

SPORT BIRMINGHAM
(BIRMINGHAM SPORT & PHYSICAL ACTIVITY TRUST)
AGM & Board of Trustees Meeting
Friday 13th October 2023
09.30am – 11.30am Sport Birmingham Office/Teams



Present: Paul Faulkner (PF) – Chair, Richard Hindle (RH) – Vice Chair, Merran Sewell (MS), James McLaughlin (JM), Philip Hutchinson (PH), Mark Taylor (MT), Tom Clift (TC), Sukhdeep Nijjar (SN)
 Mike Chamberlain - CEO (MC), Tom McIntosh – Operations Director (TM), Lynn Gazeley – Business Operations Manager (LG) Minute Taker
 Alison Shipway – Shipway Consulting (observer)
Apologies: Keith Fraser (KF), Jeevan Chagger (JC), Shah Begum (SB), Yimika Phinda (YP)

NO.	SUBJECT & NOTES	ACTION	DATES	WHO
1.	WELCOME & APOLOGIES			
	Apologies as noted above.			
2	DECLARATION OF INTERESTS			
	No Declarations			
3	AGM			
3.1	Ratification of Chair & Vice Chair PF due to finish his term as Chair in July 2024. Both PF and RH confirmed they were happy to continue as Chair & Vice Chair, respectively, and this motion was fully supported by the board.			
3.2	Trustee Report & Accounts for Year Ended 31st March 2023 RH confirmed the audit had been completed by Locke Williams and no issues had been raised that were cause for concern. Format of accounts still to be finalised along with the Directors Report. Letter of Representation to be signed off provided approval obtained from the board. Approval agreed.	Minor amendments to be made to the formatting. SB branding/stylising to be added, once approved.		LG/TM/CK PF/RH

<p>3.3</p> <p>3.4</p>	<p>RH thanked TM & LG for their input into completing the year end accounts. PF acknowledged the absence of claims from the trustees for expenses incurred in the year and thanked them accordingly.</p> <p>Appointment of Auditors Auditors to be retained for a further 12 months to allow LG to develop a greater working relationship with David Williams, for the 2023/24 accounts, before going out to tender again.</p> <p>Terms of Reference / M&A No amendments to report</p> <p>AGM closed 9.47am</p>			
<p>4</p>	<p>MINUTES AND MATTERS ARISING – July 2023</p>			
	<p>Board / Social – PF suggested a date should be arranged for a Board Social event before the end of the year, with Merran to be included in the invite.</p> <p>WMCA / Mayoral Letter – MC confirmed a letter had been sent to Andy Street, with the support from the other West Midland Active Partnerships, raising concerns regarding the funding from the contingency money remaining from the Games.</p> <p>PF suggested making an introduction to Richard Parker, who is the Labour candidate standing against Andy Street in May, to update him on what Sport Birmingham does including the whole network across the West Midlands.</p> <p>MC confirmed we were still waiting for a grant administrator to be appointed for the ‘Inclusive communities’ part of the legacy enhancement fund.</p> <p>Strategy and Reflection Days It is still the intention to continue to have more time together as a team and share ideas between the board and the wider team. To facilitate this, a Team/Board Away Day is still being considered for January / February 2024.</p>	<p>WhatsApp poll to be sent to board members to check availability for a date late Nov/early Dec 23</p> <p>To setup an intro meeting with Richard Parker</p> <p>Plan a Team/Board Away Day for January / February 2024.</p>		<p>LG</p> <p>PF/MC</p> <p>MC/TM</p>

5	EXTERNAL BOARD EVALUATION REPORT			
	<p>AS confirmed the process had now been completed and reminded the board that this was a requirement for the Code of Governance every four years.</p> <p>AS suggested reflection on the report for the maturity of the board, especially the skills matrix. She confirmed there was a consensus from the board members that their skills could be used more than they were currently.</p> <p>MC agreed more clarity was required to understand everyone's contribution.</p> <p>PH suggested the report should be repeated bi-annually as the strengths and weaknesses of the members could change significantly during this period.</p> <p>MS asked if AS could recommend places we could go to for support on areas which had been identified that the board could improve on.</p>	Board Action Plan to be produced		MC/RH
6	BUSINESS REPORT			
6.1	<p>Sport England – Place-based Investment</p> <p>MC/TM have a meeting with SE regarding this investment. Sport Birmingham has put together a proposal as SE want to invest in a 'place-based partnership' rather than multiple investments through multiple organisations.</p> <p>System Partner Funding – MC confirmed this continues and we report by the end of October, on a six-monthly basis.</p> <p>CAC – SE has now signed an MOU with the WMCA, which connects further Legacy work continuing up to March 25.</p>	MC/TM following up on further discussions with SE		MC/TM
6.2	<p>Structure</p> <p>Starters – Dan Smith was appointed as Business Development Manager. He starts on Monday 23rd October.</p> <p>Melanie Gibbs joined as Community Engagement Officer on 29th September, replacing Joe Dredge.</p> <p>Marketing function will hopefully be resolved when John Gage finishes his apprenticeship.</p>	SMT discussing best way forward to cover this role		SMT

	<p>Leavers – James Grinsted leaving 24th November. Going to United by 22 as Head of Programmes.</p> <p>Closing date for Trustee role to replace MS is 27th October. MS offered to sit in on the interview panel.</p>	Convene panel to shortlist and set interviews		MC
6.3	<p>Ops Report</p> <p>TM advised that the School Games calendar starts again next week and gave a general overview of the current projects.</p> <p>Extended Workforce post funding has been extended to March 2025.</p> <p>Open Schools Facility deadline for Yr. 2 is March 2024.</p> <p>MC confirmed the Safety & Welfare Officer recruitment would probably begin at the end of October</p>			
7	SUB-COMMITTEE REPORTS			
7.1	<p>Human Resources (HRSC)</p> <p>MS confirmed that proposals to enhance the benefit arrangements would be ready to present to the next board. MC currently finalising guidelines for staff management levels. JC has prepared guidelines for board members mentoring mentees, but MS believed this should have an element of working both ways, which could combine well the induction process.</p> <p>PF queried the succession of the chair on MS's departure</p>	Incoming trustee will take over the chair of the HRSC.		MC/AW
7.2	<p>Commercial Working Group (CWG)</p> <p>JM confirmed the biggest progress was the recruitment of the Business Development Manager. He has offered to spend time with both DS and TM to try and shape a plan going forward to present to the board.</p>			

7.3	<p>Governance, Finance and Audit (GFASC)</p> <p>RH asked TM for clarification regarding Q2 budget figures. TM confirmed income variances were mainly due to timing issues with some program delivery being delayed.</p> <p>Overhead variances were mainly due to using external recruitment agencies for both the BDM and BOM roles.</p> <p>RH confirmed a draft Investment Policy had now been agreed.</p>	RG to discuss implementation of the Charity Aid Foundation Portal with TM and LG, to achieve better rates.		RH/TM/LG
7.4	<p>Equality, Diversity, and Inclusion Working Group</p> <p>MC confirmed the Internal working group continued to meet regularly and they were working to develop the DIAP.</p> <p>N English is leading the team, and it should be complete within the next month or two, in compliance with the code.</p>			
8	Any Other Business			
	<p>MC/PF thanked Merran for her contribution to the board over the last eight years.</p> <p>Presentation of leaving gift</p>			
	NEXT MEETING: PROPOSED DATE AND TIME:			
	All 9.30am start: Fri 19 th January 2024, Fri 19 th April 2024, Fri 19 th July 2024, Fri 25 th October 2024			
	ACTION SUMMARY			
1.	Minor amendments are to be made to the formatting. SB branding/stylising to be added, once approved.			LG/TM/CK
2.	WhatsApp poll to be sent to board members to check availability for a date late Nov/early Dec 23			LG
3.	To setup an intro meeting with Richard Parker			PF/MC
4.	Plan a Team/Board Away Day for January 2024.			MC/TM
5.	Board Action Plan to be produced			MC/RH
6.	MC/TM following up on further discussions with SE.			MC/TM

7.	SMT discussing best way forward to cover this role (SPM- Edu			SMT
8.	Panel for trustee recruitment and shortlist/interview			MC
9.	Incoming trustee will take over the chair of the HRSC.			MC/AW
10.	RG to discuss implementation of the Charity Aid Foundation Portal with TM and LG, to achieve better rates.			RH/TM/LG