

SPORT BIRMINGHAM
(BIRMINGHAM SPORT & PHYSICAL ACTIVITY TRUST)
Board of Trustees Meeting
Friday 24th April 2020
10.00am – 11.30am
(Virtual Meeting – GoTo Platform)



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

NO.	SUBJECT & NOTES	ACTION	DATES	WHO
1.	WELCOME & APOLOGIES			
	<p>Welcome from Chair. Apologies noted above.</p> <p>PF confirmed he has accepted the resignation of Paul Baker as a trustee of Sport Birmingham. PF / MC have both followed up with Paul to personally thank him for his long-serving commitment to the Trust.</p> <p>This creates a position on the board. Agreed to put recruitment on hold until Covid-19 lockdown has been lifted.</p> <p>PF congratulated KF on his recent appointment to Chair of the Youth Justice Board.</p>			
2	DECLARATION OF INTERESTS			
	None declared			
3	MINUTES AND MATTERS ARISING – Jan 2020 Board Meeting			
	<p>GFSC – Investment Opportunities (Reserves) MC attended Smith & Williamson Charity Conference and has compiled some further information around investment opportunities for the trust.</p>	Present findings to GFSC (next meeting TBC)	May 2020	MC

	<p>Peer to Peer Appraisals Reminder to complete appraisals / return documents. *On hold due to current climate (Covid-19)</p> <p>Trustee Recruitment Interviewed 3 shortlisted candidates. Position offered to Richard Hindle (qualified accountant and ex lecturer at BCU). He has been through an initial induction at the SB office. To be formally inducted onto the board. Further discussion as part of CEO</p> <p>KPIs Update Currently under development</p>	<p>Ensure completion of outstanding appraisals prior to July 2020 Board Meeting</p> <p>Complete induction at Companies House. (Files stored at the office required for process) Unable to complete whilst working remotely.</p> <p>Present in new, more visual way at next Board for Q1 report of 2020-21</p>	<p>July 2020</p> <p>ASAP</p> <p>July 2020</p>	<p>MS – LM PP – PB ML - MO</p> <p>MC / VC</p> <p>MC</p>
4	FINANCE REPORT			
	<p>Year 2019 -20 Qtr 4 (End of Year) Income & Expenditure Draft 1 Shared prior to meeting. MC explained make up of current cfwd amount of £379k. Note around needing to align / spend this during 2020-21* – Completion of current round of SE funding (3 year cycle) * Contingency underspend plan for current Satellite funding has been submitted and approved by SE.</p> <p>Draft 3 2020/21 Budget Shared prior to meeting. Discussion on presented draft 3 budget. MC explained that budget has been based on confirmed projects for the financial year; taking into account current cycle of SE funding finishing at the end the financial year. PF agreed that in these times it was prudent to post a responsible budget in this manner</p> <p>2019-20 External Audit PF raised question as to when we can expect 2019-20 accounts external audit of accounts and sign off.* *TM & VC had call with David (Locke Williams) on 30/04/2020. David provided assurance that the majority of the work (90%) can be completed remotely. w/c 01/06/2020 has been pencilled in the diary for audit of accounts with aim to get 1st Draft of accounts in advance of July's Board / AGM.</p>	<p>Provide update to GFSC on virtual audit process.</p>	<p>May 2020</p>	<p>TM / VC</p>

5	CEO REPORT			
5.1	<p>Strategic Context Report as read</p> <p>SE Covid Response (Emergency fund) – SB promoting and supporting future application process. Full details of the steps taken in the response phase have been previously provided in the CEO monthly update for April</p> <p>The SE PMIF (Performance Improvement and Management Framework) next stage process review was set for May 2020; review has now been put back until end of calendar year.</p> <p>VRU working with WMCA and Streetgames. Negotiating coordination role. MC and TM represent on steering group, and developing detail of commission from VRU to support this work.</p> <p>WMCA Digital Skills Bootcamp. Amy leading on this initiative to help develop skills across the S&PA sector.</p> <p>Successful Business Breakfast event on 28th February 2020 – Contact has been made with all in attendance. Feedback has been captured and follow-ups have been tracked.</p> <p>Sports Awards – Continued discussions around planning Birmingham Community Sports Awards for 2020 or 2021 and beyond.</p>	Continue with follow-ups once lockdown has been lifted.		MC
5.2	<p>Commonwealth Games Successful SB Community Brand Applications and a number more in the pipeline</p>			
5.3	<p>Structure Richard Hindle offered role as Trustee – Request for formal approval from board (MC) Following discussion regarding the trust following correct governance procedures PF approved Richard’s appointment to the board.</p>	<p>Complete Companies House filing – AP01</p> <p>Arrange for Richard to meet PF, ML & MC (via Zoom call)</p>	<p>ASAP</p> <p>May 2020</p>	<p>MC / VC</p> <p>PF / MC</p>

	<p>Paul Baker – Resignation received 17/04/2020</p> <p>Nominations SC to meet to review sub-committee membership.</p>	<p>Complete Companies House / Charity Commission update</p> <p>Set meeting well in advance of July's Board Meeting / AGM.</p>	<p>ASAP</p> <p>By End of June 2020</p>	<p>MC / VC</p> <p>MC</p>
5.4	<p>Balanced Scorecard</p> <p>A new balanced scorecard/dashboard in a more pictorial style of reporting is being designed for 2020; this is expected to be ready for July Board/AGM. It will include the new KPI previously listed.</p> <p>Staff satisfaction survey shows an improved NPS of 65 (Previous year 40) MC reported highlights and many positive scores. The team are reviewing this fully and will use feedback to make further improvements in a couple of areas highlighted.</p>	<p>Finalise format of score-card</p>	<p>July 2020</p>	<p>MC</p>
5.5	<p>Risk Register</p> <p>Developed and populated by individual SC groups. Additional lines had been added to the RR to reflect the pandemic. MC will welcome any further comments on these additions</p>	<p>Board members invited to make comment on the updated lines</p>	<p>June 2020</p>	<p>All</p>
5.6	<p>Operations Report</p> <p>Prioritising MAD Impact report and funding scoping, including follow up with Lottery Community Fund</p> <p>Annual Review Discussion - 19/20 Review and 20/21 'looking forward' report. Scope and use BD SC to shape (by AGM)</p> <p>Scenario planning //discussion sessions – set a number and invite board attendance to be part of discussion (SMT one first)</p> <p>Liam Byrne contact and use connection through James or Paul / note mental health interest as per PG</p>	<p>Impact report to be finalised, and meetings arranged with funders</p> <p>Report format to be drafted and shared with BDSC to be shaped and developed.</p> <p>Sessions to be booked in and invites sent out to team and board members</p> <p>Introductions to be made - MC to follow up.</p>	<p>July 2020</p> <p>July 2020</p> <p>May 2020</p> <p>June 2020</p>	<p>MC / TM</p> <p>MC / AB</p> <p>MC</p> <p>PF / JM</p>

6	SUB-COMMITTEE REPORTS			
6.1	<p>Human Resources Met on 13th March – Notes circulated prior to meeting.</p> <p>MS advised that due to the current Covid-10 crisis planned recruitment would be put on-hold. (Project Coordinator, Workforce Coordinator – LDP, Commercial Manager) Changes to any remuneration through increased salary recommendations or COL (2%) increase have also been put on-hold and will revisit post lockdown.</p> <p>Extension to MAD contracts approved. Staff subject to contract extensions have received formal notification.</p> <p>KF expressed the importance of young people being able to access services (MAD) and reach out for support during these difficult times.</p>	<p>Job descriptions/Recruitment packs to be developed ready</p> <p>Resolution of the Board of directors to be completed (In the form of email including date of decision) This provides clear audit trail/</p>	<p>July 2020</p> <p>May 2020</p>	<p>MC / TM</p> <p>MC</p>
6.2	<p>Business Development No meeting held.</p>			
6.3	<p>Governance and Finance / Audit Meeting postponed until May 2020.</p>	ML to liaise with VC to set date	May 2020	ML / VC
7	ANY OTHER BUSINESS			
	PF suggestion of 1-hour board 'catch-up' meeting w/c 18/05/2020.	Finalise date and send out meeting invite.	w/c 04/05/2020	MC / VC
9	DATE AND TIME OF NEXT MEETING:			
	2020 Dates: 17 th July / 16 th October 2020			