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.			

	Interviews have taken place for the Safety and Welfare Manager. A preferred candidate has been identified but the position has not yet been offered. Other recruitment currently taking place — A Youth Engagement Assistant for the MAD team and a Safety Welfare Officer to support the manager role. Two new trustees have been appointed to replace the role and skills previously held by Merran Sewell. Places: MC advised that there were various Commonwealth Legacy opportunities. Application has been made for funding to extend the community work with anchor organisations, but we have not been advised if this has been successful yet. SN confirmed the available funding had to be spent by December 24 and reported by March 2025. SB felt that the end date was December 2024 MC confirmed that another strong application had also been made around the Mental Wellbeing programme. MC informed the board that SB were interested in obtaining some of the continued funding available from the Legacy and also from WMCA for capacity funding. MC advised the School Games program would be included as part of the event calendar to be discussed later. For the benefit of the new trustees, TM gave a brief overview of MAD, VRP, FA and the RFU programmes. Partnerships: SE are looking to place, for the next three to four years, significant investment in those areas of England with highest inactivity, highest social need and where there are the right	Confirm final date. Add in all SG event dates to calendar.	Jan 24	MC/TM
4.2	considered complex, mainly due to the BCC bankruptcy notice. Governance & Structure			
	MC gave an update on the committees and working groups.			

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. Finance The review of the Q3 figures and budget summary will be dealt with by RH in the sub-committee report, to follow			
SUB-COMMITTEE REPORTS			
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. Governance & Finance (GFSC) Finance reporting to be simplified going forward.			
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	RH gave a brief overview of the accounts for the benefit of the new trustees. In general, the reserves were strong and well managed. 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. A brief discussion followed to explore this opportunity.	This is being picked up by the Commercial WG	Jan – Mar 24	CWG
	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.			
	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.	Future timetable to be reviewed and revised.	Jan/Feb 24	MC
	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.			
5.3	Commercial Working Group (CWG) TM advised that Dan Smith was now on board as Business Development Manager.			
	Sphere Connect have conducted some desktop research, looking at brands and businesses we could align to. Dan is			

6	Any Other Business		
5.4	London, mainly for sport personalities, but have huge connections within sport and are looking to become more well known in the Birmingham business community. EDI Working Group No meeting has taken place for this quarter, but Shah is meeting with Nicky English on 26 January, so the group will be convened well ahead of the next board meeting. The internal EDI meetings have taken place, no momentum has been lost. Shah confirmed that the EDI plan was now more robust.	School Games, Sports Awards & 10 th Anniversary to be reviewed to see how they can be taken forwarded	CWG
	PH asked if there was an increase in interest from companies with surplus budgets towards the end of the financial year. This was not known information at present. TM confirmed the 10 th Year Anniversary was an opportunity to come together and celebrate. A possible suggestion was to reinstate the Sports Awards, which SB was involved with originally through Partnership. JM forwarded a link to the SB Board WhatsApp group, for a company called The Sporting Club. They hold annual events in	Contact details to be sent to TM/MC to set up an initial conversation with lan Stafford	JM
	currently building up a portfolio, connecting with wider commercial interests to raise our profile and awareness of SB brand. JM asked if the Sphere Connect document could be shared as he thought it was an impressive document with good due diligence on companies that were predisposed to the type of support SB would want.	Sphere Connect document to be shared with board.	ТМ

	New Chair required this year as PF completes his second 4-year term as trustee. Best policy for succession recruitment discussed.	Follow up with Paul, Richard and Mike as Nominations sub-committee initially.	Jan/Feb 24	MC/PF/RH
	10 th Anniversary Celebration			
	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 forwarded		Jan – Mar 24	CWG
8.	Nominations committee meet to plan chair succession		Jan/Feb 24	MC/PF/RH