

MINUTES OF THE ACTIVE PARTERS TRUST (APT) BOARD MEETING

Company limited by guarantee 10876876 Registered Charity 1180787

Date:	19 March 2024	Venue:	Holiday Inn, Jt 25
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															
1	<p>Present</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Louise Bainbridge (LB)</td> <td style="width: 50%;">Board member</td> </tr> <tr> <td>Graham Feek (GF)</td> <td>Board member</td> </tr> <tr> <td>Sarah Fowler (SF)</td> <td>Board member</td> </tr> <tr> <td>Chris Hassell (CHs)</td> <td>Board member</td> </tr> <tr> <td>Derek Higton (DH)</td> <td>Board member</td> </tr> <tr> <td>Jane Laughton (JL)</td> <td>Board member</td> </tr> <tr> <td>Mark Shardlow (MS)</td> <td>Board member</td> </tr> </table>	Louise Bainbridge (LB)	Board member	Graham Feek (GF)	Board member	Sarah Fowler (SF)	Board member	Chris Hassell (CHs)	Board member	Derek Higton (DH)	Board member	Jane Laughton (JL)	Board member	Mark Shardlow (MS)	Board member
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	<p>In attendance</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Ilana Freestone (IF)</td> <td style="width: 50%;">CEO</td> </tr> <tr> <td>Kerryn Chamberlin (KRC)</td> <td>Strategic Director</td> </tr> <tr> <td>Margaret Blount (MBI)</td> <td>Ops Lead</td> </tr> <tr> <td>Naomi Bennett-Jones (NBJ)</td> <td>Strategic Lead YP</td> </tr> </table>	Ilana Freestone (IF)	CEO	Kerryn Chamberlin (KRC)	Strategic Director	Margaret Blount (MBI)	Ops Lead	Naomi Bennett-Jones (NBJ)	Strategic Lead YP						
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2	<p>Apologies</p> <p>Danny Bouckley (DB), Carol Hart (CH)</p>														
3	<p>Minutes of the last meeting held on 13 December 2023</p> <p>The minutes of the AGM and board meeting held on 13 December were approved as a true record.</p>														
4	<p>Matters arising</p> <p>No matters arising not covered by the agenda.</p>														
5	<p>Declarations of interest</p> <p>No declarations of interest received relevant to the agenda items.</p>														
6	<p>Recruitment and appointment of new board trustees</p> <p>IF provided an update on the recent trustee recruitment process which was designed with the Nominations Committee. The aim was to recruit four new board trustees to increase the size of the board to 12 and cover the future vacancy of DH, due to stand down later this year. The Nominations Committee reviewed the skills/knowledge matrix of the current board and identified gaps to fill. It also considered how to make the open recruitment process more inclusive and how to target organisations that could help us promote the vacancies to a wider diversity of candidates. As a result, a number of applications were received and six candidates were interviewed. It is proposed that the following join the board as APT trustees/ directors:</p> <p>Rachel North (currently a member of the Active Derbyshire panel) Micheal Rich Fiona Callaghan Adam Hill</p>														

	<p>The board approved the appointment of these four candidates, assuming they all meet the Fit for Purpose requirements.</p> <p>MB to send out necessary paperwork to the candidates and Ordinary Resolution in Writing forms to board members for their formal approval.</p> <p>Assuming all the above is satisfactory, the four new board members will be invited to the next board meeting on 19 June 2024 and a series of induction sessions will be organised before the June meeting.</p> <p>IF thanked the board members who were involved in the introductory Teams sessions and the interviews for their support.</p> <p>The recruitment process has also resulted in new members for the Derbyshire and Notts county panels.</p> <p>Key points raised in discussion:</p> <ul style="list-style-type: none"> • The people who expressed an interest in the roles (board or panels) and then applied have come forward due to our growing reputation. This is a positive and a first. • Some of the applicants are known to us through our work but were not 'head hunted' by us. • The new board members do not apparently broaden the diversity of the board, although they all bring their own different lived experience and their own networks into other organisations and communities. • Should we consider an associate role on the board for other people who have the potential to become board members? The panels can provide this but may not be of interest to all. Could we commission the development of associate programme? Nominations Committee to explore further. 	<p>MB</p> <p>IF</p> <p>Nom Comm</p>
7	<p>Director's Report</p> <p>A copy of IF's presentation was circulated to all following the meeting.</p> <p>Key points that were expanded on or discussed further were:</p> <p>Governance</p> <ul style="list-style-type: none"> • IF to come back to board with recommendations for a shared space for board members to access board papers rather than papers being emailed out, improving security, confidentiality and helping reduce number of emails. • The annual board appraisal is outstanding and we are considering a different, more time efficient way to do this. <p>Since the meeting, Sport England have confirmed that we have met the Tier 3 Sport Governance Code requirements, although feedback on our DIAP is still outstanding.</p> <p>Sport England review meeting</p> <ul style="list-style-type: none"> • The gap in understanding of the national organisations providing safeguarding advice and support to Active Partnerships who, like APT, have moved away from a delivery/funding role to a systemic role was fed back to Sport England. Board members commented that the sport and delivery focus of the recent board safeguarding training, did not fit with the roles the team play in the system. <p>Operational update</p>	<p>IF</p>

	<ul style="list-style-type: none"> A planning meeting to review the APT staffing structure, to consider if changes are needed to accommodate recent increase in number of team members and what changes may be needed if Place Expansion funding is approved. IF will update on any changes or thoughts at the next board meeting. <p>Evaluation partnership with Leeds Beckett University</p> <ul style="list-style-type: none"> Whilst this is working well for Walk Derbyshire, we have had a series of discussions recently about the wider evaluation of Making our Move and whether this is working as anticipated, from both sides. We are likely to agree a way forward in the next month and IF will report back on this at the June board meeting. 	<p>IF</p> <p>IF</p>																				
8	<p>Senior Management Succession Plan</p> <p>This plan is reviewed every two years by the board. Reviewing the plan generated an interesting discussion. Key points raised:</p> <ul style="list-style-type: none"> How can we predict the risk level of having to cover for a short-term absence, possibly caused by a health issue etc? Given the age of members of the senior management team, it is easier to predict the risk level of the need to make a permanent appointment to replace a retirement. MB to add an additional line to the table to reflect this. What more should we do to develop the skills and/or knowledge of team members to be able to step into any of these roles to cover in the short-term or to be able to successfully apply for a permanent role? People and Resources Committee to consider at future meeting. <p>With the slight amendment mentioned above, the board approved the Senior Management Succession Plan.</p>	<p>MB</p> <p>P&R Comm</p>																				
9	<p>Finance Report</p> <p>LB reported back on the key points discussed at last Finance, Audit and Risk Committee meeting. Full details are included in the FAR minutes circulated.</p> <p>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 were reviewed.</p> <p>Cash in APT bank accounts as of 16/02/24</p> <table border="1" data-bbox="311 1464 1318 1635"> <tr> <td>Natwest current account</td> <td>£1,510,287</td> </tr> <tr> <td>Nationwide 95 Day Saver account</td> <td>£924,157</td> </tr> <tr> <td>PayPal</td> <td>£7375</td> </tr> <tr> <td>Total</td> <td>£2,441,819</td> </tr> </table> <p>The table below shows the current end of year projections for 31/03/24.</p> <table border="1" data-bbox="311 1733 1318 1989"> <tr> <td></td> <td>31/03/24 projections</td> </tr> <tr> <td>Net Income/(Expenditure)</td> <td>£1,785,133</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Restricted</td> <td>£622,291</td> </tr> <tr> <td>Committed/designated</td> <td>£785,516</td> </tr> <tr> <td>Unrestricted</td> <td>£376,696</td> </tr> </table>	Natwest current account	£1,510,287	Nationwide 95 Day Saver account	£924,157	PayPal	£7375	Total	£2,441,819		31/03/24 projections	Net Income/(Expenditure)	£1,785,133			Restricted	£622,291	Committed/designated	£785,516	Unrestricted	£376,696	
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	<p>FAR had a useful discussion on the findings of a survey MB had completed with the team on underspends in budgets they had responsibility for. This was to determine the risk of funders asking for funding back and the reasons why the funding has not been spent yet. This proved to be a useful exercise, providing members of FAR with more understanding of why this happening and reassurance of the low risk of funders asking for funding to be returned. It was agreed that it should be repeated every 6 months to support the team think about future spend and who is losing out by the funding not being spent.</p> <p>A draft budget was reviewed, which includes a 3% salary increase. FAR recommends its approval to board, but also asked for it to be brought back to FAR once there is certainty about current outstanding issues e.g. Place Expansion funding from Sport England.</p> <p>If the Place Expansion funding is approved, there will be a clear need to make a distinction between the income and expenditure for this funding and the on-going Sport England funding for our systemic work. CHs offered to support on this.</p> <p>Minor updates were made to FAR's Terms of Reference, APT's Financial Regulations and the financial risks in the APT risk register were reviewed.</p> <p>The board approved the 2024/25 draft budget and the 3% salary award.</p>	MB/CHs
9	<p>Risk Register MB outlined how the risks in the risk register had been reviewed and the changes that had been made. Both county panels had reviewed specified risks in the register and both had fed in useful insight based on what they were hearing and seeing in their worlds. The feedback on the risks and the revised risk levels from both panels was very similar.</p> <p>IF updated some on developments in relation to risk 15 - IT security & data protection that will be included in the next update. APT, with our insight partner Press Red are currently exploring the potential of AI 'Claude' to identify key themes and learning in the capture that whole team record quarterly. As part of this, any GDPR implications are being considered. GF offered to share his AI Cyber Security strategy</p> <p>The board agreed with the changes to risk and risk levels proposed. It was commented that it was positive that the main risks identified in the register had already been raised in discussions in the meeting - evidence that the right discussions are being held at board meetings.</p>	GF
10	<p>People & Resources & Nominations Committees reports JL reported on the meeting that was held on 9 January 2024 which focused on:</p> <ul style="list-style-type: none"> • reviewing the final draft of the APT People Plan. A small number of minor revisions were proposed at the meeting and the plan was submitted to Sport England. • agreeing the recruitment process for new board members already outlined above in section 6. 	
11	<p>Reports from the county panels The Active Derbyshire panel met on 5 February. SF reported that it was a well-attended meeting. Main items of discussion were the APT risk register, an update on Place Expansion funding and linked to this, a summary of the Sport England</p>	

	<p>Monitoring, Evaluation and Learning (MEL) framework for places in receipt of Place Expansions funding. This framework is complex and the conclusion of the panel was the need to pull out the good stories to share, ensure they are not lost within the complexity.</p> <p>The Active Notts panel met on 5 March and again this was well attended and included one new panel member who had come through the board recruitment process. As well as the APT risk register and Place Expansion funding update, the main focus of the meeting was an update on the delivery of the Opening up Schools Facilities (OSF) programme in Notts. Despite incredibly tight timescales in year 1, years 1 and 2 have gone well. Most of the funding allocated to APT has been spent, all allocated to schools with a high percentage of pupils receiving free school meals, SEND, with English as 2nd language and schools serving children living in our priority places.</p>	
12	<p>Overview of current work with young people</p> <p>Naomi Bennett-Jones joined the meeting. She gave a quick overview on the scope of the work being undertaken by her and the team. All avenues are linked to the young people shared aim in Making our Move. She went into more detail about two work areas;</p> <ul style="list-style-type: none"> • Girls Active - an on-going, long-term approach to engaging Yr7+ girls in PE, working with the girls and the PE teachers in 4 schools, focusing on building up the self-confidence of the girls involved, recognising and using the power of their friendships. • Notts Primary PE, Sport and Physical Activity Conference 2023 - CPD for PE leads and teaching assistants in primary schools providing them with the confidence, ideas and tools to support their pupils to be more active. <p>Points raised in the discussion included:</p> <ul style="list-style-type: none"> • A long list of themes, programmes being worked on. Do we have the capacity in the team to do all this? Some of the areas of work listed are about delivery e.g. school games, for which we have currently have capacity funded to March 25. Other areas of work are more about influencing other system partners to take on board, however we need capacity in the team to do this advocacy. NJB leads this at county and city level and members of the Place team follow up on themes which resonate with partners in their places. • How do we identify the schools to work with and how easy is it to start working with them? The new school and community mapping tool developed with Press Red, our insight partner is helping identify priority schools by overlaying relevant Ofsted data, Active Lives YP participation data and our community data. This helps us target schools we want to work with. Not always successful in making the right approaches at the right time but use our networks to help. • Can we involve teachers, from the schools we want to engage with in the design of the conference to ensure that it covers the themes they are interested in? This way we may be able to attract more teachers and teaching assistants from the schools we want to work with to the conference. • The ambassador role in the Girls Active project is invaluable. They are commissioned by us to go into their specific school and work with the same girls on a regular basis. The respect the girls have for the ambassadors is clear to see at the events. <p>The slides to be circulated to all after the meeting.</p>	IF

	Dates of future meetings	
	Wednesday 19 June 2024 5-7:45pm	
	Tuesday 17 September 2024 5-7:45pm	
	Thursday 5 December 2024 (AGM) 5-7:45pm	
	Tuesday 18 March 2025 5-7:45pm	