Thursday 23rd January 2020
Chinnor Rugby Club

Meeting Minutes

Key Outcomes

• The appointment of Kate Longworth onto the Board was approved following her nomination by the SNSC.
• Minutes of meetings approved.
• Presentation on the Active Partnerships Network was well received.
• Healthy Place Shaping developments were noted following receipt of Sport England’s additional funding into Oxfordshire.
• Risk Register review completed for next meeting of FRRAG in March when the final budget plan will be signed off.
• Draft Planning document discussed and next iteration will be circulated prior to external consultation in February.

1. Welcome & Declaration of Interests

Chair: Alan Webb

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

In Attendance:
Paul Brivio; Meg Potter and then all Staff for the risk register review and afternoon session
Lee Mason (Active Partnership Network)

Alan Webb welcomed everyone to the Awayday particularly Kirsty who would be attending her last meeting as a Trustee. He also welcomed Kate Longworth, Lee Mason, Matt Roebuck (our new HPS Partner postholder) and Meg Potter (our new FD).

Trustees were asked to complete a new declaration of interests form which will act as a standard reference for all meetings. It was for Trustees to update and review the document going forward.
Trustees were also asked to provide Meg Potter with ID so we could continue the work to spread our financial risk.

2. **Minutes of Meetings and Matters Arising**

- The minutes of the last Board Meeting on October 24th were accepted as a true record and signed off.

  *Paul Brivio advised the meeting that 1) accounts were now posted on the website as part of our Governance Statement; 2) lease and licence arrangements were now in place for the office and 3) information on recent events and the national partner survey were in the Communications Folder provided.*

- The minutes of the last Strategy and Nominations Sub Committee on December 18th were accepted as a true record and signed off following a summary by Ian Davies who had chaired the meeting.

  *Paul Brivio advised the meeting that 1) the Fighting Inactivity Film has been very well received and more filming was underway and 2) we need an Equality champion on the Board to help take that work forward.*

  *Kate Longworth’s nomination onto the Board was approved unanimously.*

- The minutes of the last FRRAG meeting held on January 10th including the most up to date Budget Position (attached as Appendix 1 to the FRRAG minutes) were accepted as a true record and signed off following a summary by David Smith who had chaired the meeting.

  *Paul Brivio advised the meeting that 1) Financial procedures have now been signed off prior to Meg Potter’s arrival; 2) additional information had been provided on reserves; potential new growth items and staff formation in the latest budget plan; 3) he would be working with Deb Astles on the Staff Handbook and the proposals for remuneration next year; 4) following today’s discussions a special meeting of FRRAG would be convened on March 10th to sign off an agreed budget and the procurement of the new contract for systems wide evaluation.*

- Ian Davies updated the Trustees on the most recent meeting of the Healthy Place Shaping Steering Group meeting held on January 17th.

  *Ian advised the meeting that 1) two bids to Sport England for Active...*
Environments funding would be submitted by the end of the month and a third would be the subject of further discussions with the City Council; 2) good progress was being made to tender out a 150k contract for systems wide evaluation by the end of March with FRRAG involved to provide appropriate scrutiny; 3) Matt would start formally in February and would be seconded to work with Rosie Rowe at Cherwell DC before being rotated around the County over the next three years.

3. Chief Executive Report

Paul spoke briefly to the Balanced Scorecard that that had been circulated and which needs to be slimmed down as part of the new plan. The scorecard does provide detailed information on improvement actions since the first PMIF assessment in December 2018; on Risk Register priorities that have been identified and on a wide range of performance measures.

Communication folder was tabled updating Trustees on some positive developments over the last quarter including most recent partner survey which shows a Net promoter Score of plus 54 (compared to minus 25 last time around); growing social media reach, most recent Active Lives headlines and the output from two major events before Christmas.

The Improvement Workshop which forms part of the Sport England Performance and Improvement Framework (PMIF) is now scheduled for April 22 and will hopefully involve members of the SNSC Committee who were going to meet that day anyway.

4. Active Partnerships Network

Lee Mason provided a really useful presentation on the national landscape, the work of the APN and emerging developments around the new Sport England National Strategy. The presentation can be made available on request.

5. Risk Management

Following a “get to know each other session”, Amanda Pearce Higgins ran a small group session on key risks that could impact the business and organisation as we move forward.

Trustees and staff were invited to look at current focus areas/priorities and new potential factors particularly given 2020/21 is the last year of the current funding cycle with Sport England.
Information and feedback was collated and will be brought together for the next FRRAG meeting so a new risk register can be created to support the Plan under discussion.

6. The Plan

Paul Brivio introduced the thinking behind the current plan in a presentation HERE.

The purpose of the Plan is to provide more clarity and focus on what we do and why we do it; to reflect our primary role agreed with Sport England as a strategic, enabling organisation; to align ourselves to both national and local priorities/needs and to define our value and impact more precisely to stakeholders as well as ourselves.

The Plan will define our function and help us develop our formation and skill base building on the progress made since incorporation as a CIO. It will also help us work together more effectively as Trustees and Staff particularly if we organise and communicate around the three key work strands identified.

There was a good level of debate as a single group with key observations focused on:

- Clear ambition for the next 5 years to inspire and motivate stakeholders and partners.
- The need for more clarity around evaluation and measurement so we can evidence added value and change.
- Better use of some insight data now provided by Press Red to provide a rationale for interventions.
- Less jargon but alignment to emerging Sport England thinking/language/themes where appropriate
- Alignment to local priorities around prevention and healthy place shaping in particular
- More joining up and co-ordination keeping it simple when looking outwards whilst appreciating the complexity of systems change and the Oxfordshire environment.
- More use of Go Active Get Healthy message/brand
- Defining the place of community sport in the “offer” when focusing on health inequalities/inactivity.

Lee Mason pointed out that there were some issues here that are generic across the Network and he agreed to identify other Partnerships where there was good work underway particularly around measurement.
It was agreed that Trustees would see the next iteration of the Plan as it goes out to consultation at the next Leadership Forum on Feb 26th.

It was also agreed that Trustees would focus on the areas set out below and that we would review the workings of the SNSC in this context.

Healthy Active Young People- Josh Lenthall to work with Donna/Dean and Debs
Healthy Place Shaping- Matt Roebuck to work with Ian/Richard and Mark
Healthy for Life- Annie Holden to work with David/Kate and Alan

Stuart would work with Paul on the External Board Evaluation due later in 2020 before he stands down at the next meeting.

Kate had agreed to be our Quality Champion and to come onto FRRAG to help support work around safeguarding and equalities in the process.

7. Schedule of Meetings in 2020

These were agreed as follows with provisional timings which will be confirmed each cycle along with the venue (normally the Kidlington HQ):

**Board**
- 21 May 10-1pm
- 24 September 10-1pm
- 17 December 10-1pm

**SNSC**
- 22 April - now date for Improvement Workshop
- 3 September
- 2 December

**FRRAG**
- 10 March
- 7 May
- 7 September
- 11 December