

Minutes of the Rise Board meeting held on Tuesday 13th September 2022 at Royal Quays Business Centre and via Teams

PRESENT

Simon Gordon (SG)	Chair
Steven Bell (SB)	Trustee
Matthew Cormack (MC)	Trustee
Debbie Henderson (DH)	Trustee & Senior Independent Trustee
Graeme Nash (GN)	Trustee
Adam Pilkington (APilk)	Trustee
Anoop Puri (APuri)	Trustee
Katy Storie (KS)	Trustee
Clare Morley (CM)	Chief Executive Officer
David Marrin (DM)	Strategic Director (South of Tyne)
Kaye Scott (KSc)	Finance and Business Support Manager

APOLOGIES

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

Item	Discussion	Action
1.0	Welcome, Apologies and Declarations of Conflicts of Interest	
1.1	SG welcomed Trustees to the meeting. Apologies were received from JC, NE and PP.	
1.2	There were no new declarations of interest to note.	
2.0	Previous Board Minutes & Matters Arising	
2.1	<u>Board Meeting (May)</u> The minutes of the previous Board meeting were agreed to be a true record. The following updates outstanding actions were noted:	
2.2	3.2 Cost of living contributions to be covered during this meeting. 5.7 Progress has been made on investing cash reserves and we are hoping to finalise the process soon.	
2.3	<u>EDI Sub-Committee Minutes (August)</u> The minutes from the Equality Diversity Inclusion Sub-Committee held on 17 th August 2022 were noted.	
3.0	Q1 CEO Update	
3.1	CM gave a summary of the report circulated prior to the meeting. The following points were noted:	
3.2	CM highlighted the Inner & Outer West of Newcastle, as well as South Tyneside, as being emerging areas of focus, and asked Trustees to bear this in mind in terms of their own connections and/or work in these areas.	ALL
3.3	MC offered his support to the new Business Development Director with the corporate sector once she is embedded in the team. CM will connect MC with the post holder at the right time.	CM

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3.4	Discussion took place around difficulties all sectors are experiencing filling vacancies. Across the sector, grants and trusts positions have a big demand which has seen an increase in salaries to secure the right person. SG added that we may need to be prepared to pay more to attract the right candidate to this role.	
4.0	Q1 Finance Report	
4.1	DM gave a summary of the report circulated prior to the meeting and Trustees noted the financial position at the end of Q1. The following discussions took place:	
4.2	KS asked if Sport England will increase their award taking into consideration the cost-of-living increase. CM confirmed that we are currently on a flat rate with Sport England, however the AP network will be having discussions about the profiling of the funding and how it may be allocated across different budget lines moving forward compared to how it was profiled when submitting system partner applications, due to the COL crisis. However, CM also pointed out that there are funding opportunities with Sport England on top of our main award (such as the secondment funding that has recently been awarded for two secondment roles within the team).	
4.3	Sport England have given us the option to reprofile our 22-23 and 23-24 awards.	
5.0	Q1 Performance Report	
5.1	DM gave a summary of the report circulated prior to the meeting. The followed points were raised:	
5.2	DH asked if we have qualitative feedback especially on home/work life balance. CM confirmed that this is included in our monthly and quarterly surveys to staff. Once a year we also survey staff about our hybrid working arrangements and how staff see their working arrangements. That survey is currently out with the team.	
5.3	CM welcomed feedback from Trustees on how qualitative performance is presented to the Board. CM is trying to find a balance between gathering the information in one place that then presents well to both the Board and Sport England, to ensure the team are not duplicating their reporting.	
5.4	Trustees agreed that it is good to have the option of delving into the detail of the statistics and are happy with the presentation of the data at the moment. MC highlighted how the narrative report is useful for further understanding the work.	
6.0	Code of Governance – Compliance Update	
6.1	CM gave a summary of the report circulated prior to the meeting. The Board noted the contents of the report and the following points were raised:	
6.2	<u>People Plan</u>	

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<p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p>	<p>GN asked if we talk about succession planning and employee's career progressions with the team. CM stated that we probably don't do this enough across the team, however, we do have Personal Development Plans that give everyone an opportunity to develop their skill set.</p> <p>SG stated that as a small organisation, we shouldn't be hung up on people leaving to better opportunities (i.e. career progression) as we can't necessarily create opportunities like a bigger organisation can. CM added that our approach is to be open and honest with staff on the reward and recognition and training incentives and the restrictions on being a small charity.</p> <p>SB asked if there is scope to have a long-term relationship with universities to offer short term opportunities for students. CM responded that at the moment we don't have a need for this capacity, however, we have in the past and this is something we can potentially look into again following on from hopefully a successful process with our current Graduate Intern. CM welcomed support from SB and KS on this at the right time.</p> <p><u>Safeguarding & Welfare Champion Role</u> Part of this report included a summary of the Safeguarding and Welfare Board Lead role and CM welcomed expressions of interests from trustees by the end of September.</p> <p>The Trustees approved the new People Plan and updated Trustee Code of Conduct (subject to the correction of one typo), subject to any other comments that might be received from the trustees who have given apologies. <i>Post meeting note: no further comments received.</i></p>	<p>ALL</p>
<p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>Early Years Investment</p> <p>CM gave a summary of the report circulated prior to the meeting.</p> <p>The Board approved the continued investment from Reserves into the Early Years Development Manager post from May 2023 for two years.</p> <p>This role was fully supported by those trustees present who agreed with the importance of the area of work.</p> <p>SG stated that he will be interested to see how the new Business Development Director can draw new funding in to support this area of work. CM confirmed that this is one of the BDD's first priorities.</p>	
<p>8.0</p> <p>8.1</p> <p>8.2</p>	<p>Risk Register & Opportunities Register</p> <p>CM gave a summary of the report circulated prior to the meeting. The following points were noted.</p> <p>DH asked if there is anything in the risk register around the cost-of-living crisis. CM confirmed that it currently falls within 2 lines on the register, rather than</p>	

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	being explicit in its own right. CM will investigate how we make this a standalone item to give it more focus.	CM
8.3	SB asked if we have seen an increase in overheads from the landlord? CM informed Trustees that our landlord has confirmed our rent for the next 12 months is the same as the previous year, which includes our utilities. We are, however, envisaging an increase in HMRC mileage rates as HMRC are currently consulting on those as they have been static for many years.	
9.0	Safeguarding & Data Protection Update	
9.1	DM gave a summary of the report circulated prior to the meeting and the contents were noted.	
9.2	The Board approved the adoption of the Safeguarding Children & Young People Policy, Safeguarding Adults at Risk Policy and the Safeguarding Children, Young People and Adults at Risk Statement.	
10.0	Supporting Staff with Cost of Living	
10.1	DM and KSc left the meeting at this point.	
10.2	CM outlined the rationale for the paper presented to the Board regarding options that could be utilised to support staff with the current COL crisis. IT was acknowledged that since the paper was circulated, the Government has announced further support for households with their energy costs. However, the energy costs are still extremely high, and in general, the rate of inflation is having a negative impact across the team and beyond.	
10.3	CM also highlighted that recent staff surveys have started to show that people are very concerned about the cost of living, and some are highlighting how it is causing them to lose sleep.	
10.4	The Board discussed the options presented in the paper and agreed a small one-off package for all staff to be paid Dec/Jan to support with energy costs. CM confirmed that as CEO, she would politely decline the offer.	
10.5	DH suggested that we could also share further information around advice and support in this area with the team. DH to share details of support available with CM.	DH
11.0	Any Other Business	
11.1	SG reminded trustees of the need for them to complete their trustee review forms. This is important to ensure that we are support trustees appropriately, as well as being part of our Code of Governance requirements.	ALL
11.2	In PP's absence, SG to forward the trustee review forms to those trustees who PP was picking up.	SG CM / ALL

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11.3	CM confirmed that an updated skills matrix needs to be completed. This will be circulated shortly and CM would be grateful if trustees could complete that as accurately as possible.	CM / PP
11.4	SG confirmed that we would like to get a Christmas celebration in this year at Christmas time, rather than May like last year. CM to check which dates might be appropriate for the majority, and remind PP that he had offered to organise a venue for some food.	CM
11.5	SG highlighted how we are currently planning the 2023 meeting calendar. He also highlighted the need to introduce 1.5 strategy days to the diary, alongside the 4 quarterly board meetings. The suggested calendar will be circulated with the Board minutes.	ALL
11.6	CM reminder the trustees to respond to KSc's request for the 'Know Your Customer' details requested to enable us to open a further account, as per previous Board approvals. CM thanked those who had already provided the relevant information.	

Date and time of the next meeting – November 22nd 2022 (AGM at 9.30am, Board Meeting at 10am – both at Royal Quays Business Centre.

Action Record

Item	Action	Responsibility
3.2	Consider links within Inner/Outer West and South Tyneside.	ALL
3.3	CM to connect BDD to MC when she has settled in.	CM / MC
6.5	Trustees to review role profile for Safeguarding & Welfare Lead and respond to CM if they are interested in the role	ALL
8.2	CM will investigate how to make the cost of living crisis a standalone item on the Risk Register.	CM
10.5	DH to share information that might be useful for staff about support and advice around cost of living.	DH
11.1	Trustees to complete trustee review forms asap	ALL
11.2	SG to ensure all trustees have trustee review forms	SG
11.3	CM to circulate updated skills matrix template for all trustees to complete	CM / ALL
11.4	CM to check availability for Christmas meal and PP to arrange venue	CM / PP
11.5	CM to circulate 2023 Board meeting and strategy day calendar	CM
11.6	All trustees to ensure that they Know Your Customer information is provided to KSc as soon as possible for the new account	ALL