks had been fully discussed at the last meeting and it had been agreed to re-schedule another FRRAG meeting on June 17th.
to maintain a close connection with developments including staff welfare and funding issues

4) End of year figures are about to be completed before submission to the external auditor

5) Sport England would be sending across an offer letter for rollover funding into 21/22 with additional flexibilities this week and this will need to be agreed by May 29th. This means that the new 4 year funding cycle will be from April 2022 to April 2026— a 12 month delay.

6) New Inequalities Fund of £50k will be distributed by Active Oxfordshire and we have formed a consortia of 6 other charities to plan how this should be allocated between now and October.

7) Public Health Funding of £50,000 has now been signed off and a new agreement prepared.

8) A bid to the Big Lottery/Kings Fund had not been prioritised by a joint Public Health/CCG Committee and feedback was being sought.

9) Just Giving/Gift Aid facility now in place to support Cycles for Keyworkers intervention and funding bid submitted to OCF for the very first time.

3. Chief Executive Report

Paul spoke briefly to the Trustee Bulletin that had been issued before the meeting and provided an updated presentation which is now attached for reference.

At the moment staff would continue to work remotely and this is likely to apply through the rest of June until the risks are reduced and in line with PHE advice.

Alan asked that the thanks of Trustees for the efforts of staff be recorded and communicated to all concerned.

4. The Plan

Paul set out the thinking behind the various versions of the Plan with a 1 pager for public consumption; a 2 pager aimed at partners/stakeholders and a 15 pager (with embedded documents including a Balanced Scorecard and Risk Register) designed for internal use.

The Plan sets out to create a clear direction of travel with a refreshed purpose and vision along with clear statements on our role as a strategic enabler or backbone organisation in line with the defined primary role agreed with Sport England. Work has started on creating an Evaluation Framework so we can gather evidence around impact and create the narrative. It would also be necessary to retain our agility so that we change tactics as necessary to adapt to external circumstances.
Board Members welcomed the Plans and provided a series of helpful comments on the careful use and alignment of language; the development of a clear call to action that will attract support; the use of case studies and real life examples to generate momentum and appeal. It would also be necessary to signpost organisations to other agencies where we cannot directly support and work with them.

It was also agreed that we will communicate and organise around the 3 pillars from now onwards so that further discussion will be needed with the staff team to make this happen. It will also be helpful to ask Trustees to work with staff as part of championing and scrutinising the work and, in this context, to review the working of the current Strategy and Nominations Sub Committee. Alan and Paul would bring forward proposals in discussion with other Trustees.

The Plan would be made public at the June 18th summit and shared with Sport England with immediate effect.

The Balanced Scorecard and Risk Register (as attached) would be included as regular items at future meetings of the Board and Sub Committees and separated out from the Plan for that purpose.

The Board formally agreed the Plan as a final working document for implementation.

5. **Board Matters**

This was Stuart Henshaw and Margaret Peggie’s last meeting and David Smith and Donna Husband led the tributes and thanks from all at Active Oxfordshire. They have both contributed hugely to the transformation of the organisation and will be sorely missed.

It was agreed that David Smith would take on the role of Vice Chair and Amanda would become the new Senior Independent Director (SID)-roles that had previously been held by Stuart.

It is proposed that following the adoption of the Plan that Trustees will have the following lead areas:

- **Healthy Active Children**- Dean/Richard and Sarah working with Josh Lenthall
- **Healthy Place Shaping**- Ian working with Matt Roebuck
- **Healthy for Life**- Donna/David and Alan working with Annie Holden
- **Equalities/Quality (inc Safeguarding)** Kate working with Paul/Josh/Lucy Tappin
- **HR/Health and Safety**- Debs working with Paul
- **Evaluation**- Mark working with Paul/Helen Mariner
- **Governance**- Amanda working with Paul/Meg and sitting on the SGA as AO rep

6. **AOB**
Amanda raised whether we needed to have risk register and balanced scorecard as items on each agenda. This was discussed and agreed that there did need to be some sort of performance reporting on each Board and Paul agreed to action this.

There was a confidential session where Alan updated the Trustees about a particular staffing issue.

7. **Date of the Next Meeting**

To be held on 24 September between 10-1pm (venue/format tbc)