

MINUTES OF THE ACTIVE PARTERS TRUST (APT) BOARD MEETING

Company limited by guarantee 10876876 Registered Charity 1180787

Date:	21 09 2023	Venue:	Teams
In the chair:	Derek Higton	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 Danny Bouckley (DB) Board member Sarah Fowler (SF) Board member Derek Higton (DH) Board member Jane Laughton (JL) Board member Mark Shardlow (MS) Board member</p>	<p>In attendance Ilana Freestone (IF) APT CEO Michelle Skinner (MS) Strategic Director Margaret Blount (MB) APT Head of Ops</p>	
2	<p>Apologies Louise Bainbridge (LB), Graham Feek (GF), Carol Hart (CH), Chris Hassell (CHs)</p>	
3	<p>Minutes of the last meeting held on 27/06/23 These were approved as a true record.</p>	
4	<p>Matters arising Safeguarding training for the board is still to be arranged. The focus should be on what are the safeguarding responsibilities of board members.</p> <p>Photos still required from LB, JL and CHs for board members bios on website.</p> <p>Our evaluation partners from Leeds Beckett University have been invited to attend the December 2023 board meeting to give an update on progress. IF to meet with MS to update him on the appointment of Leeds Beckett University as evaluation partners.</p> <p>APT's EDI action plan, approved by the board at the June meeting has been submitted to our EDI advisor, appointed by Sport England, for his comment. We are awaiting feedback, as are other Active Partnerships. Meanwhile we are progressing the internal actions.</p>	<p>MB</p> <p>LB, JL, CHs</p> <p>IF, MS</p>
5	<p>Declarations of interest No declarations of interest</p>	
6	<p>CEO's update IF talked through her presentation. Key points covered were:</p> <p>Staffing</p> <ul style="list-style-type: none"> Sarah Rogers has started as 0.6FTE Place Lead, working in Derbyshire. 	

	<ul style="list-style-type: none"> Jade Gresham has started her maternity leave and her role is being covered by the team and a consultant working 3 days p.w. to cover specific programmes. Sport England are providing funding for all Active Partnerships to appoint Sport Welfare Leads to support club welfare officers in local sports clubs in their safeguarding role. APT has been allocated funding for two roles and an application has been submitted to SE for this. <p>Sport Governance Code - Tier 3 compliance</p> <ul style="list-style-type: none"> We have been assessed to have met 4 of 7 of criteria. The unmet criteria are: <ul style="list-style-type: none"> People Plan, which we have not yet submitted, evidence that the board considers the environmental and social impact of our work/decisions evidence the board and team have relevant competence and qualifications in financial matters. SE have provided examples of suitable evidence and these will be considered and adapted to work for us. <p>Trustee appraisals</p> <ul style="list-style-type: none"> A draft template to use in this meeting to capture feedback was shared. The addition of a statement to clarify whether the trustee was happy for their comments to be shared at a board meeting was requested. With this amendment, the form and process was agreed. MB to liaise with DH, DB, LB to set up meetings. <p>Sport England review meeting</p> <ul style="list-style-type: none"> We had a very positive annual review meeting with two SE colleagues, discussing how we work, our outcomes and exploring our and partners' readiness to receive new funding to work in place. IF will share SE's meeting notes when received. <p>Together Fund</p> <ul style="list-style-type: none"> This funding has now come to an end. It and our approach to its distribution has been very positively received by local community organisations and more importantly by individual participants. <p>Active Lives surveys</p> <ul style="list-style-type: none"> Completion rates for the AL Children and Young People survey have improved. Since this survey was introduced, we have struggled to persuade schools to respond. For academic year 22/23, 32% of schools selected have supported their pupils to complete the surveys, resulting in over 10,000 responses from young people. We will shortly be receiving 22/23 data for the Active Lives survey for people age 16+. Board members were keen to understand better what this data is telling us and how we and partners use it. It was agreed that an additional session will be arranged for board members, FAR committee, AD and AN panel members and members of the team to review the findings in more detail. 	<p>MB</p> <p>MB</p> <p>IF</p> <p>IF</p>
7	<p>Finance, Audit and Risk Committee</p> <p>MB outlined the key points from the minutes and chair's summary of the Finance, Audit and Risk Committee meeting held on 04/09/23.</p>	

This meeting had been attended by APT's auditors Bates Weston who took the FAR committee through the draft Trustees report and financial statements for the year ending 31 March 2023. The final version will be circulated in advance of the 13/12/23 board meeting for approval.

The draft statement of financial activities, for the year ended 31 March 2023, shows the total funds to be carried forward as:

	Unrestricted funds 2023	Restricted funds 2023	Total funds 2023
Total funds carried forward	1,108,525	1,094,162	2,202,687

The FAR committee reviewed the current bank account balances, the management accounts for 2023/24 to date and the draft end of year 2023/24 Net Income/ Expenditure figure.

Cash in APT bank accounts as of 31/08/23

Natwest current account	£1,389,953
Nationwide 95 Day Saver account	£924,157
PayPal	£987
Total	£2,315,097

The current end of year projections for 31/03/24 are as follows. These projections are still based on the expectation that in most cases all budgeted project funding will be spent.

	31/03/24 projections
Net Income/(Expenditure)	£1,613,146
Restricted	£494,262
Committed/designated	£774,051
Unrestricted	£344,833

The APT Investment Policy has been revised in readiness for signing up to the Insignis cash platform. The revised policy had been considered by the FAR committee and they recommended it to board for approval. Following a discussion, a further amendment was requested and para 9.2 has been changed to the following (changes in bold):

9.2 The Head of Operations is responsible for making investment decisions that comply with this policy. **Any investment over £85,000 for more than a 6 month term needs prior approval by the Finance, Audit and Risk committee. This approval can be confirmed electronically, if approval sought between scheduled meetings.**

With this addition, the APT Investment Policy was approved.

The APT Risk Register was considered. Individual risks on the register had been reviewed over recent months by the nominated groups and the risk assessments and or contingency/mitigating controls have been updated accordingly. The board reviewed risk 17 and agreed this was satisfactory.

	<p>The risk rating, after the mitigating actions have been carried out, for risks 3 and 4 were questioned. The mitigating actions are the right actions but as the risks are out of our control, will these actions actually have any impact on reducing the level of risk? This comment will be taken back to the AD and AN panels to discuss in their next review.</p> <p>The current risk register was considered to accurately reflect the current possible risks to APT. It will be brought back to board for review in February 2024.</p>	<p>KRC/SB</p> <p>MB</p>
8	<p>Family Friendly Policy</p> <p>As discussed at an earlier meeting, any proposed change to the APT enhanced maternity policy, needed to save enough to allow some maternity cover to be appointed. This is to ensure continuity of work and to minimise the amount of additional work to be picked up by other members of the team. Calculations of the costs of maternity pay and maternity cover replacement were calculated for the current enhanced maternity policy and four other options.</p> <p>These were reviewed and the following change to the policy was approved:</p> <p><i>Employees with one or more years' continuous service at the 15th week before the expected week of childbirth/the week in which notification of matching is given by the adoption agency, may qualify for Active Partners Trust's enhanced maternity/adoption pay. Active Partners Trust's enhanced maternity/adoption pay is as follows:</i></p> <ul style="list-style-type: none"> • <i>full pay inclusive of SMP/SAP for 13 weeks Ordinary Maternity/Adoption Leave</i> • <i>half pay inclusive of SMP/SAP for 26 weeks Additional Maternity/Adoption Leave.</i> 	
9	<p>Annual Safeguarding report</p> <p>MB provided an update on the annual review meeting with the Child Protection in Sport Unit (CPSU) which had taken place on 11/09/23. Since the board meeting, we have been informed that APT 'met' expectations.</p> <p>The APT Safeguarding Policy - Children and Young People is reviewed annually by MB to ensure that contact details are up to date and a more detailed review is carried out every three years to update any changes in legislation, in the capture and reporting processes etc. As a result of this review some minor updates have been made to the policy. These were considered and approved.</p> <p>The 2023/24 Implementation plan was noted, including the action relating to training session for board members.</p>	
10	<p>County Panels</p> <p>SF provided an update on the last AD Panel meeting held on 11 September. It was the first meeting for three new members hence some time was spent on sharing information about backgrounds, skills and knowledge. The new members currently work for Metropolitan Thames Valley (Housing Association), Derby Community Action and Young Carers Service so a good diversity of knowledge and experience amongst panel members, to feed into our discussions.</p> <p>IF fed back on the last AN Panel meeting on 12 September. Finding the right time of day to hold the meeting is proving difficult with some panel members preferring daytime meetings and some preferring early evening. This is having an impact on</p>	

	attendance. The panel members did have a useful discussion about what networks they are involved in, are there people in those networks they/we should talk to and or invite to the Notts Celebration event.	
11	Stakeholder Survey Due to time, this will be included on the agenda of the next meeting.	
12	AOB There was no AOB.	
	Dates of future meetings Wednesday 13 December 2023 5-7:45pm AGM Tuesday 19 March 2024 5-7:45pm	