**SPORT BIRMINGHAM**  
(BIRMINGHAM SPORT & PHYSICAL ACTIVITY TRUST)  
Board of Trustees Meeting  
Friday 12th April 2019  
9.30am – 12.00noon  
(Sport Birmingham Office)

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

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<tr>
<th>NO.</th>
<th>SUBJECT &amp; NOTES</th>
<th>ACTION</th>
<th>DATES</th>
<th>WHO</th>
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<tr>
<td>1.</td>
<td><strong>WELCOME &amp; APOLOGIES</strong></td>
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|     | Welcome from Chair.  
Apologies noted above. | | | |
| 2.  | **DECLARATION OF INTERESTS** | | | |
|     | UN – New employment – Head of Governance & Compliance from July 2019 at Commonwealth Games Federation.  
UN approached the board to ask their view on conflict.  
PF – No conflict – confident UN will navigate appropriately. | | | |
| 3.  | **MINUTES AND MATTERS ARISING – JAN 2019 BOARD MEETING** | | | |
|     | Meeting Attendance  
Wording agreed to update Articles and Terms of Reference (Minimum requirement of 50% attendance per annum)  
**Appraisal of Directors**  
Discussed that a peer to peer appraisal model is followed.  
**Board Dates 2019**  
It was agreed that the original date of Friday 05/07/2019 is kept but look at venue / timings (suggestion of later time). | To take to July 19 AGM  
Attendance tracker – Attached (1)  
Process to be outlined and confirm with PF.  
Confirm venue and timings once set. | July 2019  
To be completed in the next quarter – By 05/07/2019 | PF / MC  
MC |
**Marketing / Planned Presentation**  
To be moved to July 2019 / AGM meet.

**Staff Satisfaction Survey**  
Now complete. Results to be shared with board.

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<th>4</th>
<th>CEO REPORT</th>
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| 4.1 | **Strategic context**  
CEO Report shared within board papers ahead of meeting. MC highlighted main points.  
CSP (County Sports Partnership) now known as AP (Active Partnership)  
Discussion around keeping the ‘Sport Birmingham’ name. No need to change. SE not changing. Sport = Tool  
Business plan / KPIs setting discussion. In the process of setting basslines / KPIs. | SB to ensure all branding, website, literature are all changed in line with AP rebrand. | ASAP | MC / Marketing |

| 4.2 | **Commonwealth Games**  
Legacy structure  
CG brand launch bid (in partnership with Liquid PR) was unsuccessful. No further information provided at this point. SE have given the green light to fund senior regional role to coordinate partners for the ‘Health and Wellbeing’ legacy function. ML questioned the financial and structural implications it would have on current SB structure - Purely hosted arrangement (Similar to Run Birmingham set up). | Noted MC suggested sharing Legacy structure with board | | |

| 4.3 | **Structure**  
No changes since last meet. |

| 4.4 | **Financial Performance**  
Covered in 6. FINANCE | | |
| 4.5 | **Balanced Scorecard**  
Partner satisfaction results discussed. MC explained the reasoning behind the decreased NPS score. Possibly linked to circulation to many new partners organisations (less traditional) where relationship is being developed. | To provide one sided memo detailing explanation behind recent scores | May 2019 | MC |
| 4.6 | **Risk Register**  
New format to be populated and ‘owned’ by respective sub-committees. | Standard agenda item for all SCs | June 2019 |
| 4.7 | **Operations Report**  
MC confirmed DfE award (circa £2million into Birmingham) 'Happy Healthy Holidays'. Main consortium partners Accord Housing, Sport Birmingham, Birmingham Playcare Network and TAWS.  
Updated event list to be distributed to all directors. | Circulate project brief to all. Attached (2) | May 2019 | MC / TM |

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<th>5</th>
<th><strong>SUB-COMMITTEE REPORTS</strong></th>
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| 5.1 | **Human Resources**  
Papers shared ahead of meeting. |
| 5.2 | **Business Development**  
Papers attached.  
Share BDSC meeting notes. Attached (3) | May 2019 | MC / VC |
| 5.3 | **Governance and Finance / Audit**  
Papers shared ahead of meeting. |
| 5.4 | **Community Sports Alliance**  
No update provided |
| 5.5 | **Disability Sports Forum**  
No update provided. |
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<th>Add.</th>
<th><strong>Internal Board Review</strong> (Discussion) Summarised by MC and discussed within meeting. Next step is to create action plan and share.</th>
<th>Write up action plan and circulate</th>
<th>May / June 2019</th>
<th>MC</th>
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<td>6</td>
<td><strong>FINANCE</strong></td>
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<td>6.1</td>
<td>Year 2018-19 Qtr 4 Income &amp; Expenditure, Shared prior to meeting and some explanation provided around variances.</td>
<td>SB to update board with any significant changes / details following audit.</td>
<td>June / July 2019</td>
<td>MC</td>
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<td>External Finance Audit wc 03/06/2019 – David Williams (Locke Williams Associates)</td>
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<td><strong>GUEST SPEAKER - Ian Reid CEO Birmingham 2022 Organising Committee.</strong></td>
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<td>IR presented slideshow detailing background / planning of the Birmingham CG2022. He confirmed he was happy for the presented slides to be shared.</td>
<td>Presentation – Attached (4)</td>
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<td>Included – involvement with local people; establishing local benefit; challenges that other Games have faced (avoiding drop in sport engagement levels post games, and sustainability of benefits); B’ham to take lead and be different; Legacy creation; SB roles through leadership, strong community links etc.</td>
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<td><strong>ANY OTHER BUSINESS</strong></td>
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<td>None noted</td>
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<td><strong>DATE AND TIME OF NEXT MEETING:</strong></td>
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<td>Friday 5th July 2019: Time and venue TBC</td>
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<td>2019 Dates: 18th October 2019</td>
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(1) Attendance tracker  
(2) Happy Healthy Holidays summary document  
(3) BDSC Notes  
(4) Ian Reid - CG Presentation