

Minutes of the Active Humber

Company Board Meeting

6th December 2019

Present Trustees/Directors

Richard Smith (RS)	Chair/Trustee
Jane Stafford (JS)	Trustee
Chris Adams (CA)	Trustee
Natalie Murphy (NM)	Trustee
Claire Picktall (CP)	Trustee
Steve Curtis (SC)	Trustee
Richard Skewis (RSk)	Trustee

Apologies

Stephen Pintus (SP)	Trustee
Nick Tupper (NT)	Trustee

Supporting Officers

David Gent (DG)	CEO
Gary Sainty (GS)	Deputy CEO
Nicola Massingham (NM)	Area Engagement Manager
Richard Hall (RH)	Head of Marketing
Kerry Conner (KC)	Finance and Business Manager

1 Welcome and Apologies

The Chair welcomed everyone to the meeting. Apologies were received and noted as above.

2 Declarations of Interest (D.O.I.)

No additional D.O.I. were disclosed.



3 Company board minutes of the meeting held on the 27th September 2019

The minutes from the meeting held on the 27th September 2019 were agreed as a true and accurate record.

4 Matters arising and Action Log

All matters arising were covered within the agenda.

5 Board Matters

DG circulated a paper on Board matters.

The board considered all items of the report. The two following items were discussed in further detail for formal approval;

Board Appointments

As part of the ongoing governance arrangements, the two vacant positions for the roles of Trustee's went to external advert. We have now appointed both positions for a term of 3 years. The Chair welcomed both Trustees to the meeting;

- Richard Skewis
- Steve Curtis

Further Board Appointments

Under the Code of Sports Governance (CoSG) the Board has to have at least a 30% gender split. The two new appointments to the Board makes the Board gender split 33% female and 67% male. If any of the female Board members were now to leave that would make the Board non compliant with the CoSG. The suggestion is that the Board should increase the number of directors from 9 to 11 members and proactively recruit at least one more female member to the Board to ensure that the necessary gender balance required under the CoSG. The Board unanimously supported this recommendation.

The remainder of the report was considered and the following recommendations were agreed:

- The appointment of Richard Skewis and Steve Curtis as trustees to the Board as of the 1st of December 2019 for a three year period was agreed.



- That the articles be amended at the soonest to increase the number of directors/trustees from 9 to 11. That the GSC seek to appoint one to two further directors/trustees who should be women.
- The GSC to report to the next meeting on how to ensure the various priority groups can be involved in the ongoing decisions and management of the charity.
- The Board will undertake a skills audit before the next board meeting and a training plan be produced for the next board meeting.
- The GSC look to find a provider to undertake an external evaluation of the Board between January and June 2021.
- The Board on an ongoing basis to use the Maturity Matrix as the best means to evaluate its performance.
- The Board will undertake and complete an annual review of each Board member by the next board meeting.
- DG to arrange a workshop/dinner prior to the next board meeting for the Trustees and key members of staff.
- The GSC to appoint one of its members on behalf of the Board to hold administration rights to the various organisation's software.

6 Preparing for our next funding round.

DG gave the following presentation to the Board for information called '*Preparing for the next funding round*' and the criteria is anticipated to be received in March 2020 for submission in September 2020.

Key discussions were held around the following areas:

- Becoming a carbon neutral area and develop a case for the Humber as our unique selling point with particular emphasis around active travel
- how we ensure that Active Humber is an exemplar Active Partnership and are ahead of the game and ready to submit a strong application next year to support the maximum investment for the Humber.
- How we evidence that our plans are now strongly emerging/embedded across the Humber.

Action: DG and the team to continue to work on these plans and bring forward to future board meetings.



7. Business Planning

Natalie Murphy gave a presentation to the Board on the 'Tone of Voice' for information.

DG circulated a report '*Business Planning*' for consideration;

The board agreed the following recommendations:

- Approved the proposed approach on the key messages and 'tone of voice' to be used in the communication undertaken by Active Humber.
- Noted the business planning cycle timetable.
- Agree to the change of the objectives under the strategic objective of Deliver to; a. Children and Young People programmes, b. Older People (Active Ageing) programmes, and c. Inclusion programmes.
- Noted the programme alignment matrix and who in the staff team is responsible for delivering each strategic objective, objective and programme and detail to support this.
- Note the proposed overall time allocations for Influence, Support, Deliver and Organised to assist in the planning of team and individual work programmes.
- Note the targets to be achieved against each objective by the 31st March 2020 and a full report will be given at the next Board meeting.

8 Finance and Audit Report

KC presented the Finance and Audit report to the board.

Recommendations agreed:

- Noted that the annual accounts have been filed with Companies House and the Charity Commission
- Approved the Q2 management accounts and budget variance
- Noted the current funding overview



- Noted the new funding applications
- Noted the Active Partnerships 2018-19 Financial survey and at the next board meeting officers to present a report on how Active Humber could raise additional non-Sport England income.
- Received the Administration Target reported to Sport England
- Noted the current cash position
- Noted the budget for 2019 - 2020 and plans for 2020/2021 and put in place a meeting for early January to discuss the proposed budget for 2020/2021.
- Noted the updated contracts register
- Received the verbal update concerning Athena Aspire
- Noted the Risk Register
- Appointed two further board members to the FAC of Richard Skewis and Steve Curtis.

9 Governance and Standards

GS presented the '*Governance and Standards report*' for consideration.

One key area for the board to consider was around Transgender and the need for a statement to be made by Active Humber on the involvement of transgender Children and Young People in our School Games and other programmes. The draft statement is as follows;

It is preferable that in the interest of the safety and wellbeing of ALL participants, gender dysphoria and transgender students are identified to the Event Organiser prior to the event so that discreet consideration may be applied. This will also allow provision to be made so the individual is not excluded from taking part in any activity but also that the needs and considerations of all participants are met. Active Humber staff will ensure this is dealt with in a delicate and sensitive manner and each scenario will be handled individually dependent on needs.

As Active Humber is currently awaiting national guidance on a fully comprehensive Gender Dysphoria policy, we have opted to use:

The Football Association (FA) trans gender policy.



The Board agreed the following recommendations:

- Note the GSC minutes of the 19th November 2019
- Note the arrangements around the appointment of the second Marketing Officer and the GOGA post
- To approve the updated Health and Safety policy
- To approve the statement on Children and Young People transgender issues
- To note the date for a board safeguarding session

10 CEO Report

DG circulated the CEO report in advance of the meeting for consideration.

The Chair thanked DG and the team for the comprehensive report which details all of the ongoing work Active Humber are doing.

The board agreed the following recommendations;

- The Board received the contents of the CEO report.
- The Board to be kept informed of the progress being made in all of the above areas and for a further CEO report to be made at the March 2020 Board meeting.

11 Date of Future Meetings

Main board meeting dates 2019/2020

20 March 2020

26 June 2020

Sub group meeting dates in 2019/2020

25 February 2020

2 June 2020



12 Review of the meeting

The board reviewed in private meetings as part of its ongoing desire to ensure its meetings are effective.

13 Close of meeting

The meeting closed at 11.20am

