**STREETGAMES BOARD MEETING**

**MINUTES AND ACTIONS**

**Date:** Wednesday 16th March 2022

**Time:** 11.15am - 3.30pm

**Venue:** Friends House, London

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| **ITEM** | **MINUTES** | **ACTION** |
| **Trustees:**  **Staff:**  **Guests:** | **Present**  John Cove (Chair)(JC), Peter Rowley (PWR), Andrew Cropper (AC), Dominic Haddock (DH), Jackie Bryson (JB), Maccs Pescatore (MPe), Mark Cornelius (MC),  Online: Annabel Tarling (AT), Mark Taylor (MT), Victoria Hill (VH)  Mark Lawrie (ML), Dawn Cole (DC), Matthew Pilkington (MP), Paul Roberts (PR), Hannah Crane (HC), Stuart Felce (SF), Jane Shewring (JS), Mollie Kay-Hough (MKH)  Linda Freeman (LF), John Downes (JD)(staff), Jess Callaghan (JC)(staff) |  |
| **1** | **Welcome & Apologies** |  |
|  | JC welcomed Board members and guests to the meeting following a safeguarding training session for the Trustees led by JD.  Apologies were noted from Rosie Duckworth and Mark Osikoya. |  |
| **2** | **Declarations of Interest** |  |
|  | No declarations of interest were made in relation to the meeting’s agenda. |  |
| **3** | **Board Evaluation** |  |
|  | The Board was presented with the findings from the Board Evaluation, and LF facilitated an in-depth discussion based on the recommendations. Board members gave their feedback on the results and suggested multiple actions, which LF noted to form an improvement plan.  The full results will be circulated to Board members following the meeting, and the improvement plan will be shared and reviewed at the Board Away Day.  **Action: MKH to share full Board Evaluation findings report and Improvement Plan** | **A01** |
| **4** | **Holiday Gap Developments & Growth** |  |
|  | ML introduced the Holiday Gap Developments & Growth item, summarising the background and context included in the report.  JS delivered the presentation which details the proposed StreetGames approach to HAF, why HAF is so closely strategically aligned to our End Game, and how the risks associated with being involved will be managed.  The Board noted the plan and the Chair thanked the staff involved for their time in preparing the report. Board members were satisfied that the proposed approach fits with our charitable objectives and commented on the opportunity it presents to make sport and physical activity part of the government agenda.  The Board discussed the main risks presented by the programme and was assured that the appropriate measures were being taken to ensure that capacity for, and communications about, other areas of work aren’t shrouded by the magnitude of the HAF activity.  VH warned that in her experience working for a grant-making organisation she has seen cyber fraud become more targeted and sophisticated recently. She recommended that this be added to the risk register given the scale of the programme.  **Action: JS to add cyber fraud to the risk register and implement appropriate mitigating actions.** | **A02** |
| **5** | **Workforce Strategy** |  |
|  | The Board were presented with the papers outlining the Workforce Strategy.  HC prefaced the presentation with an explanation of the scope and context of the strategy, as recommended by Audit Committee members, which was provided in a separate paper. JC facilitated a practical group exercise to demonstrate the style of StreetGames training and presented headline summaries of the information in the slide deck.  The Board was advised that there will also be a consultation on the Workforce Strategy with some of StreetGames’ wider partners to test its comprehensibility with a different audience. The Chair asked that contributions to the development of the strategy be made outside of the meetings, reflecting the discussion earlier in the agenda about making the best use of the meeting time.  **Action: Board members to feedback comments on the Workforce Strategy to HC** | **A03** |
| **6** | **Finance Update** |  |
|  | Board members noted the management accounts and had no further comments so agreed that DC focus on the 2022-23 budget in her update.  DC advised that due to a change in the analysis of the budget, there have been slight amendments to it since it was scrutinised at the Finance Committee meeting, but explained that the overall figures remain the same.  The Board noted the headline figures and summary in the Finance Committee report and DC highlighted the 3.1% Cost of Living increase that has been included in the budget in line with StreetGames’ policy, along with an additional 1.25% NIC charge that is required to be paid on employee costs from 1st April.  The Board noted other significant costs such as the lease for the Manchester office which is due to expire this year. A survey is being carried out to hear staff’s thoughts and preferences about current working arrangements to inform the decision about whether the lease is renewed and the results of this will be shared with Board members. **Action: MKH to share office working arrangements survey results with Board members.**  Board members were assured by the SLT’s confidence in the achievability of the funding gap and were provided with further information about anticipated opportunities that are expected to contribute greatly to closing the gap.  MPe sought clarification that the costs related to additional staff resources and the development of a new website were not included in this year’s budget. DC confirmed this and explained that these costs are based on the predicted surplus which is planned to be invested to support the growth of the organisation.  PWR offered his assurance as Chair of the Finance Committee that it has scrutinised the budget and recommends its approval to the Board. He added that, given the vast growth of the organisation in recent years, he feels that the Committee would benefit from further engagement from the wider Board when exploring concerns about capacity, the differences in the contribution that different projects make and cost, and how the budget is set. On this basis, PWR welcomed further discussion about some of these topics at future Board meetings. **Action: MKH to add finance discussions to the Board Forward Plan.**  **The Board approved the 2022-23 Budget.** | **A04**  **A05** |
| **7** | **CEO Report** |  |
|  | ML introduced the CEO Report and added his thanks to the Board members for their contributions on social media in sharing the strategy.  ML highlighted topical updates including the new Chair appointment at Sport Wales and the National Lottery license being lost by Camelot to Allwyn, and the Board discussed possible implications of these developments for StreetGames.  The Board noted appendix B and discussed the Board role vacancies and additional requirements in the Code for Sports Governance. This will be discussed in further detail at the Away Day in May. PR advised that the Network Representative role has been advertised and the Chair asked that the Board be involved in the recruitment process for this role.  **Action: PR to update Board members on the timeline of the recruitment and invite their involvement.**  MPe expressed an interest in seeing the Link Trustee Review papers which are currently scrutinised by the Audit Committee and summarised in the committee’s report to the Board. It was agreed that the full Link Trustee Review reports would be made available to the whole Board and Board members were advised that they are welcome to attend a meeting of a committee that they are not a member of if there is an agenda item that interests them.  **Action: MKH to make the Link Trustee review papers available to all Board members and publish all Board and Committee meeting dates on Govenda.** | **A06**  **A07** |
| **9** | **Fundraising Update** |  |
|  | MP updated the Board on the fundraising progress and activity since the last meeting. The Board noted the report along with the minutes and report from the last Fundraising Committee meeting.  MP highlighted the late addition to the papers which details a new opportunity with Coca Cola for the World Cup. Board members considered the value of the opportunity noting StreetGames’ historic relationship with Coca Cola and the marketing benefits of the campaign. Several Board members expressed their concern, however, about StreetGames being associated with the Qatar World Cup given the controversy surrounding the event in recent years.  The Board asked for further information before a decision could be made, including the design of the labelling for the campaign and an impact report of our relationship with Coca Cola to date.  **Action: Provide trustees with further detail about the opportunity with Coke, in particular the labelling/branding of the promotion**  **Action: Circulate a breakdown of the impact of our relationship with Coke since the beginning to illustrate the value of the relationship to us up to this point**  -----------------------------  ***Decision: On 30th March, following the receipt of further information about the campaign from Coca Cola, an email was sent to Board members with the recommendation that StreetGames not proceed with the opportunity.***  ***Board members were asked to respond with their position on the recommendation and were unanimous in their agreement.*** | **A08**  **A09** |
| **8** | **Chiles Webster Batson Commission (verbal update)** |  |
|  | The Chair welcomed JA to the meeting to and the Board was informed about activity that has happened with the Commission in the last period.  Board members were asked for their thoughts on how and when best to publish the findings of the Commission, considering factors such as the current news climate and the upcoming launch of the national plan for sport, health and wellbeing.  **Action: Board members to email MKH with feedback about the launch of the Commission.** | **A10** |
| **10** | **Audit Committee Report** |  |
|  | MC presented the Audit Committee report on behalf of the Chair, Margaret Bowler, who is no longer a Trustee and co-opted onto the Committee.  Board members were informed of the changes made to the policies which the Committee have recommended for approval, and MC advised that the Committee recommends that further changes could be made to the language and tone of the EDI policy.  **Action: HC to amend the EDI policy and circulate to Board members for approval.**  **The Board approved the ICT policy.**  Board members noted the other key items that were scrutinised at the Audit Committee meeting. In relation to the Code for Sports Governance review, the Board highlighted the focus on EDI and expressed that given StreetGames’ purpose, it should aim to be as bold as possible in its goals.  **Action: HC and ML to discuss EDI objectives before setting public targets as part of the Acevo sign up process.** | **A11**  **A12** |
| **11** | **Performance Management** |  |
|  | Board members were reminded of the purpose of the new Performance Management framework, which incorporates the operational plans to produce a high-level overview of progress against KPIs for the Board.  The Balanced Scorecard will be presented to the Board biennially, with the next review being at the July meeting. |  |
| **12** | **Risk Management** |  |
|  | DC introduced the Risk Management paper, updating Board members on the changes since the last meeting.  The Board had a conversation about the RAG status for the safeguarding item and debated whether it should be downgraded to a green level risk due to all mitigations being in place. Other Board members felt that amber would be more appropriate to reflect that despite our continued vigilance there is still a significant risk to our reputation. It was agreed that the safeguarding risk could be split into two risks to demonstrate the different mitigations required for, and possible consequences of, a safeguarding incident from a legal perspective vs reputational.  **Action: JD to separate safeguarding risk into two to portray the difference in risk score between the operational/legal risk (green after all mitigations) vs the reputational risk (red/amber even with all mitigations).**  The Board reflected on the relationship between the new National Lottery organisation and Sported and it was suggested that a risk be added to the register around StreetGames asserting its place with its core market. (Is this appropriate for the website?)  **Action: Add market leader risk to the risk register.** | **A13**  **A14** |
| **13** | **Minutes and Actions of the Last Meeting** |  |
|  | The Board approved the minutes and actions as a true and accurate record of the December meeting.  The outstanding actions were noted and will be kept on the action log for the next meeting. |  |
| **14** | **Draft Minutes of the 4 Chairs Meeting** |  |
|  | The Board noted the minutes of the 4 Chairs meeting. |  |
| **15** | **Chair’s Actions** |  |
|  | The Board noted that since the last meeting, JC has signed the contracts listed in item 19. |  |
| **16** | **HR Matters** |  |
|  | PR presented the HR Matters item and summarised the papers relating to the staff survey results.  Board members commented on the importance of checking in with staff as an employer and felt that the staff survey results were a valuable temperature check for the Board to have sight of.  PR updated the Board on the planned timeline for the development of the People Strategy, which will build on the continuing work of the CPD, EDI and Wellbeing groups, plus the recommendations that came out of the recent Link Trustee Review of our staff resources.  The difference between the Workforce Strategy and People Strategy was clarified, with the former being related to our external partners whilst the latter will focus on our employees, contractors, and members.  The Chair requested that the Board be considered in this process, either within the People Strategy or as an adjacent piece of work which addresses the recommendations from the Board Evaluation in addition to a review of succession planning.  **Action: PR and MKH to liaise on a coherent approach which connects the Board improvement plan with the People Strategy.**  MT gave his apologies for the rest of the meeting and departed at 3.15pm. | **A15** |
| **17** | **Notice of Impending Legal Action** |  |
|  | The Board noted that there are no ongoing legal actions. |  |
| **18** | **Complaints** |  |
|  | Board members noted the complaint detailed in item 18 and were satisfied with the course of action taken by the SLT. |  |
| **19** | **Contracts above £60k** |  |
|  | The Board noted the contracts above £60k that have been signed by the Chair since the last meeting. |  |
| **20** | **Health & Safety** |  |
|  | The Board noted that no health and safety incidents have been reported since the last meeting. |  |
| **21** | **Safeguarding** |  |
|  | JD presented the Safeguarding Report which provides an overview to the work carried out in relation to safeguarding since the last meeting, including:  - Safeguarding incidents  - Internal safeguarding developments  - Supporting the StreetGames network  - Wider safeguarding work  Board Members noted the new incident which was reported through Birmingham City Council and has been brought to a satisfactory close with no further concerns raised. |  |
| **22** | **Fraud** |  |
|  | The Board noted there were no incidents of fraud to report since the last meeting. |  |
| **23** | **Data Security Breaches** |  |
|  | The Board noted that there have been no data security breaches or near-misses since the last meeting. |  |
| **24** | **Future Meetings and Events** |  |
|  | Board Members noted the Forward Plan and were advised about the upcoming Away Day for which a date is to be confirmed. Trustees were given advance notice of the Chair’s appraisal which PWR will be conducting as the Senior Independent Director.  **Action: MKH to send Doodle poll with dates for the Away Day.**  The Chair closed the meeting. | **A16** |

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| **Action Point** | **Actions – 16th March 2022** | **Owner** |
| **Previous** | **Oct 21**: Explore the potential for a report on best-practice procurement methods for HAF, working with Birmingham and/or Newcastle.  **Oct 21**: Consider whether county lines should be addressed in safeguarding policies. | JS  SF |
| **Board Evaluation** | A01) MKH to share full Board Evaluation findings report and Improvement Plan | MKH |
| **Holiday Gap Developments & Growth** | A02) JS to add cyber fraud to the risk register and implement appropriate mitigating actions. | JS |
| **Workforce Strategy** | A03) Board members to feedback comments on the Workforce Strategy to HC | All |
| **Finance Update** | A04) MKH to share office working arrangements survey results with Board members.  A05) MKH to add finance discussions to the Board Forward Plan. | MKH  MKH |
| **CEO Report** | A06) PR to update Board members on the timeline of the recruitment and invite their involvement.  A07) MKH to make the Link Trustee review papers available to all Board members and publish all Board and Committee meeting dates on Govenda. | PR  MKH |
| **Fundraising Update** | A08) Provide trustees with further detail about the opportunity with Coke, in particular the labelling/branding of the promotion  A09) Circulate a breakdown of the impact of our relationship with Coke since the beginning to illustrate the value of the relationship to us up to this point | MP/ MKH |
| **Chiles Webster Batson Commission** | A10) Board members to email MKH with feedback about the launch of the Commission. | All |
| **Audit Committee Report** | A11: HC to amend the EDI policy and circulate to Board members for approval.  A12: HC and ML to discuss EDI objectives before setting public targets as part of the Acevo sign up process. | HC/ MKH  HC/ ML |
| **Risk Management** | A13) JD to separate safeguarding risk into two to portray the difference in risk score between the operational/legal risk (green after all mitigations) vs the reputational risk (red/amber even with all mitigations).  A14) Add market leader risk to the risk register. | JD  DC |
| **HR Matters** | A15) PR and MKH to liaise on a coherent approach which connects the Board improvement plan with the People Strategy. | PR/ MKH |
| **Forward Plan** | A16) MKH to send Doodle poll with dates for the Away Day. | MKH |