

**Minutes of the Rise Board meeting held on Tuesday 12<sup>th</sup> September 2023 at Royal Quays Business Centre and via Teams**

**PRESENT**

Simon Gordon (SG)	Chair
Steven Bell (SB)	Trustee
Joanne Cairns (JC)	Trustee
Matthew Cormack (MC)	Trustee
Debbie Henderson (DH)	Trustee & Senior Independent Trustee
Graeme Nash (GN)	Trustee
Katy Storie (KS)	Trustee
Adam Pilkington (APilk)	Trustee
Anoop Puri (APuri)	Trustee
Clare Morley (CM)	Chief Executive Officer
David Marrin (DM)	Business & Strategy Director
Kaye Scott (KSc)	Finance and Business Support Manager
Helen Tong (HT)	Business Development Director
Liza Ware (LW)	NSPCC, CPSU ( <b>Item 2 only</b> )

**APOLOGIES**

Nic Erevik (NE)	Trustee
Patrick Price (PP)	Trustee & Vice Chair

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>1.0</b>	<b>Welcome, Apologies and Declarations of Conflicts of Interest</b>	
1.1	SG welcomed Trustees to the meeting. Apologies were received and noted. There were no new declarations of interest.	
<b>2.0</b>	<b>Safeguarding Training</b>	
2.1	LW from the Child Protection in Sport Unit (CPSU) at the NSPCC gave a Board Management Safeguarding briefing to trustees. A copy of the presentation will be circulated with these minutes.	<b>CM</b>
<b>2.2</b>	<b>Safeguarding &amp; Data Protection Update</b>	
2.3	CM presented a report circulated prior to the meeting. The contents were noted.	
2.4	SG asked how assured trustees feel following the presentation from LW and CM's report. MC stated that as a trustee he is looking at the assurance and diligence that the funding we distribute is going to reputable bodies. CM informed trustees that when we fund a group/activity, through the SLA process we carry out due diligence/governance checks and ask for paperwork around safeguarding, equality and insurance and also carry out occasional spot checks where we visit the groups during delivery time.	
2.5	KS commented that safeguarding and sport welfare is moving on quickly across all levels and ages in sport. The new Sport Welfare Officer roles will be helpful to us in these developments and the increased need for supporting grassroots clubs and providers in this area will bring demand on these roles. This could be an opportunity for us to broaden the support we provide in this space, potentially with a commercial angle. DM/HT to consider as these roles develop.	<b>DM/HT</b>

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2.6	The risk register is an important tool in our safeguarding processes. DM to review how this is reflected in the register moving forward.	<b>DM</b>
<b>3.0</b>	<b>Previous Board Minutes &amp; Matters Arising</b>	
3.1	<u>Board Meeting (May)</u> Previous minutes were agreed to be a true record.	
3.2	<u>Audit Committee (March)</u> Trustees noted the contents of the minutes.	
3.3	<u>Nom &amp; Rem Committee Minutes (August)</u> Trustees noted the contents of the minutes.	
3.4	<u>EDI Committee Minutes (May)</u> Trustees noted the contents of the minutes.	
<b>4.0</b>	<b>CEO Update</b> CM presented the report circulated prior to the meeting.	
4.1	<u>4 Day Working Week</u> DH asked about the "pulse check" with staff results and metrics around the division of labour across the team and how the team collaborate together.  KS asked what the timescales are for deciding what the next steps will be from the trial. The trial is due to end on 8 <sup>th</sup> December and CM will be presenting the options to trustees once we have the results from our partner survey in November.	
4.2	AP highlighted that wearing his 'partner of Rise' hat, he'd had several out of office notifications on a Friday when he'd contacted a few Rise staff, and suggested adding details of the benefits etc of a 4 Day Working week trial to out of office responses to emails, so that recipients understand more about it. CM to cascade.	<b>CM</b>
4.3	GN is interested to see the impact on recruitment. HT advised we have just recruited into Graphic Designer and Marketing & Communications Manager roles and she believes the 4 day working week was a big benefit and helped attract a higher calibre of candidate.	
4.4	<u>Trustee Recruitment</u> CM highlighted that PP will be standing down from the Board at the next AGM (Nov) and therefore the Nom & Rem Committee are starting the recruitment process for a new EDI lead trustee.	
4.5	CM also highlighted that a number of other trustees are coming to the end of their first 4-year term in 2024 and so SG will be reaching out to those early in 2024 if not before to review their future plans. SG also highlighted that PP's role of Vice Chair is also going to be vacant so asked for anyone interested	

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	to please speak to him in the first instance. CM also asked for anyone interested in the vacancy on the EDI Sub-Committee caused by MC's move from EDI to Income Generation, to let her know by 29 <sup>th</sup> Sept.	<b>SG / ALL</b>
4.6	The Board approved the updated Terms of Reference for the Nom & Rem Committee.	
<b>5.0</b>	<b>Q1 Finance Report</b>	
5.1	DM presented the report circulated prior to the meeting. Trustees noted the content of the report. No Q1 balance sheet was provided as the 22/23 audited accounts will be circulated shortly and there is little movement given that these are Q1 figures.	
5.2	CM also reminded trustees of the deficit budget position that we're forecasted in the outer years of the SE funding period. Whilst that figure has been reducing, it is still sizeable and so the information that HT will discuss in relation to business development, is critical.	
5.3	SG asked trustees how comfortable they are with the format of financial information presented. No concerns raised. CM asked anyone who has any questions or would like to see any further detail to get in touch.	<b>ALL</b>
<b>6.0</b>	<b>Q1 Performance Report</b>	
6.1	DM and CM gave a summary of the report circulated prior to the meeting. The report was noted.	
<b>7.0</b>	<b>Business Development 6 Monthly Update</b>	
7.1	HT gave a presentation (circulated with these minutes) on the work of the Business Development function during the last 6 months and the plan for the next 6 months.	
7.2	KS will look at opportunities available that Rise can link into. KS to set up a meeting between HT and the relevant person to make the initial connection.	<b>KS</b>
7.3	HT asked trustees to circulate the short Workplace Health Survey across their networks (sent under email cover on 07/09/23).	<b>ALL</b>
<b>8.0</b>	<b>Equality, Diversity &amp; Inclusion Update</b>	
8.1	DM gave a summary of the report circulated prior to the meeting. Trustees noted the contents of the report.	
<b>9.0</b>	<b>Policies for Approval</b>	
9.1	CM gave a summary of the report circulated prior to the meeting.	
9.2	<u>Health &amp; Safety Policy</u> SB provided feedback via email to CM which will be used to update the policy. Trustees approved the updated policy once the amends are made.	

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9.3	<p><u>People Plan (2023 update)</u> Trustees approved the updated plan.</p>	
9.4	<p><u>Succession Plan (2023 update)</u> Trustees approved the updated plan.</p>	
<b>10.0</b>	<b>Risk Register &amp; Opportunities Register</b>	
10.1	CM gave a summary of the report circulated prior to the meeting. Trustees noted the contents of the report.	
<b>11.0</b>	<p><b>Any Other Business</b> CM reminded Trustees about the half day strategy day on 7<sup>th</sup> December. This is likely to be at One Strawberry Place in Newcastle, followed by a visit to Stowell Street for food afterwards to celebrate the end of the year.</p> <p>There was no other business to note.</p>	

**Date and time of the next meeting –14<sup>th</sup> November 2023 at 10:00am (this follows the AGM at 9:30am). Royal Quays Business Centre**