

**SPORT BIRMINGHAM**  
**(BIRMINGHAM SPORT & PHYSICAL ACTIVITY TRUST)**  
**Board of Trustees Meeting**  
**Friday 16<sup>th</sup> October 2020**  
**9.30am – 11.00am**  
(Virtual Meeting – Zoom Platform)



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

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

**Apologies:** None

NO.	SUBJECT & NOTES	ACTION	DATES	WHO
<b>1.</b>	<b>WELCOME &amp; APOLOGIES</b>			
	As above			
<b>2</b>	<b>DECLARATION OF INTERESTS</b>			
	None declared			
<b>3</b>	<b>MINUTES AND MATTERS ARISING – July 2020 Board Meeting</b>			
	All items updated as part of main agenda.			
<b>4</b>	<b>BUSINESS REPORT</b>			
4.1	Full Business report (previously named CEO report) shared prior to meeting. <b>Strategic Context</b> MC reminded the board of the upcoming SE Improvement workshop – 19 <sup>th</sup> October 2020 Team Session 10am – 12noon SMT / Trustees / Partners: 1pm – 2pm – RH and KF confirmed attendance (so far)			

	<p>MC – provide a summary overview of the Sport England strategy and updated on the launch shortly of TIF (phase 2) £110,000.</p> <p>TM and KF provided short update on the levelling the playing Field (LtPF) a new program looking at over and under representation across Criminal Justice and Sport.</p>			
4.2	<p><b>Commonwealth Games</b></p> <p>MC provided a further update on the ongoing conversations with Birmingham City Council (BCC) around the development of sport and physical activity strategy in preparation for CWG 2022.</p> <p>PG added the need for an events strategy and that BCC were looking at a ward level fund as part of the community legacy.</p> <p>MC continued his update on CWG 2022 and talked about the funding that had been considered had been stripped back further from the original £5m to £3m, with potential alignment to the HWB workstream</p> <p>The Board discussed some of the bigger concerns and how we continue to work hard to ensure that we are clear on our SB priorities</p> <p>PF suggested MC reconnects with David Grevenberg from CGF to speak to the board</p>	<p>Make contact to arrange meeting (Suggest Dec 2020 date)</p>	<p>Oct 2020</p>	<p>MC</p>
4.3	<p><b>Structure</b></p> <p>Trustee recruitment ongoing – received small number of applications to date. Deadline 30<sup>th</sup> October 2020. (May look to extend based on applications received).</p> <p>MC advised contact has been made with Perrett Laver (agency commissioned by Sport England to improve diversity on boards)</p> <p>MC asked for all board members to share job advertisement through their own channels. Currently showcased on all SB platforms (website, Facebook, Twitter, and LinkedIn).</p> <p>Recommendation made to review current sub committee membership.</p>	<p>Provide an update on recruitment following deadline date of 30<sup>th</sup> October.</p>	<p>Nov 2020</p>	<p>MC</p>

	<p><b>BDSC</b> to be renamed Commercial Working Group (CWG) Members to include JM (Chair), PP, MO (Move from HRSC), New trustee. Supported by both MC and TM.</p> <p><b>HRSC</b> - MS (Chair), UN, KF (Move from GFSC). Supported by TM.</p> <p><b>GFSC / Audit</b>– RH (Chair), ML, PG. Supported by VC</p> <p>ML pointed out that as per current M&amp;A's there will be several directors coming to the end of their 8 years' service at the same time. There is the need to review succession planning, and the potential option to create a period of crossover to allow new / potential board members to shadow current members.</p>	Share Team / Board timeline with all members. (*1)	Oct 2020	MC / VC
4.4	<b>Risk Register</b>			
4.5	<p><b>Operations Report</b></p> <p>Detailed update provided in the business report.</p> <p>PF commented that the amount of recent activity is phenomenal and that it is encouraging to see more visibility over social media platforms. It provides a sense of breadth / shows quality in what we do.</p> <p>Reminder to use the board members to link / tag; assist in sharing posts – creating a wider audience reach.</p> <p>Team / Office updates provided (as per report) Discussion on options appraisal around SPM recruitment and the potential recruitment of a commercial manager.</p> <p>UN advised on being cautious with recruitment in the current climate. Options will go through a thorough process involving HRSC.</p>	<p>Remind Marketing &amp; Comms department to tag and link posts (social media) to board members.</p> <p>Scope a JD for a Commercial Manager Function and present to HRSC.</p>	<p>Oct / Nov 2020</p> <p>Nov / Dec 2020</p>	<p>MC / TM</p> <p>MC / TM</p>
4.6	<p><b>Scorecard</b></p> <p>Separate annual summary pdf shared prior to meeting. MC asked for comments on current document. Both KF and ML suggested that we add in further protected characteristics when reporting on team / board diversity.</p>	Review ahead of next board meeting.	Jan 2021	MC

4.7	<p><b>Finance Report (Q2)</b> Year 2020 -21 Qtr 2 Financial Summary shared prior to meeting. Some explanation and discussion around current budget variances and reasoning for reforecast figures.</p> <p>Both PF / RH spotted an anomaly in variance total. This has been amended (formula error) and will resend to all.</p> <p>MS questioned Furlough claim – Explained that due to the apprentices being unable to complete their end point assessments due by end of April 2020 (Training providers were furloughed from April 2020) it was agreed to furlough the three apprentices until the training provider(s) returned and they could complete their assessments. To update: Apprentices received their final furlough payment in August 2020 and are no longer on payroll.</p>	Circulate revised spreadsheet with minutes. (*2)	Oct 2020	VC
<b>5</b>	<b>SUB-COMMITTEE REPORTS</b>			
5.1	<p><b>Human Resources</b> Covered in Business report.</p> <p>To summarise: Leavers – Amy Bird, Starters – Luke Hedley (Comic Relief Sport &amp; Wellbeing Officer), Nicola English (Project Officer), Sneha Mistry (Project Intern – Bath University) VRU Secondment Agreement for Alison O’Connell – Started 21<sup>st</sup> Sept 2020.</p> <p>MS asked the group for any comments / questions – None noted.</p>			
5.2	<p><b>Business Development</b> Proposed changes covered in Business report. PP confirmed to remain part of the group; MO to move from HRSC to BDSC (renamed CWG) Potential to Invite externals to support the group. Thoughts on kind of companies / individuals we want to approach.</p>			

	MS advised on a business connection with Gymshark; happy to make e-introduction, if required.	Follow up and take back to JM.	Nov 2020	MS / JM
5.3	<p><b>Governance and Finance / Audit</b></p> <p>RH confirmed as chair of the sub-committee. Final draft of 2019-20 external accounts shared prior to meeting.</p> <p>Virtual meeting held with auditor – David Williams (Locke Williams Associates) on 21<sup>st</sup> September 2020. David reported to the sub-committee that the audit had gone well and had been completed successfully. (Due to current restrictions the audit had to be completed remotely). He presented the final version of the financial statements and confirmed a clean audit report.</p> <p>RH asked for formal approval by board – Approved.</p> <p>RH advised that the reserves account can now be increased to £283,567 to align with reported unrestricted reserves in the 2019-20 accounts. Board approved the increase to the reserves account by £30,281.</p> <p>MC noted the need to review the reserves policy and asked RH to support on this.</p> <p>RH provided an update on the treasury deposit process. The platform has been set up to allow treasury deposits to be transferred however following a conversation with the Barclays treasury deposit team, they advised that their interest rates are at 0%. Therefore, the money will remain in the active saver account for the time being. ML requested that a note is circulated to all board members to update on any changes to the process.</p>	<p>Arrange for printed copies (x3) to be signed by named directors – PF and RH.</p> <p>Complete transfer of funds to the reserves account.</p> <p>Arrange meeting to discuss.</p> <p>To review again in 3 months' time.</p>	<p>Oct / Nov 2020</p> <p>Oct / Nov 2020</p> <p>Nov 2020</p> <p>Jan 2021</p>	<p>MC / VC</p> <p>MC / VC</p> <p>MC / RH</p> <p>GFSC</p>

