

MINUTES OF THE ACTIVE PARTERS TRUST (APT) AGM and BOARD MEETING

Company limited by guarantee 10876876 Registered Charity 1180787

Date:	08/12/2022	Venue:	AIR IT, NG10 5QG
In the chair:	Danny Bouckley	Minute recorder:	Margaret Blount

Working together, we will address inequality and empower everyone to be active in a way that works for them		Action
	<p>Present</p> <p>Louise Bainbridge (LB) Board member Danny Bouckley (DB) Board member Graham Feek (GF) Board member Sarah Fowler (SF) Board member Carol Hart (CH) Board member Derek Higton (DH) Board member Jane Laughton (JL) Board member</p>	<p>In attendance</p> <p>Ilana Freestone (IF) CEO Kerryn Chamberlin (KRC) Strategic Director Stuart Batchelor (SB) Strategic Director Michelle Skinner (MS) Strategic Director Margaret Blount (MBI) Head of Ops Déjà Jones (DJ) Diversity & Inclusion Lead</p>
2	<p>Apologies</p> <p>Due to transport problems, DH joined via Teams so asked DB to chair the meeting. Due to transport problems, SF joined the meeting at the start of the EDI Action Plan discussion. DJ left the meeting after the EDI Action Plan discussion.</p>	
3	<p>Declarations of interest</p> <p>No declarations of interest received relevant to the agenda items.</p>	
AGM		
4	<p>Trustee Report and Financial Statements April 22 - March 23</p> <p>MBI explained that the Audit Committee had reviewed the APT Annual Report and Financial Statements 01 April 2021 - 31 March 2022 in detail, with the auditor, at their meeting on 1 September 2022. The minor changes requested at this meeting, have been made and this is the version now presented to the Board for approval.</p> <p>The Board approved the APT Annual Report and Financial Statements 01 April 2021 - 31 March 2023.</p> <p>The Audit Committee also reviewed, at the same meeting, the Management Report of the Auditors. The Audit Committee were happy that adequate controls are in place and recommended its approval.</p> <p>The Board approved Management Report of the Auditors.</p> <p>DH to sign both documents.</p> <p>MBI to send copies of the APT Annual Report and Financial Statements 01 April 2021 - 31 March 2022 to Companies House and the Charity Commission by their respective deadline dates.</p>	<p style="text-align: right;">DH</p> <p style="text-align: right;">MBI</p>

5	<p>Board Appointments The Ordinary Resolution in Writing was considered. The Board approved the following re-appointments:</p> <p>the re-appointment of Carol Hart as Local Authority Funding Partner Director from Derbyshire for a term of office ending at the APT AGM in autumn 2025;</p> <p>the re-appointment of Danny Bouckley as Resident Director from Nottinghamshire for a term of office ending at the APT AGM in autumn 2025;</p> <p>the re-appointment of Jane Laughton as Resident Director from Nottinghamshire for a term of office ending at the APT AGM in autumn 2025;</p> <p>the re-appointment of Mark Shardlow as an Independent Director for a term of office ending at the APT AGM in autumn 2025.</p> <p>Derek Higton confirmed as Safeguarding Young People board champion</p> <p>Derek Higton confirmed as Safeguarding Adults at Risk board champion</p>	
6	Board Meeting	
7	<p>Minutes of the last board meeting held on 22/09/2022 The minutes of the board meeting held on 22 September 2022 were approved.</p>	
8	<p>Matters Arising The EDI baseline survey was sent out to board members. We may send it out again to those of you who did not have the chance to respond.</p> <p>Team members are currently drawing up SLAs with Press Red and Leeds Beckett University. Representatives from Leeds Beckett will be invited to the board meeting on 16 March to introduce themselves and how they will be working with us during the next five years.</p> <p>The finance actions, requested by the Audit Committee at the annual meeting with the auditor, are all complete.</p> <p>A review of the risk register will be on the agenda of the March board meeting.</p>	<p>IF</p> <p>IF</p> <p>MBI</p>
9	<p>Draft Equity, Diversity and Inclusion action plan DJ and IF presented the first draft of the EDI action plan produced since the EDI ambitions were approved by the Board at the meeting on 22 September. The actions are what we will do to achieve our agreed ambitions.</p> <p>The internal actions are more detailed. We will continue to work on this to finish the external actions but many of these will and should be the same as we have currently in our annual action plan.</p> <p>The whole team will consider this version of the plan and work on the external actions at the January team meeting. An update on this work will be brought back to the March board meeting.</p> <p>IF reported that Sport England have appointed consultants to support Active Partnerships develop their EDI plans. Given the progress we have already made, we have asked to be in the first wave of Active Partnerships to receive this. The 'final' version of the action plan, approved by the Board, needs to also be approved</p>	<p>DJ/IF</p>

	<p>by Sport England and we need to show meaningful progress against the actions within two years of this support being in place.</p> <p>Key points raised in the discussion:</p> <ul style="list-style-type: none"> • It is a very impressive, comprehensive document. Congratulations to the team on the work so far. • The animations are immensely powerful and illustrate how it has been developed, based on lived experience. • The plan and the animations should be shared/communicated widely. • How, as a board member, can we really understand the plan and be able to track progress? A summary might help. • A racial equality index is being launched in Nottingham. It might be worth exploring this to see if it would provide a helpful way to track progress. DJ to follow up. <p>The Board thanked DJ and IF for their work on this. Board members were asked to feed in any additional comments to DJ.</p>	<p>DJ</p> <p>All</p>
10	<p>Board Appraisal Process</p> <p>DH and DB reported back on the discussions they had with the board members over the summer and expanded on the key points detailed in the paper.</p> <p>Key points raised in the discussion:</p> <ul style="list-style-type: none"> • Delegating decisions down to the various committees is right. However, as a board, how can we be assured that these decisions have been made through a diversity lens? • Whilst we will strive to increase the diversity of the board, with a small board, this will always be difficult. What we need and can achieve is to ensure that we have diversity of thought on the board, that we regularly hear lived experience, new insight and that we base our decisions on what we are hearing. • To hear lived experience, LB's board always starts with a story from a patient and board members do site visits every quarter. • JL and GF both have both brought a young person on to their board, who with support, have made valuable contributions. This could be explored. • Board members recognise they can promote the aims of Making our Move through their own networks but need more clarity about the messages to promote. <p>The DIAP will includes actions to address some of the points above including how we bring lived experience into our decision making and diversifying our board membership. Key strategic issues for the Board to consider going forward are EDI and environment.</p>	<p>MBI</p>
11	<p>APT Staff Survey</p> <p>IF presented the result of the recent staff survey, completed by all members of the team, who all put their name to their feedback.</p> <p>The main areas covered by the survey were:</p> <ul style="list-style-type: none"> • overall satisfaction • culture, values and behaviours • individual and team development • communications • working practices/environment <p>The responses to all the questions were positive and the average score equalled or exceeded the average score for the 2021 survey. The net promoter score for the</p>	

	<p>question ‘overall, would you recommend APT as an employer?’ was 95% (82% in 2021).</p> <p>What colleagues valued the most included:</p> <ul style="list-style-type: none"> • embedded culture, value and behaviours • friendly, supportive team, with energy • organisation genuinely cares for its people • the opportunity to share views, learn and develop • the cause/importance of the work • their work is valued and acknowledged • distributed leadership - that they are empowered to lead. <p>The greatest variation was in the responses to the questions about working practice with some colleagues happy with the current arrangements of working from home and some wanting better office space and/or more opportunities to work together.</p> <p>The results of the survey will be reviewed by the team at a session in January when we will focus on the responses to ‘what would make us better’:</p> <ul style="list-style-type: none"> • more time in the office together • better office space (one office) • better perks/benefits (e.g. healthcare) • better payment structure/opportunities for internal promotion • an easy explanation of what we do • a more structured induction process • more sharing of our work - understand better what others are doing • more diversity in team and board. <p>Key points raised in the discussion:</p> <ul style="list-style-type: none"> • This is an incredibly positive survey with great response rate, no anonymous comments and extremely high NPS score - well done. • Consider using the results of the survey in future recruitment packs for team (and board members). • Encourage the team to think more broadly about environmental sustainability. It is more than carbon footprint. • The scores for the environmental questions were lower, probably because this is something we are just starting to think about. SF offered to have a conversation with Jade Gresham who is leading on this work for us. <p>IF will update the Board on the team discussions at the March meeting. If any board member wants to see all the charts and comments, please let IF know.</p> <p>APT will send out a partner satisfaction survey early 2023.</p>	<p>SF/JG</p> <p>IF</p>				
12	<p>Finance Report</p> <p>LB reported back on the discussions and decisions made at the Audit Committee meeting held on 14 November.</p> <p>The committee had reviewed the current bank account balances, the management accounts for 22/23 to date and the projected 22/23 Net Income/Expenditure figure.</p> <p>Cash in APT bank accounts as of 09/11/22</p> <table border="1" data-bbox="236 1928 1315 2009"> <tr> <td>Natwest current account</td> <td>£1,803,450</td> </tr> <tr> <td>Nationwide 95 Day Saver account</td> <td>£908,907</td> </tr> </table>	Natwest current account	£1,803,450	Nationwide 95 Day Saver account	£908,907	
Natwest current account	£1,803,450					
Nationwide 95 Day Saver account	£908,907					

PayPal	£382
Total	£2,712,739

The projected end of year balance for 22/23 is

	October projection for 31/03/23
Net Income/(Expenditure)	£1,931,309
Restricted	£806,679
Committed/designated	£983,091
Unrestricted	£141,539

A key question raised in the discussion:

- Would a change in office arrangements increase operating costs? It is likely that premises costs would be more than we are currently paying and paid previously for the two offices pre covid. The affordability of any changes would be considered before a final decision is made. There is the possibility that travel costs could decrease with a hybrid working arrangement.

The Audit Committee had considered a proposal to fund a one-off cost of living payment to the whole team and recommended that the Board approve this payment.

The Board approved this electronically before this meeting to allow the one-off payment to be included in December salaries.

The Audit Committee reviewed the APT Reserves Policy (annual review required), had no changes to make and recommended approval to the Board.

The Board approved the APT Reserves Policy.

13 Reports from Active Derbyshire and Active Notts panels

Active Notts Panel

GF reported that the main item on the agenda for the last panel meeting was an informative discussion on systems leadership, what it is and how this way of working is key to achieving the aims of Making our Move.

Some of the point raised in the panel discussion were:

- It is important to influence the strategies of other system partners and to understand where and how we can link into their strategies; identify the frame we need to use for conversations with them. We need to understand what engages system partners and what disengages them.
- Systems and systems leadership is complex, but it is our work. We need to find a way to help new panel members understand this better as part of their induction to the panel.

Active Derbyshire Panel

Items that were discussed were:

- Managing risks - the view of the panel was that the risk in the APT risk register of 'the closure of community, leisure and open space facilities' was increasing and should be revised upwards on the register.

	<ul style="list-style-type: none"> • APT's EDI ambitions which the Board approved at the September meeting and how these will provide the framework for the EDI action plan. The panel were positive about the fact we are not taking a metrics approach to this but striving to be genuinely open and inclusive to lead to greater diversity. • What panel members are seeing and hearing about the impact of the cost-of-living crisis. Derby City Council is facing a £33m shortfall and Derbyshire County Council £200m when Derbyshire health sector shortfall is included. Non-statutory services, including leisure, will be cut and funding to third party bodies will be reduced. <p>The impact of the cost-of-living crisis is the main agenda item for the joint panel meeting on 13 December. Feedback from both panels about the impact of cost-of-living crisis will be fed into the revised APT risk register to be discussed at the board meeting in March.</p>	MBI
14	<p>Safeguarding Children and Young People's update</p> <p>There were no questions on the update circulated to the Board in advance of the meeting. The Board requested that the proposed board safeguarding training be a virtual session, in addition to the scheduled board meetings. A date in April/May will allow any new board members recruited to attend. MBI to agree a date with CPSU and Ann Crafts Trust and circulate to board members.</p>	MBI
15	<p>CEO's Report</p> <p>As well as the content of the report, circulated in advance, IF updated the Board on a new funding programme - Opening School Facilities (OSF).</p> <p>A national consortium bid to DfE for funding to open up school facilities has been successful. This is a 3-year programme to fund schools to open their sports facilities for a broader range of young people and support community and sporting organisations access facilities on school sites. APT was part of this consortium and has been awarded £873k p.a. to support schools in Nottinghamshire and Derbyshire. This element of the funding will not come to APT. Active Partnerships will be responsible for the fiscal management, production of SLAs and payment of funds. APT will receive £66k per year to fund the capacity required to work with schools to develop projects. Year 1 funding of £873k is to be allocated and distributed by end of March 2023. We are still working on how best to spend the capacity funding to be able to deliver quickly and are likely to make some new appointments, contracted until 31 March 2025.</p>	
16	<p>AOB</p> <p>Board members were reminded to complete and return to MBI the revised Board Skills Matrix. The Nominations Committee will use this to inform board recruitment.</p>	All
	<p>Dates of future meetings</p> <p>Thursday 16 March 23 5-7pm venue to be confirmed</p> <p>2023 -2024 Thursday 29 June 2023 5-7pm Thursday 21 September 2023 5-7pm Thursday 7 December 2023 5-7pm AGM Thursday 14 March 2024 5-7pm</p>	