

**SPORT BIRMINGHAM**  
**(BIRMINGHAM SPORT & PHYSICAL ACTIVITY TRUST)**  
**Board of Trustees Meeting**  
**Friday 17<sup>th</sup> January 2020**  
**9.30am – 11.30am**  
(Sport Birmingham Office, B16 8QG)



**Present:** Paul Faulkner (PF) (Chair), Urvasi Naidoo (UN), Keith Fraser (KF), James McLaughlin (JM), Lincoln Moses(LM), Pritesh Pattni(PP), Merran Sewell(MS), Peter Griffiths (PG), Matt Lloyd (MC) Mike Chamberlain (MC), Tom McIntosh (TM), Vicky Coyle (VC) (Minute Taker)  
**Apologies:** Mike Osborne (MO), Paul Baker (PB)

NO.	SUBJECT & NOTES	ACTION	DATES	WHO
<b>1.</b>	<b>WELCOME &amp; APOLOGIES</b>			
	Welcome from Chair. Apologies noted above.			
<b>2</b>	<b>DECLARATION OF INTERESTS</b>			
	None declared			
<b>3</b>	<b>MINUTES AND MATTERS ARISING – Oct 2019 Board Meeting</b>			
	<p><b>GFSC – Investment Opportunities (Reserves)</b>  Smith &amp; Williamson investment meeting – outstanding. MC emailed contact to arrange, awaiting reponse. Hopeful to meet in the next week or two.</p> <p>TM / VC met with new Barclays Relationship Manager. She will be sending information over relating to the Barclays Treasury accounts – Providing the trust with another investment option.</p> <p><b>Peer to Peer Appraisals</b>  Reminder to complete appraisals / return documents.</p>	<p>MC to chase Smith &amp; Williamson if no reponse is received.  Update call set with S&amp;W 23/01/20</p> <p>Review Barclays Tresasury account information once received and share with GFSC.</p> <p>Complete appraisal and notify MC / PF of completion (before next Board meet).  Documents not required to be returned.</p>	<p>By  31/01/2020</p> <p>Next GFSC Meet</p> <p>By  24/04/2020</p>	<p>MC</p> <p>MC / VC</p> <p>MS – LM  PP – PB  ML - MO</p>

	<p><b>Trustee Recruitment</b>  Extended closing date to Monday 20/01/20.  MC reported on the low number of applications received.  Support / Referrals provided by Perrett Laver (Commissioned by Sport England. They have referred some strong candidates, who after a brief conversation with MC will be applying for the role.  Shortlisting / Trustee interviews to be set following close date.  MS offered a space at Gateley.  <b>KPIs Update</b>  Currently under development – Will be presented at next board meeting – 24/04/2020</p>	<p>MC to follow up outside of meeting.  Shortlist scoring sheet shared initially with Nominations Committee members.  Interviews being planned and to be hosted at Gateley office.</p>	<p>To be set in Feb 2020</p>	<p>MC</p>
<b>4</b>	<b>FINANCE REPORT</b>			
	<p><b>Year 2019 -20 Qtr 3 Income &amp; Expenditure position</b>  Shared prior to meeting and some explanation provided around current budget variances and reasoning for reforecast figures.  Board happy with information received.  <b>Income diversification reporting (moved out of CEO report)</b>  Board happy with level of detailed received.  <b>AP Finance Summary – Comparison</b>  Useful snapshot of how SB are placed against Active Partnership Average.  <b>Draft 2020/21 budget to be prepared by end Feb 2020</b></p>	<p>Send draft budget to GFSC for first review ahead of next Board meeting.</p>	<p>By 28/02/2020</p>	<p>MC / VC</p>
<b>5</b>	<b>CEO REPORT</b>			
	<p><b>Marketing Presentation</b>  Trustees welcomed Artti O’Hare and Kiran Ojalae</p>	<p><b>Marketing Presentation Attached (*1)</b>  Provide update to KO on current job role and Bio amends (If required) Send to VC.   Update / share any campaigns and events they know about during 2020.   Provide links and connections for social media that can be used to compliment SB social media content.</p>		<p>All  All  All</p>

5.1	<p><b>Strategic Context</b> Report as read The SE PMIF (Performance Improvement and Management Framework) next stage process review will be between March and April 2020</p> <p>Sport for All Conference with Sport England 27<sup>th</sup> January 2020 – Team full attendance and 4 trustees confirmed to attend meet (KF, UN, LM and PP)</p> <p>Business Breakfast event set for 28<sup>th</sup> February 2020 – opportunity to promote SB role with corporate clients.</p> <p>Sports Awards – decision firm to not be involved with WM Sports Awards (Champions UK) in 2020. Discussion about planning Birmingham Community Sports Awards for 2020 or 2021 and beyond (need to consider capacity etc.)</p>	<p>PMIF – MC to request Trustee attendance (TBC) for next stage meet May 12<sup>th</sup> 2020</p> <p>PF to front event with MC</p> <p>Working group of team and trustees to convene and consider value and logistics (Can we be brave here?)</p>	<p>29/02/2020</p> <p>28/02/2020</p> <p>To be set in Feb 2020</p>	<p>MC</p> <p>MC / PF</p> <p>MC</p>
5.2	<p><b>Commonwealth Games</b> PF and MC met with Chair of the CG OC (John Crabtree) / MC has since met with SE Sports Director (Phil Smith)</p>	<p>Follow up to scope stakeholder engagement and/or particularly NGB and sport engagement (notion of not waiting for permission – ‘get on with it!’)</p>	<p>To be set in Feb/Mar 2020</p>	<p>MC</p>
5.3	<p><b>Structure</b> No changes reported since last meeting.</p>			
5.4	<p><b>Balanced Scorecard</b> New format confirmed to be presented at April 2020 Board Meeting. Latest Partner satisfaction survey results highlighted best NPS score of 55 (above sector average, and from bigger number of responses (58), compared with 36 last year</p>	<p>Finalise format of score-card</p>	<p>24/04/2020</p>	<p>MC</p>
5.5	<p><b>Risk Register</b> Developed and populated by individual SC groups.</p>			
5.6	<p><b>Operations Report</b> HHH update – Submitted 2020 bid. Building on success of 2019 project – outcome expected by end of Feb 2020. Trustees acknowledged success of project and recognition of the work done and profile-raising benefit to</p>	<p>Update on HHH 2020 bid outcome.</p>		<p>MC / TM</p>

	<p>the organisation, which was well received by the community (this was seen as SB working very effectively to lead in a significant project).</p> <p>Trainline logo – highlighted similarity between their new logo and SBs logo. MC had commented on social media and received various positive responses. suggestion was that PF could follow up officially (and opportunistically) to see if there could be interest in exploring a partnership together.</p>	Follow up officially with Trainline.	Feb 2020	PF
	<p><b>Business Planning Presentation</b>  MC gave a brief run-through of the work that had been completed over 2 team training days, the second one supported by 3 trustees. This work has provided the full team with a better understanding of the current business plan and an opportunity to contribute to it's refresh in 2020. Final stage of the exercise has sought alignment to the Commonwealth Games, and our commitment to produce a clear CG Manifesto. KF highlighted the notion of SB being the 'trustworthy agent' in this space MS highlighted role for volunteers and opportunity for business; MC informed that the current strategy for volunteering (led by the WMCA) was to afford opportunity for local young people to support those with Games experience already – more information will be developed but sign-up direct with Birmingham 2022 website is live. LM reinforced importance of pathway post games and links to employability as desired outcome</p>	<p><b>Business Plan Presentation Attached (*2)</b>  Produce a first draft CG Manifesto for the BDSC and prioritise specific CG focus especially in next quarter.</p> <p>Provide updated communications as and when it develops.</p>	By 24/04/2020	MC  MC
<b>6</b>	<b>SUB-COMMITTEE REPORTS</b>			
6.1	<p><b>Human Resources</b>  AB confirmed as 4 days per week on permanent basis  VC confirmed promotion to Business Operations Manager from January 2020  MAD project end May 2020 and action to address potential redundancy (affecting 4 current employees)</p>	<p><b>HRSC Notes Attached (*3)</b></p> <p>Additional HRSC meet to respond to MAD project completion and affect on staff.</p>	Feb 2020	HRSC
6.3	<p><b>Governance and Finance / Audit</b>  <b>Internal Systems Audit / GDPR Review</b> – Put on hold until new IT system is in place – This will change the way some processes are completed within the organisation.</p>	<p><b>GFSC Notes Attached (*4)</b></p>		GFSC

	<p><b>Risk Management</b> – Reviewed RR, completed amendments where appropriate. ML to invite chairs of both BDSC and HRSC to next Audit Committee meeting to advise / refresh format of Risk Register .</p> <p><b>External Board Evaluation</b> – Review of Action plan – Updated on completed items /Outstanding items to follow up.</p>	Invite MS and JM to April 20 Audit Committee Meeting.	April 2020	ML
<b>7</b>	<b>ANY OTHER BUSINESS</b>			
	PF reiterated successes during 2019, and how well placed SB are to maximise the opportunity of the CG and in general.	Celebration / Social to be arranged following year end (Team and Board)	April 2020	MC / PF
<b>9</b>	<b>DATE AND TIME OF NEXT MEETING:</b>			
	<b>2020 Dates:</b> 24 <sup>th</sup> April / 17 <sup>th</sup> July / 16 <sup>th</sup> October 2020			

- 1) Marketing Presentation
- 2) Business Plan Powerpoint
- 3) HRSC Notes
- 4) GFSC Notes