**STREETGAMES BOARD MEETING**

**MINUTES AND ACTIONS**

**Date:** Wednesday 7th December

**Time:** 11.30am - 3.30pm

**Venue:** Friends House, Euston, London

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| **ITEM** | **MINUTES** | **ACTION** |
| **Trustees:**  **Staff:**  **Online:** | **Present**  John Cove (Chair)(JC), Peter Rowley (PWR), Mark Osikoya (MO), Dominic Haddock (DH),  Mark Lawrie (ML), Dawn Cole (DC), Matthew Pilkington (MP), Paul Roberts (PR), Mandy West (MW), Craig McFadyen (CF), Jane Shewring (JS)  Victoria Hill (VH), Mark Cornelius (MC), Mark Taylor (MT), Maccs Pescatore (MPe), Paulina Heijman (PH)(Staff) |  |
|  | **Equality, Diversity & Inclusion Strategy & Trustee Role** |  |
|  | Jane Shewring shared the headlines from the StreetGames Equality, Diversity and Inclusion Strategy 2021-2025..  JS shared the 2022/23 EDI Strategy action plans. Implementation of the strategy will take place across the entire organisation.  The board discussed the need for the strategy to filter through the organisation to ensure a diverse workforce inclusive of LTO delivery. EDI training and development is part of a rolling programme incorporated within new starter training and CPD training for staff. Different levels of training can be offered across the organisation. Communication is an important part of this programme.  The EDI strategy meets the requirements of the refreshed UK Code for Sports Governance, which we are required to meet by our principle funders – Sport England  [Tier 3 | UK Sport](https://www.uksport.gov.uk/resources/a-code-for-sports-governance/tier-3)  In 2023 we are piloting an EDI Framework to support teams to embed EDI in all aspects of their work. The three teams involved in the EDI pilot programme are   * Comms and Fundraising * London and South East Region * Holiday Gap Team   Staff that have been involved in the Sport England Leading for Renewal EDI training will support the pilot between January and March 2023. The pilot results will be reported back in the July Board meeting to define the recommendations and current position.  The board discussed Trustee roles in EDI and how best to support EDI within the organisation.   * How can you support us to better embed EDI into all our work/ the work of the Board? * How confident do you feel on this topic? What would help improve that? * What do you need/ expect from the staff team to develop this work further? * What are you able to do to help improve our work? * To what extent do Sport England audit us on EDI?   DC highlighted the Governance and Finance audit recently conducted by BDO on behalf of Sport England which included EDI as part of gauging our compliance with the Code of Sports Governance. PWR shared that he was involved in the first draft of the Sport England EDI strategy assisting with target setting and quotas.  MT requested clarification following the staff survey. There were no black respondents with Asian and Asian British numbers low.  The board agreed the strategy is sound but questioned whether we need an external consultant to help with some elements. PWR suggested more needs to go into recruitment process to improve diversity. It  From a positive perspective there is a great diversity within the group of young leaders that StreetGames supports through LTOs. Our frontline team members, such as Doorstep Sport Advisors are more diverse than the more senior roles within the organisation. There is a sector wide issue about the lack of a pipeline with very few emerging leaders from diverse backgrounds. StreetGames has a greater role to play using our ‘Grow Your Own’ approach to training and developing. deas from the board members included internships for young leaders from diverse backgrounds or a bursary scheme to support leadership development.  MPe asked if StreetGames can create ambassadors. raise awareness of the types of roles that young people can step into from diverse backgrounds. ML responded that we could take this forward with more resources and have started discussions with Sport England on this issue. Look at what others do and bring that to the table. We could do something similar.  A breakout session took place to discuss how to further develop the EDI strategy through delivery.  Ideas from the discussion included:   * Benchmarking and understanding the make-up of the network * Working towards being representative, setting targets * Simplifying our recruitment process to broaden the pool of applicants and doing more to understand any specific barriers * Provision of EDI training for Board members to increase confidence * Interested Board members can join sub-groups when action plan is circulated   StreetGames has been selected to be in the first wave of organisations, alongside Sport England and UK Sport, to go through a supported review and learning around our EDI action plan (they call it a DIAP – Diversity and Inclusion Action Plan). Progress with this will be shared at the next Board meeting. |  |
|  | **Break** |  |
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| **1** | **Welcome & Apologies** |  |
|  | JC welcomed Board members  Apologies were noted from Andrew Cropper (AC), Mark Taylor (MT), Annie Tarling (AT), Rosie Duckworth (RD) |  |
| **2** | **Declarations of Interest** |  |
|  | No declarations of interest were made in relation to the meeting agenda. |  |
| **4** | **Values and Behaviours** |  |
|  | PR reminded the board members of the process that has been undertaken to reach the proposed StreetGames values involving staff, board members and other stakeholders  The proposed values are:   * People centred * Passionate * Positive * Pragmatic and * Courageous.   The set of internal and external commitments that sit alongside the values, reflect the discussions that have taken place among staff and incorporate some of our previously held values.  Board members – Noted the additional papers in Govenda.  DH commented the explanation after each commitment is helpful. Do we think that these descriptions are resonating with staff? PR shared that there has been positive feedback through the Full Staff Briefing session in November.  MPe queried whether staff really understand the abstractions? Concrete examples may be helpful? PR agreed that examples will be useful to bring it to life.  The Board discussed Different ways to ensure that the values live in the organisation including e.g.   * Value awards * Objectives in appraisals * Sharing good examples as we implement. * Reinforcement at staff briefings and gatherings     JC requested that the staff training programme that is being developed, be shared with trustees to support the program and give some input.  **The Board approved the StreetGames Values.** |  |
| **3** | **Inspiration 2022** |  |
|  | CMc shared the PowerPoint presentation and discussed the background of #Inspiration2022 and the successes and learning from it.  The board were asked to suggest ideas for Inspiration 2023, would a new name be applicable? Ideas welcomed by email.  The team are developing plans for national events over the next three years.  CMc shared that there are not the same number or level of events taking place in the UK during 2023 and so significant focus will be on 2024 events. We will also look to work with LTOs to focus on local events.  DH asked if children are given the opportunity to take part in the sports following free tickets. CMc shared that this was very much part of the planning and gave the examples of Rugby League and Netball.  VH asked whether the 25 new LTOs who joined the network, was a happy coincidence or part of a strategic approach? CMc shared that #Inspiration 2022 has been used by teams as a tool for strengthening relationships or new engagement opportunities. On the ground, feedback from the regional teams allowed re-engagement with existing and recruitment of new organisations as a result  PWR asked if we are commissioned or working with any NGBs through this work? ML shared that this work has historically been largely opportunistic and there is more we can do to be forward planning with NGBs who are already being encouraged to plan more fully for social impact from their events.  JC suggested that given the profile of young people involved in Summer Camp and the Youth Conference we could plan to link this in with the EDI work on workforce development. We should also consider how best to measure long-term impact.  The board thanked CMc and the team for the work involved in #Inspiration2022. |  |
| **4** | **Commission** |  |
|  | The Commission launch took place at House of Lords in October, guests included Kim Leadbeater MP, Chair of the All Party Parliamentary Group for Sport.  It was felt the findings from the Commission should be taken on from a StreetGames perspective.  StreetGames will develop the equivalent of a manifesto/charter and use for targeted pieces of work  The board were asked for their reflections on the launch  This was a successful piece of work with a broad range of participants at the event which resulted in a call to action.  MO felt that TJ’s (Young person, StreetGames representative) story was the most engaging point and refocused the audience as to why we the work we do is so important.  We should be seeking to Generate further interest among funders and policy makers to make the case for LTOs as the best route to deliver in local communities..  MT felt there must be lots of young people who could speak about our work and that this could be better harnessed for the future. |  |
| **6** | **CEO Report** |  |
|  | ML shared his CEO report.  The initial feedback meeting with BDO on the Governance and Finance audits generated no substantive concerns. The full report and recommendations will follow and the action plan will need to be approved electronically ahead of the next Board meeting.  ML detailed the success of the MoJ contract and the huge volume of work undertaken to assess over 470 bids and agree grants for over 220 delivery organisations..  ML shared details of the DFE Opening School Facility Funding, where StreetGames is a member of a wider consortium and will focus on schools in deprived areas. The total fund is £57 million over 3 years. ML will update in the next Board meeting.  The first draft of the Trustee Induction Checklist was shared with the Board. It was suggested that as an addition, all new trustees should attend all committees once in their first year as part of their induction. A fundraising paper is in development to assist Trustees in being fundraising ambassadors for StreetGames, furthermore a fundraising toolkit is due to be released soon.  **The board approved the Trustee Induction Checklist with the additions above**.  **The board approved the extra bank holiday for staff on Monday 8th May 2023 for the Coronation of His Majesty King Charles III.** | **PH**  **ML** |
| **7** | **Committee ToR** |  |
|  | Finance Committee –  PWR shared that as a result of Covid the periodic review date for the Committee TOR had slipped. As recent Committee meetings have been longer than the allotted time due to full agendas, Committee members have agreed to trim the agenda, removing items that are covered by other committees. There have been some revisions to the existing TOR in order to remove duplication with the Audit or Fundraising Committees. The document presented is for approval.  Audit Committee  MC stated that the Audit Committee ToR have been updated to allow MB to be part of the committee and not have to report back to Board.  **The Board approved the updated Finance and Audit Committee ToRs.** |  |
| **8** | **Management Accounts** |  |
|  | DC shared the management accounts with the Board.  DC is forecasting a break-even position , currently £38k short but with confidence this will be recovered by the end of the year. The MoJ contract will have a significantly positive impact on finances.  All project income is expected to be spent even though it is currently showing as an underspend prior to winter programme delivery.  Costs are broadly in line with budget forecasts. Additional expenditure included staff conference, staff gathering, and additional travel post Covid.  *DH thanked the Board and left the meeting.*  MC asked why StreetGames holds £2m in the bank. Finance committee needed to review the investment relating to cash balance. There was a detailed discussion about protecting unrestricted reserves. Taken off the agenda to discuss in future. Possible future investment opportunities . MC concerned funding was not passed to LTOs. DC explained the reserves cash we aim to retain is £800,000, the remainder is due to advance payments that will go out to LTOs as quickly as possible.  **The board noted the Management Accounts and Balance Sheet** |  |
| **9** | **Fundraising** |  |
|  | MP shared the highlights from the Fundraising report. The fundraising team is focused on delivering more resource linked to core activities, the ‘StreetGames Effect’.  Three areas additional areas of focus include   * High net worth individuals with philanthropic interest in Sports charities. * Review how we approach trusts and foundations. Higher proportion to support core income. * Corporate social value agenda work. Driving more income with fewer restrictions.   Positive Fundraising figures have been shared previously. Immediate priorities are focusing on development of new relationships looking forward to 2023-24 and beyond.  **Social Value Approach**  Mandy West (MW) shared the Social Values presentation, previously shared with the Fundraising Committee.  Impact and reach is extremely important to get traction in the Social Value arena with corporate partners. This involves highlighting how our outcomes closely align with the social value outcomes agenda or at least have close alignment.  Environmental, Social and Corporate Governance strategy (ESG) gives StreetGames an opportunity to work as a Social Value partner. An interesting piece of work is emerging from the addition of the Social Value agenda within corporates.  MW highlighted the types of existing projects that align with this agenda such as Wales construction organisation SEWSCAP, which has funded a Peer Research project in Wales and run a Dragon’s Den style process from which young people were able to secure funding for their local LTO.  The board queried whether housing associations work in a similar way. MW we currently don’t have leads in this area..  JC suggesting approaching developers for opportunities to tap into the SV agenda.  **The board noted the Fundraising report.** |  |
| **10** | **Audit Committee** |  |
|  | DC shared the audit committee report.  Risk management and assurance – There has been a major refresh, people and risks, an independent review. The template for trustees was piloted by MC. Trustees will take on the role of an internal audit, if and when needed to get external assurance from consultant. MPe believes the link trustee would undertake internal audit team trustees sit outside of this. MC felt an external group of people separate from the organisation to challenge what is happening in the rest of the organisation. PWR asked at what point do we decide we are large enough to use an external auditors for internal audit. The board felt further discussions should take place as to what size we should be before we need an external auditor.  Procurement Policy changes – Minimal changes to incorporate environmental factors and EU tendering processes to be replaced with UK only tendering processes.  MPe – Preferred suppliers, we work in such a specialist area the pool is small creating a preference for organisation. Review of that relationship on a three-year basis, should we remove the risk from that manager asking for a different review mechanism. MC doesn’t have a view. DC thinks it’s a valid point as to what is practical. MPe trustees regulations now allow trustees to be paid consultants. How should we do this? MC agreed this should be amended to incorporate the point.  Safeguarding – The Safeguarding policy and related appendices were shared for the annual policy review. Updates to the policy were made following the Withers Review. The Photographic consent appendix was not viewed by the entire board. This will be re-circulated at the end of the meeting.  Safeguarding and Procurement Policy – The board approved the changes to the Procurement policy and the refreshed Safeguarding policy. | **PH** |
| **11** | **Performance Management** |  |
|  | DC shared the Risk register and the Balanced Scorecard, that has been reviewed by the Audit Committee. An infographic representation of the Balance Scorecard has been produced by the Research & Insight Team.  Nothing significant has changed since they were approved at the Audit Committee.  All RAG ratings are currently showing Amber or Green.  There has been an increase in the number of Safeguarding issues, this is not an indication of poor practice but of closer connection to local delivery. The new team of regional safeguarding leads is collecting more information, lots more low level reporting due to the ease of reporting issues.  Notes and comments – The Balanced Scorecard infographic was welcomed by the Board.  **The board noted the Balanced Scorecard and Risk Register and thanked DC and the team.** |  |
| **12** | **Minutes and Actions from last meeting** |  |
|  | Page 1 – 10 no comments or changes  Outstanding Actions – RD to review Articles for February Audit Committee meeting.  Network representative – No-one stepped forward not all regions have yet recruited a regional representative. Each region needs to have at least one network rep and then further details of the national opportunity need to be shared.  JC will be conducting Spring Trustee appraisals.  Invites and access to the staff survey will be shared with trustees in December  The minutes were recorded as a true and correct record. | **ALL**  **PR** |
| **13** | **The Board approved AGM minutes** |  |
|  | The Board approved the AGM minutes as an accurate record of the meeting. |  |
| **14** | **Draft Minutes of the 4 Chairs Meeting** |  |
|  | The Board noted all minutes and approved. No further comment.  **4 Chairs Minutes - Approved**  **Audit Committee Minutes - Approved**  **Finance Committee Minutes - Approved**  **Fundraising Committee Minutes – Approved** |  |
| **15** | **Chair’s Actions** |  |
|  | No actions required in this session. |  |
| **16** | **HR Matters** |  |
|  | Staff Survey – PR Thanked MC for his support in shaping the staff survey.  PDF version being created once MC can access the data for further validation. Full report and action plan will be shared at the March Board. |  |
| **17** | **Notice of Impending Legal Action** |  |
|  | The Board noted that there are no ongoing legal actions. |  |
| **18** | **Complaints** |  |
|  | We have received a complaint from an LTO in East London, in relation to the conduct of staff member. PR and James Gregory (London Area Director) are leading the internal investigation. The staff member has been suspended pending investigation; the conversation is due to take place this week. The member of staff is due to leave in December, this will be followed up appropriately. This is potentially a serious allegation. It was noted that this is not a safeguarding issue. |  |
| **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 highlighting the following points.  Internally – Withers have reviewed the action plan arising from their report and feel that it adequately addresses the recommendations in their review. MoJ contract helped us recreate the grant award agreements with support from Withers in terms of meeting the safeguarding requirements within grant award agreements.  Regional safeguarding leads are in post. The first safeguarding case management training and recruitment training is taking place this week.  The board were offered the opportunity to ask questions – JC felt the case management training was very helpful.  Photography policy – Developed from incident in Birmingham. Existing statement has been changed to pull together a photography policy how can it be used practically.  The new StreetGames website will be launched on Tuesday 3rd January. PH will resend the request for a biography and updated photo for the new website. Thanks to all board members who proofread the beta website. | **ALL**  **PH** |
| **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 was a data security breach which was reported to ICO No further action required. |  |
| **24** | **Future Meetings and Events** |  |
|  | Board Members noted the Forward Plan and 2023 dates.  The Chair closed the meeting. | **PH** |

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| **Action Point** | **Actions – 7th December 2022** | **Owner** |
| **Equality, Diversity & Inclusion Strategy & Trustee Role** | JS and team to move forward with the EDI pilot study and report back to the Board in March Board Meeting. | JS |
| **CEO Report** | Share Sport England report from December. | ML/PH |
| **Audit Committee** | Share the Safeguarding Photography Policy with the Board | PH |
| **HR Matters** | PR to update the staff survey and distribute in December 2022 | PR |
| **Minutes and Actions from Previous Meeting** | 1:1 Trustee appraisals to be set up in March 2023  RD to review Articles for February Audit Committee meeting. | PH/JC/ALL  RD |
| **Future Meetings and Events** | 2023 dates to be released in December 2022 | PH |