

**SPORT BIRMINGHAM
(BIRMINGHAM SPORT & PHYSICAL ACTIVITY TRUST)**

Board of Trustees Meeting

Friday 28 January 2022

9.30am – 11am

Zoom:

<https://us02web.zoom.us/j/81730159991?pwd=anFVL3B0K0dQS2Fzd2lKTm96aFVYUT09>



Present: Paul Faulkner (PF), Richard Hindle (RH), Mike Osborne (MO), Urvasi Naidoo (UN), Lincoln Moses (LM), Keith Fraser (KF), Pritesh Pattni (PP), James McLaughlin (JM), Yimika Phinda (YP), Peter Griffiths (PG), Merran Sewell (MS)

Mike Chamberlain (MC), Tom McIntosh (TM) (Minute Taker)

Apologies: Matt Lloyd (ML) Vice Chair, Vicky Coyle (VC)

| NO | SUBJECT & NOTES | ACTION | DATES | WHO |
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| 1. | WELCOME & APOLOGIES | | | |
| | As above Laura Kerrigan – Senior Partnerships Manager (Community) joined the meeting (until end of Business Report) and was introduced to the board. | | | |
| 2 | DECLARATION OF INTERESTS | | | |
| | None declared. | Ensure all declarations are recorded electronically on the register and share for review ahead of April 22 Board Meeting. | April 2022 | VC |
| 3 | MINUTES AND MATTERS ARISING – Oct 2021 | | | |
| | Trustee timeline – Update to show current position and share with the board. | Updated version to be shared. (*1) | Feb 2022 | MC / VC |

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| | <p>RACE Code Quality Mark – MC to check with Marketing and Communications that accreditation mark is referenced on SB website.</p> <p>Communications – Agreed to set up WhatsApp group for all board members to use as source of light communication.</p> <p>Update on office premises – MC provided a detail update on current lease. Due to expire 22/07/2022. MC and VC met with M Reeves (MCR) who have agreed to a 6-month extension to the current lease (Charged at same rate as current agreement) This will allow additional time to review future working arrangements and need for space. BCC is yet to inform on full deal option for space at the Alexander Stadium (post games).</p> <p>Staff Recognition - Further discussion around options to offer a form of recognition to all employees. Important task to action prior to year-end 31/03/2022.</p> <p>Safeguarding and policy group - Discussion at last meet around setting up a working group to monitor safeguarding and policies. Tm to organise meeting with Urvasi and Keith.</p> | <p>Check with Marketing and feedback.</p> <p>Reach out to all trustees to obtain correct number to use.</p> <p>Review at next Nominations Committee Meeting (to be actioned before year end 31/03/2022)</p> <p>Organise initial meeting to discuss requirements and purpose of group.</p> | <p>Feb 2022</p> <p>Feb 2022</p> <p>By 31/03/2022</p> <p>Feb / March 2022</p> | <p>MC</p> <p>VC</p> <p>Nomms Committee</p> <p>TM</p> |
| 4 | BUSINESS REPORT | | | |
| 4.1 | <p>Business report shared prior to meeting.</p> <p>Strategic Context National, Regional and Local updates provided in the report.</p> | | | |
| 4.2 | <p>Commonwealth Games NGB £6.5 million activation fund (Part of SE overall legacy investment) being made available to NGB Early conversations happening and the importance of NGB understanding place</p> | | | |

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| | <p>Board championed the need to make early connections and examples that Sport has been decimated by the pandemic and rising costs of facilities is a concern for indoor sports particularly. PP reinforced this point and the impact it has had on Badminton.</p> <p>CWG Legacy Discussion on importance of SB marketing activity aligned to legacy and beyond the games. Concern raised on the breadth and depth of community engagement. Board would like to reach out to the OC to express early constructive concern and offer solutions around ensuring the inner-city legacy is a priority.</p> | <p>PF asked KF to lead and liaise with MC. MC to follow up with Geoff Thompson (Deputy Chair of OC) to raise concern. For info MC has regular (weekly) contact with Geoff.</p> | <p>Early March 2022</p> | <p>KF/ MC</p> |
| 4.3 | <p>Structure Future trustee succession planning required. 5 current board members due to finish their second term in May / June 2022. Planned extension to Sept / Oct 2022 (align with AGM) Formal note required to trustees due to finish their second term – MC/PF to follow up via email. (4 out of 5 at meeting verbally agreed to extension). Further work required to skills audit to identify gaps and plans for external board evaluation.</p> | <p>Follow up through email required to 5 trustees (ML, UN, PG, LM, PP)</p> | <p>Feb / March 2022</p> | <p>MC / PF</p> |
| 4.4 | <p>Risk Register Update to risk register required as a matter of urgency.</p> | <p>To action and share with board minutes. (*2)</p> | <p>Feb 2022</p> | <p>MC</p> |
| 4.5 | <p>Operations Report Operations report detailed within main business report. Q3 displays 2 pages of activity. MC confirmed no need to go through in detail but felt important to share information with trustees and welcomes any questions (post meet) relating to the report.</p> <p>School Games Test Event – 6th / 7th April 2022 Fantastic opportunity to showcase Sport Birmingham. Promoting relationship with HSBC (recent sponsorship) and marketing and communications planned. All trustees invited to the Test Event</p> | <p>Ensure invitation is circulated to trustees.</p> | <p>Feb / Mar 2022</p> | <p>MC</p> |

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| | <p>Safeguarding PP mentioned AVF had recently carried out a piece of work with Barnardo's – Project based</p> | | | |
| 4.6 | <p>Marketing & Communications New Marketing Manager in place (Feb 2022) Board would welcome further comparable analytics linked to Quarterly and year on year progress. This can inform future activity and areas of growth and reach achieved by certain channels.</p> | Develop report to show year on year progress. | April 2022 | Marketing & Comms / YP |
| 4.7 | <p>Finance Report (Q3) RH updated as part of GFASC updates. See section 5.3</p> | | | |
| 5 | SUB-COMMITTEE REPORTS | | | |
| 5.1 | <p>Human Resources (HRSC) Notes from last meeting shared in advance of meeting.</p> <p>Starters</p> <ul style="list-style-type: none"> • Laura Kerrigan, SPM Community start Nov 2021. • Annabel Mullender, See My Voice project officer start Nov 2021 • Deepa Kalyanji will start as Marketing Manager in Feb 2022. <p>Leavers</p> <ul style="list-style-type: none"> • Helen Corrigan, SPM Community left in Nov 2021 to start a new role within the BCC Strategic Sports Team. • Kirandeep Ojalae, Digital Marketing Officer left in Nov 2021 to start a marketing role within another charity. <p>Business Support Officer - Development of Business Support role in final stages. Should be able to advertise in Feb 2022. Draft job pack will need to go through HRSC for final review and approval ahead of going live.</p> <p>Document and Policy Review - Invitation to tender email was sent to 3 organisations to support on our document and</p> | Circulate job pack to HRSC for approval. | Feb 2022 | MC / A O'Hare |

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| | <p>policy review, ensuring the correct procurement process, aligning with financial procedures.</p> <p>APN and salary benchmarking - National exercise – further info to be shared with the board.</p> <p>Volunteering Policy – Review of volunteering policy to support staff. Initial focus on policy to support CWG volunteering. Agreed this would be a document for review as part of the wider document and policy work.</p> | <p>Share APN Salary benchmarking report with the board. (*3)</p> | | |
| <p>5.2</p> | <p>Commercial Working Group (CWG) Partnerships and Fundraising Manager (previously advertised as Commercial Manager) re-advertised Circa 10 applications, going through a short-listing process seeing 2-3 candidates</p> <p>HSBC secured as a School Games partner and the test event coincides with ‘World Health Day’</p> <p>Marketing and Communications plan required for the test event (6th / 7th April) – TM to follow with SP/AOH</p> <p>Financial information presented. Provides clear analysis of income diversification showing clear gap in Corporate, Commercial, and unrestricted funding.</p> <p>Future planning for a half day event to identify new opportunities and feed into a longer-term Business Planning exercise to agree deliverables</p> <p>TOR to be circulated and signed off</p> | | | |
| <p>5.3</p> | <p>Governance, Finance and Audit (GFASC) Notes from last meeting circulated prior to meet.</p> <p>RH presented financial information. Update provided on progress in developing 2022–23 budget, reflecting budgeting</p> | | | |

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| | <p>was still challenging year on year with some unknowns. Draft will be available at next GFASC meeting with aim to achieve full board sign off at the April 2022 meeting.</p> <p>TOR updated to reflect vice chair roles and responsibilities (structure changes, vice chair no longer chairing GFASC)</p> <p>Financial report detailing reforecast position (summary format) Well received by all. RH reinforced the positive action taken and the hard work of VC in the presentation, which has provided a strong financial footing for the organisation.</p> | Draft 2022-23 budget to be shared with GFSAC ahead of next meeting. | Feb / Mar 2022 | VC / MC / TM |
| 6 | Any Other Business | | | |
| | <p>The importance of the marketing and building on the narrative linked to the CWG 2022</p> <p>Importance of voice of under-represented groups and shining a light on specific progress (Legacy related)</p> | | | |
| 7 | DATE AND TIME: | | | |
| | Friday 29 th April 2022, Friday 15 th July 2022, Friday 14 th October 2022 (incl AGM) | | | |
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Shared documents:

Trustee Timeline 2) Updated Risk Register 3) APN Salary Benchmarking Document