

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

Board of Trustees Meeting  
Friday 15<sup>th</sup> October 2021  
10am – 12noon  
Avery Fields Sports & Events



**Present:** Paul Faulkner (PF) Merran Sewell (MS), Matt Lloyd (ML) Vice Chair, Richard Hindle (RH), Mike Osborne (MO), Urvasi Naidoo (UN), Lincoln Moses (LM), Keith Fraser (KF), Pritesh Pattni

Mike Chamberlain (MC), Tom McIntosh (TM), Vicky Coyle (VC) (Minute Taker)

**Apologies:** James McLaughlin (JM), Yimika Phinda (YP), Peter Griffiths (PG)

NO.	SUBJECT & NOTES	ACTION	DATES	WHO
1.	<b>WELCOME &amp; APOLOGIES</b>			
	<p>As above</p> <p>PF and the board send their best wishes to PG.</p> <p>PF expressed it was great to be back and able to meet in person after the previous 6 board meetings had taken place over virtual platforms.</p> <p>Avery Fields Sports &amp; Events - Great venue, Well done for the way the team have kept things going, not a straightforward task. The Board don't take for granted.</p>			
2	<b>DECLARATION OF INTERESTS</b>			
	<p>None declared.</p> <p>Review Annual Basis.</p>	<p>Share declaration of interests register. *Hard copies of forms are stored in the office. in the office. Aim to update and share ahead of next meeting.</p>	<p>Jan 22</p>	<p>VC / MC</p>

	<b>AGM</b>			
	<p><b>Ratification of C / VC</b>  PF agreed to continue role of chair.  ML –Happy to continue in VC role for interim. Invitation open for all board members to offer their services under VC role – potential to shadow for 3/6-month period.</p> <p>PF – Suggestion to cycle recruitment linked to AGM (Oct 22 5/6month extension)  ML – Delay appointment of directors.  Succession planning put back, extension to board members</p> <p>KF – Noted we will be losing quite a number of the board, all of which are founding trustees. Arrangements to be made to celebrate together.</p> <p>UN – Governance code to allow for leeway (extending final term by 6 months). Covid / CWG 2022 should allow for delay.</p> <p>To summarise, 5 trustees expiring in May 22 are offered a 6-month extension to their second term (post CWG). To check SE permission / recruitment of shadow board members which was planned for Jan 22 will be pushed back to Apr 22 (up to 5 of)</p> <p>Any objections – None noted.</p>	<p>ML / PF / MC (Nomms committee) Create one pager succession planning document detailing the delay and reasoning.</p> <p>Share current trustee timeline.</p>	<p>Jan 22</p> <p>Jan 22</p>	<p>Nomms Committee</p> <p>MC / VC</p>
	<p><b>Annual Accounts 2020-21</b>  RH – Provided an update on audit and accounts.  Trustee report shows depth and breadth of annual activity.  Next year we aim to amend format to align under new strategy and headlining activity under the 5 priorities.</p> <p>PF – Great report / numbers and financial health of the trust is good.</p>			

	<p>MC commented that we have not been affected (financially) during current restrictions and tough times. Given additional responsibility (SE) to support communities and help others. PF – Commending again, putting SB in the right place.</p> <p>PP –We often bury financials and should be highlighting our success after another successful year.</p> <p>ML requested sign off by board – All agreed. This year’s accounts will be signed electronically. Our Auditors will assign log in details to appointed signatories of the accounts (PF and RH). Once signed electronically, they will be filed at Companies House and the Charity Commission.</p> <p><b>Appointment of Auditors</b> The board agree to reappoint Locke Williams as our external auditors for the 2021 – 22 financial year.</p> <p><b>Terms of Reference / M&amp;A</b> Currently under review through sub committees.</p> <p><b>AOB</b> None noted.</p>	<p>Advise Locke Williams that the accounts have been signed off and arrange for portals to be set up for trustee log ins.</p> <p>Submit accounts to Charity Commission once signed off. (Locke Williams file at Companies House on our behalf).</p> <p>Advise Locke Williams of re-appointment and secure date for 2021-22 Audit.</p>	<p>Nov / Dec 21</p> <p>Dec 21</p> <p>Nov 21</p>	<p>VC</p> <p>VC</p> <p>VC</p>
<b>4</b>	<b>MINUTES AND MATTERS ARISING – July 2021</b>			
	<p>As read – Outstanding items picked up as part of main agenda.</p> <p>Stadium Visit – MC and TM visited stadium. ongoing BCC / BCU conversations. BCC testing market rates and should be able to share proposal soon.</p>	<p>Provide update (when available)</p>	<p>ASAP</p>	<p>MC</p>

	<p>Stadium offers a smaller space but could work with hybrid working model.</p> <p>Current lease at Cobalt Sq. ends 22<sup>nd</sup> July 2022 – Conversation required with current landlord to discuss possible extension to current lease.</p>	Set meeting with Michael Reeves at MCR Properties to discuss options.	Nov / Dec 22	MC / VC
<b>5</b>	<b>BUSINESS REPORT</b>			
5.1	<p>Business report shared prior to meeting.</p> <p><b>Strategic Context</b></p> <p><b>National</b></p> <p>5<sup>th</sup> Nov – 43 AP ‘System partners’ – 5-year award. Provides longer term security. Invited to submit application up to £2.6m.</p> <p>PF – Feels like a smoother process. MC – reduced performance management.</p> <p><b>Local</b></p> <p>BCC PA Strategy, PH Health &amp; Wellbeing strategy</p> <p>Sports Event Leadership Board – MC involved – Edgbaston. Led by Ian Ward.</p> <p>10-year event strategy.</p> <p>MO – Needs some independent leadership to make it work.</p>			
5.2	<p><b>Commonwealth Games</b></p> <p>Detailed in business report.</p> <p><b>Active Communities Fund (CAC).</b></p> <p>Birmingham Bid ‘Collaborative’ £1.4 m.</p> <p>Follow up – Date TBA</p> <p><b>BCC grant</b> secured (£350k 2 programmes) Official award agreement / COGA received 13/10. Confirmed that this has been signed and returned. Payment should come through (lump sum) in coming weeks.</p>			

5.3	<p><b>Structure</b> No changes from last meeting.</p> <p>Prioritise succession plan discussion.</p> <p>Artri O'Hare to replace Helen Corrigan on HRSC.</p>			
5.4	<p><b>Risk Register</b> MC – Not completed</p>			
5.5	<p><b>Operations Report</b></p> <p>New appointment - Laura Kerrigan to SPM Community replacing Helen Corrigan. Laura is familiar with how the network and Active Partnerships operate. Former role at Energize. She will be a great addition to the team.</p> <p>Commercial Manager Role – JM / TM / MC / PF Go out to recruitment for 3<sup>rd</sup> time. Conversation around job title, JD, and salary. MS – Change focus? JD update – Commercialise role. MS – Salary enough attraction to match JD? £40k. RH – Incentivise / Bonus related PF – Broadening JD – Salary range?</p> <p>Agreed to take back to CWG to discuss and finalise title and JD ahead of going out to recruitment.</p> <p><b>RACE Code Quality Mark</b> MC confirmed we now have full accreditation for the RACE code. PF – Asked if this is displayed on our website. We should shout about this. Early adopters.</p>	<p>CWG discussion and action</p> <p>Check with comms team (website information) / add to email signatures.</p>	<p>Nov / Dec 21</p> <p>Nov / Dec 21</p>	<p>CWG (MC / JM)</p> <p>MC</p>

	<p><b>YDAF 2021 – 22 / Satellite Underspend</b> Redesigned and working hard to get money out the door.</p> <p>MC – Working through capacity issues. Planning in place to allow for return of 3 secondments</p> <ul style="list-style-type: none"> <li>• VRU Secondment – Expires March 2022</li> <li>• 2 OC Secondments – Expire mid-August 2022.</li> </ul> <p>Business Admin support needed ASAP. Will draft JD over coming weeks. New projects allow for additional capacity. / MC confirmed add into capacity (short time) officer level.</p> <p>Discussion around level of work completed and being busier than ever. Team effort ensured we kept going during tough times.</p> <p>KF – Fantastic work, highlighted in report provided.</p> <p>ML – Suggested the Trust should provide some recognition to staff. Further discussion to be picked up outside of board meeting.</p>	<p>To pick up offline. MC / PF to discuss and agree.</p>	<p>Nov / Dec 21</p>	<p>PF / MC</p>
<p>5.6</p>	<p><b>Scorecard</b> Not discussed.</p>	<p>.</p>		
<p>5.7</p>	<p><b>Finance Report (Q2)</b> RH budgeting difficult, everchanging. VRU – Steps Together – Chaperone Service / Erdington</p> <p>Strong looking set on numbers.</p> <p>PF – How do we compare against other Active Partnerships? Advised that each AP submit information for the network's financial summary on an annual basis. Latest information submitted 01/10/2021. Awaiting results of this work.</p> <p>APN – Under review</p>	<p>Share APN Financial Summary with board when lands.</p>	<p>ASAP</p>	<p>MC / VC</p>

5.8	<p><b>Impact Report 2020 – 21</b>  Shared prior to meeting.  MC asked for feedback on the report and whether enough information was displayed.  ML – Perfect representation – Just enough information in small digestible chunks. Greater impact.  PF – Potential to use bitesize chunks to link to specific social media posts.  KF –Link to current issues, pick out key elements and link accordingly.  LM – Need to increase out social media interaction. Do our current platforms attract and target younger audiences? Use appropriate platforms. MAD reach out, widen  PP – It would be great to bring some of the report to life. Live case studies / stories.</p>	<p>Include marketing statistics on social media interactions within Operations report – Useful to track.</p>	<p>Jan 22</p>	<p>MC</p>
<b>6</b>	<b>SUB-COMMITTEE REPORTS</b>			
6.1	<p><b>Human Resources</b>  <b>Starters</b> - None  <b>Leavers</b></p> <ul style="list-style-type: none"> <li>• J Grinsted (SPM CYP) Secondment to OC Sept 21 – Aug 22</li> <li>• H Corrigan (SPM Communities) leaving 3<sup>rd</sup> Nov 21</li> </ul> <p><b>Vaccination Request</b> – MS provided update on recent discussion around the right to request vaccination status. Explained the data processing / protection requirements. Further advise is required if the organisation want to request this information.</p>			
6.2	<p><b>Commercial Working Group (CWG)</b>  Previously named Business Development.  <b>HSBC Conversations</b> – Linking with network manager. Committed to £5k (School Games)</p>			

	<p>Further meeting to discuss longevity. Potential to fund one off pieces of equipment – inclusive approach.  PF – One great example of businesses / confirming there are funds out there.  KF – How to use what we're doing in a positive way (post Covid) Good opportunity to create positive outcomes.  PP – Advised on protecting the IP  Shared insight Aston Villa Foundation' University partner to help with that.</p>			
6.3	<p><b>Governance, Finance and Audit</b>  <b>Revised Financial Procedures -</b>  Updated point 16. To reflect highlighted points at last board meeting. Now approved.</p> <p><b>Communications</b>  Discussed best approach to communicate with board members. Recognising that we're all busy and want to refrain from bombarding board members with emails. Suggestion to create SB WhatsApp group (for short comms only)</p> <p><b>Succession planning –</b> MC to review skills audit and identify obvious gaps following the departure of 5 trustee.</p> <p>UN – PG role link to BCC. Is this a requirement going forward?? Obvious gaps in LA / Sports Sector.</p>	<p>Email trustees to ask for their permission to be added to WhatsApp Group. Check mobile numbers.</p> <p>Scope paper / Matrix bring back to board.  Review the look of current skills audit / updated and suggestion of identified gaps (recruit against)</p>	Nov / Dec 21	VC
<b>7</b>	<b>Any Other Business</b>			
	<p><b>Policies / Safeguarding / Insurance</b>  Working group required.  Follow up – Board level input - Safeguarding Lead – Identify Board member / work closely with Safeguarding lead (members of management team)</p>	Set Task / Finish group in the next quarter.	Jan 22	MC / TM



8	<b>DATE AND TIME:</b>			
	Friday 28 <sup>th</sup> January 2022, Friday 29 <sup>th</sup> April 2022, Friday 15 <sup>th</sup> July 2022, Friday 14 <sup>th</sup> October 2022 (incl AGM)			