

SPORT BIRMINGHAM
(BIRMINGHAM SPORT & PHYSICAL ACTIVITY TRUST)

Board of Trustees Meeting

Friday 19th January 2024

09.30am – 11.30am RSM Offices, Colmore Row, Birmingham /Teams



Present: Paul Faulkner (PF) – Chair, Richard Hindle (RH) – Vice Chair, James McLaughlin (JM), Philip Hutchinson (PH), Mark Taylor (MT), Tom Clift (TC), Sukhdeep Nijjar (SN), Keith Fraser (KF), Shah Begum (SB), Yimika Phinda (YP), Sarah Lal (SL), Jo Sullivan (JS)

Mike Chamberlain - CEO (MC), Tom McIntosh – Operations Director (TM), Lynn Gazeley – Business Operations Manager (LG) Minute Taker

Apologies: Jeevan Chagger (JC)

NO.	SUBJECT & NOTES	ACTION	DATES	WHO
1.	WELCOME & APOLOGIES			
	Joanne and Sarah welcomed to the Board. Apologies as noted above. Board members introduced to JS & SL			
2	DECLARATION OF INTERESTS			
	No Declarations			
3	MINUTES AND MATTERS ARISING – Oct 2023			
	PF to make an introduction to Richard Parker, who is the Labour candidate standing against Andy Street in the mayoral election being held in May 2024.	Set up an intro meeting with Richard Parker		PF/MC
4	BUSINESS REPORT			
4.1	Strategy & Operations People: Starters – Lucy Pearson was appointed as Education Officer, starting 29 January 2024.			

4.3	<p>SL has volunteered to lead the HR committee. MC welcomed any interest from the trustees to add value in other groups that they were not currently assigned to, subject to the constraints on their time. The Governance Code for Sport is currently being updated for compliance, following the feedback received at the end of December. The main areas for completion are the People Plan and the DIAP. External consultants, appointed by Sport England, are working with us to help complete the process. The External Board review has also been completed, with SN agreeing to be the nominated trustee for Safety and Welfare. MC confirmed the Skills Matrix has been updated as well as the Risk Register, which will now be reviewed and updated by each sub-committee twice a year. MC invited the trustees to view the Event Calendar for 2024, for any events that may be of value to them to attend.</p> <p>Finance The review of the Q3 figures and budget summary will be dealt with by RH in the sub-committee report, to follow</p>			
5	SUB-COMMITTEE REPORTS			
5.1	<p>Human Resources (HRSC) No meeting has taken place following the departure of Merran, whilst waiting for the appointment of the new trustees. SL has agreed to take over the role as chair of the committee. MC confirmed a bonus was paid to all staff at the end of the year, which was well received. Further work is currently being done on employee benefits which have been collated and reviewed.</p>			
5.2	<p>Governance & Finance (GFSC) Finance reporting to be simplified going forward.</p>			

<p>5.3</p>	<p>RH gave a brief overview of the accounts for the benefit of the new trustees. In general, the reserves were strong and well managed.</p> <p>MT raised the ongoing question of the possibility of obtaining commercial funding for sporting events, such as the School Games, to self-generate funds which would secure these events without having to rely on funding.</p> <p>A brief discussion followed to explore this opportunity.</p> <p>RH confirmed an Action Plan was now in place to take forward the recommendations made in the External Board Evaluation. Much of this was around the connectivity of the board, to invest in ways to feel more connected rather than just the time spent annually around the board meetings.</p> <p>RH raised the issue of the current timetable for Board and sub-committee meetings, particularly the finance meetings, as these come very early in the reporting cycle, making it a very rushed process for TM & LG.</p> <p>JS asked about the cost of recruitment, in relation to the turnover of people, and if the cost was planned for. MC welcomed her thoughts on the current People Plan, which included the cycle of recruitment, retention and succession planning with the cost consideration involved. MC confirmed there was normally an underspend in overheads due to the timing of people leaving and being recruited, affecting the salary costs.</p> <p>Commercial Working Group (CWG)</p> <p>TM advised that Dan Smith was now on board as Business Development Manager.</p> <p>Sphere Connect have conducted some desktop research, looking at brands and businesses we could align to. Dan is</p>	<p>This is being picked up by the Commercial WG</p> <p>Future timetable to be reviewed and revised.</p>	<p>Jan – Mar 24</p> <p>Jan/Feb 24</p>	<p>CWG</p> <p>MC</p>
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	New Chair required this year as PF completes his second 4-year term as trustee. Best policy for succession recruitment discussed. 10 th Anniversary Celebration	Follow up with Paul, Richard and Mike as Nominations sub-committee initially.	Jan/Feb 24	MC/PF/RH
NEXT MEETING: PROPOSED DATE AND TIME:				
All 9.30am start: Fri 19 th April 2024				
ACTION SUMMARY				
1.	Set up an intro meeting with Richard Parker			PF/MC
2.	Confirm final date for legacy investment work		Jan 24	MC
3.	Add in all SG event dates to calendar.		Jan 24	MC/TM
4.	Future timetable for Board and Committee Meetings to be reviewed		Jan/Feb 24	MC
5.	Sphere Connect document to be shared with the board			TM
6.	Contact details to be sent to TM/MC for Ian Stafford - The Sporting Club			JM
7.	School Games, Sports Awards & 10 th Anniversary to be reviewed to see how they can be taken forward		Jan – Mar 24	CWG
8.	Nominations committee meet to plan chair succession		Jan/Feb 24	MC/PF/RH