

**Minutes of the Active Humber  
Company Board meeting  
12th September 2025  
Aura Innovation Centre, Hessle**

**Present Trustees/Directors**

Richard Smith (RS)	Chair / Trustee
Chris Adams (CA)	Trustee / Senior Independent Director
Richard Skewis (RDS)	Trustee
Kayleigh Jackson	Trustee / Welfare & Safety Director (until 1030)
Steve Curtis (SC)	Trustee
Rebecca D'Arcy (RD)	Trustee / Vice Chair
Jo Lambon (JL)	Trustee
Ellie Westwood (EW)	Trustee

**Observers**

Andreas Michaelas	Trustee (from 1st October 2025)
Heidi Bradley	Trustee (from 1st October 2025) (until 0930)

**Supporting Officers**

David Gent (DG)	CEO
Nicola Massingham (NMH)	Development Director
Gemma Armitage (GA)	Finance Manager
Amanda Potter (AP)	Strategic Director, Y&H
Rhiannon Lloyd (RL)	Board support

**1 Welcome and Apologies**

RS welcomed everyone to the meeting and apologies received were from

- Natalie Murphy (NM) Trustee
- Laurie Fergusson (LF) Trustee

## **2 Declaration of Interests**

There were no declaration of interests to record.

## **3 Board minutes of the meeting held on the 27th June 2025**

The minutes from the board meeting held on Board minutes 27th June 2025 were approved as an accurate record.

## **4 Matters arising and Action Log**

The CEO provided an overview of the June 2025 Board Action Log and the Board agreed that all actions have either been completed or were on the agenda for further discussion.

## **5 2024/25 Annual Accounts**

The 2024/25 Annual accounts & report were presented by the auditors and reporting a most positive year. The board agreed to pass the accounts for approval at the AGM.

## **6 Business Strategy**

The Board noted and discussed the Strategy paper that had been shared. The Board noted the content of this report and presentations and approved the following recommendations;

*6.1 Horizon scanning & key current strategic issues* - Noted the contents of the presentation and the staff team to apply the findings in the delivery of the 2025/26 business plan.

6.2 *Sport England 36 Month progress report* - Noted the positive report from Sport England and to develop the suggestions made in the report into the future reporting to Sport England.

6.3 *Quarter 2 report 2025/26* - Noted the achievements made in Quarter 2 2025/26.

6.4 *Quarter 3 objectives and next steps* - Approved the key actions for Quarter 3.

## **7 Advocate**

The board considered the Advocate paper that had been shared. The Board noted the content of this report and presentations and a further update on work in this area be made at the December 2025 board meeting.

## **8 Exemplar**

The board noted that Lucy Playford was on sick leave and asked their collective best wishes to be sent to Lucy.

The board discussed and noted the contents of the Exemplar report. The Board noted the contents of the above report and approved the following recommendations;

### **Governance**

8.1 *Board Appointments* - To formally agree the appointment of three trustees as follows

- Kayleigh Jackson - Trustee and Welfare & Safety Director, appointment starts 1st September 2025 to the 31st August 2029
- Heidi Bradley and Andreas Michaelas as Trustees, appointment starts 1st October 2025 to the 30th September 2029

8.2 *Senior Independent Director* - needs to be appointed.

8.3 *Vice Chair* - that Steve Curtis be appointed as Vice Chair commencing the 1st October 2025.

8.4 *Register of interests* - that after the 1<sup>st</sup> October there should be a full update of the Trustees register of interests.

8.5 *Equal Opportunities Data* - after the 1st October there needs to be a review of the equality data relating to the board.

8.6 *Board appraisals and skills matrix* - The Chair and CEO to ensure by the 1st November that all board members have had as appropriate end of tenure review, appraisal and completed the skills matrix.

8.7 *Board sub-committee membership* - To approve the membership of each subcommittee as per this paper.

8.8 *Welfare and safeguarding interim arrangements* - To agree that Kayleigh Jackson is the Welfare and Safety Director and to note the actions to be taken from the CPSU review.

## **Finance, Investment & Business planning**

8.9 *FAC minutes* – Noted the FAC minutes 2<sup>nd</sup> September 2025.

8.10 *Finance Manager report* - Noted and approved the contents and recommendations of the Finance Manager Report - September 2025

8.11 *Investment* - Noted the grants made into the Humber via the Investment Tracker

8.12 *Identity verification* - The Finance Manager to work with all the board members to ensure they comply with the new regulations around identity verification.

8.13 *Governance statement 2024/25* - Approved the 2024/25 Governance statement

### ***Team and people development***

8.14 *Staffing arrangements* - Noted the staff appointments made as per this paper.

8.15 *Extra Staff posts* - Noted the ongoing work being undertaken with Sport England to secure extra staffing and insight resource to support our place-based work.

## **9 Meet the Staff**

The 4 new members of staff were introduced to the board as below

- Head of Programmes and Projects - Tony Forrester
- Development Manager (Adults) - Ailey Mclaughlin
- Development Manager (Communities and Inequalities) - David Butt
- Development Officer (Programmes and Projects) - Rhiannon Lloyd

The board were delighted to meet the new colleagues and look forward to working with them into the future.

## **10 Inactivity**

The Board noted the contents of the Inactivity report and approved the following recommendations;

*10.1 Place* - Noted all the current work on this and a further report be made at the next board meeting.

*10.2 Community Support* - Noted the work taking place to achieve the business objective of 'community support' and a revised community workforce plan be presented to the next board meeting.

*10.3 Time2Volunteer Award winners* - The board to be advised of the winners once announced.

*10.4 Environmental Sustainability Action Plan* - That the draft Environmental Sustainability Action Plan be assessed against the Sport England maturity matrix and a final version of the plan be presented to the next board meeting.

*10.5 Board Champion Environmental Sustainability* - Look to appoint a champion by the next board meeting.

## **11 Inequalities**

The Board received the Inequalities report and agreed the following recommendations.

*11.1 Physical literacy* - a full report will be made at the December board meeting.

*11.2 Diversity & Inclusion Action Plan (DIAP)* - for the next meeting a) the update of the DIAP, b) a revised DIAP to the 31st March 2027, and c) a report on year one of the DIAP.

*11.3 Disability action plan* - a disability action plan be presented to the next board meeting as part of the DIAP work.

## **12 Any Other Business**

There was no other business.

## **13 Date of next meetings**

12th December 2025 - Aura Innovation Centre 9.00 to 12.30

## **14 Board review**

The board discussed a) How are we performing as a Board? and b) What do we need to discuss further with the CEO? The board were delighted with the content of the board meeting.

## **15 Close of board meeting** - the board meeting closed at 12.30pm.