

## Minutes of the Rise Board meeting held on Tuesday 9<sup>th</sup> May 2023 at Royal Quays Business Centre and via Teams

### PRESENT

Simon Gordon (SG)	Chair
Joanne Cairns (JC)	Trustee
Matthew Cormack (MC)	Trustee
Nic Erevik (NE)	Trustee
Debbie Henderson (DH)	Trustee & Senior Independent Trustee
Graeme Nash (GN)	Trustee
Adam Pilkington (APilk)	Trustee
Patrick Price (PP)	Trustee & Vice Chair
Anoop Puri (APuri)	Trustee
Clare Morley (CM)	Chief Executive Officer
David Marrin (DM)	Business & Strategy Director
Louise Laws (LL)	Children & Young People's Health & Wellbeing Strategic Lead
Kaye Scott (KSc)	Finance and Business Support Manager

### APOLOGIES

Debbie Henderson (DH)	Trustee
Katy Storie (KS)	Trustee

Item	Discussion	Action
<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>Connecting to the Purpose</b>	
2.1	LL updated the Board on the work of the Children & Young People team. To learn more about the Active Start programme mentioned in the briefing, please see <a href="#">this link</a> .	
2.2	MC offered his support in developing the offer for corporate sponsorship for the Active Start programme at the right time, liaising with Helen Tong (Business Development Director).	
2.3	SG asked what non-traditional sports are coming up in youth voice conversations. Clubbercise, dodgeball in the dark, forest schools, orienteering, pool/snooker are a selection of alternative activity we are funding through schools to promote social engagement as well as increase physical activity participation.	
2.4	Trustees thanked LL and the rest of the Children & Young People team on the work they are doing, particularly given the challenges around the OSF programme given that the DfE have moved the goalposts several times.	
<b>3.0</b>	<b>Previous Board Minutes &amp; Matters Arising</b>	
3.1	<u>Board Meeting (January)</u> The minutes of the previous Board meeting were agreed to be a true record. There were no outstanding actions not covered during the main business of this meeting.	

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3.2	<u>Audit Committee (March)</u> Trustees noted the contents of the minutes.	
<b>4.0</b>	<b>Q4 Finance Report</b>	
4.1	DM presented the report circulated prior to the meeting.	
4.2	SG asked DM if there is anything he is concerned about in regard to finance. DM highlighted the future forecasts to the end of the current SE funding cycle remain a concern, however, with the new Business Development roles becoming established in the team this should have a positive impact on the projected budgets moving forward.	
4.3	DM highlighted that we are changing some internal processes this year which will make reporting easier in the future, and are also starting the VAT journey, with us being VAT registered from 1 <sup>st</sup> May 2023.	
4.4	SG asked when we can expect to see a bigger return on some of our investments. This is something we review regularly at the Audit Committee and the opening of the new NatWest account will enable us to access higher interest accounts through the treasury. NE added that this will be added to the next Audit Committee agenda.	<b>DM</b>
<b>5.0</b>	<b>2023-2024 Budget</b>	
5.1	DM presented the report circulated prior to the meeting.	
5.2	CM updated the Board on a recent meeting with Tim Hollingsworth CEO and Phil Smith Executive Director of Partnerships with Sport England. On the back of learning gained from the Together Funding distribution process, Sport England are looking at how Active Partnerships can potentially be used further to distribute Sport England funding for future funding opportunities. This is in addition to the place-based funding models currently being developed by Sport England. We don't have any more details; however, it is encouraging to see Sport England looking towards Active Partnerships for more support.	
5.3	CM informed trustees that she has now finalised the Terms of Reference for the Income Generation Sub Committee. CM will contact relevant Trustees with further information and Helen Tong (BDD) will be in touch to set up a first meeting. Helen will also attend the Board meeting every 6 months to update in person (next attendance in Sept 2023).	<b>CM</b>
5.4	Trustees approved the 2023-2024 budget.	
<b>6.0</b>	<b>Q4 Performance Report</b>	
6.1	DM gave a summary of the report circulated prior to the meeting.	
6.2	SG asked if the 1% target for sickness is too challenging. JC highlighted that the target is challenging and especially in a small team where one person's sickness can have a large impact on the figures. JC feels that increasing	

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	<p>the target would not necessarily make sense, however, and recommends we continue to review the support mechanisms we have for wellbeing. CM added that we would not want to change the target when we are implementing a large wellbeing initiative with the introduction of the 4 day working week.</p>	
6.3	<p>GN noted that the partner NPS score of +89 is excellent. There is however a couple of more neutral/negative scores, do we have any further information to support this neutral/negative feedback? CM confirmed that unfortunately, all qualitative feedback received only related to the positive scores; those who left a neutral/negative review did not add any supporting narrative and we don't know who those partners are, so we can't do any follow up.</p>	
6.4	<p>SG stated that it is fantastic report and to see the extensive work being done by the team is impressive. CM noted that part 2 of the report is based on the Implementation Plan for 2021-23 and the next report will be based on the new plan being finalised for 2023-25, and the format will likely be different to reflect the new format of the new plan.</p>	
6.5	<p>Trustees noted the performance data for the end of Q4.</p>	
<b>7.0</b>	<b>Performance Reporting 2023-2024</b>	
7.1	<p>CM gave an overview of the report circulated prior to the meeting.</p>	
7.2	<p>Board approved the Performance Reporting framework for 2023-24.</p>	
<b>8.0</b>	<b>CEO Update</b>	
8.1	<p>CM gave a summary of the report circulated prior to the meeting. The following points were highlighted:</p>	
8.2	<p><u>4 Day Working Week</u>            CM gave an update on the progress made on the 4 Day Working Week pilot, including a timeline for the rollout and a draft version of Productivity and Success Measures to be monitored against throughout the duration of the pilot. CM to circulate a copy when finalised.</p>	<b>CM</b>
8.3	<p>CM to circulate the "How We Will Work" document to the Board when it is finalised by the staff, as this is currently being co-designed and should be ready by the end of May.</p>	<b>CM</b>
8.4	<p>NE asked if we have enough objective measures in the Productivity and Success Measures? CM agreed that this is important and the ones in the draft will be built upon and take into account those in our Balanced Scorecard.</p>	
8.5	<p>SB added that we need to be able to capture the qualitative information as well to get a full picture on the feelings of the workforce. Need to measure across the different levels within the organisation i.e. SMT, managers and</p>	

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	officers. CM confirmed that the monthly GoVox pulse survey check will hopefully capture information at different levels and also at an individual, team and organisational level.	
8.6	Board approved the changes to the Audit Committee Terms of Reference that were included in the report and which arose from the latest review by the Audit Committee of their own performance. That review found that the Committee is carrying out all of its relevant functions efficiently.	
<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	The Board approved the minor updates in the annual review of the Environmental & Sustainability Policy.	
<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.	
10.2	Trustees noted the contents of the report.	
<b>11.0</b>	<b>Safeguarding &amp; Data Protection Update</b>	
11.1	CM presented the report circulated prior to the meeting.	
11.2	MC asked if we capture Data Protection notifications that we have receive i.e. self reporting to the ICO. CM will add this as a line to the report.	<b>CM</b>
<b>12.0</b>	<b>Any Other Business</b>	
12.1	<u>The Big Give</u> CM informed trustees that we are joining The Big Give to support our work in Berwick. More information will be sent out via email, however, CM would appreciate Trustees sharing our social media posts during the week-long campaign, starting from 15 <sup>th</sup> May 2023.	<b>ALL</b>

**Date and time of the next meeting –12<sup>th</sup> September 2023 at 10:00am**

**Action Record**

<b>Item</b>	<b>Action</b>	<b>Responsibility</b>
4.4	Add return on investments to Audit Committee meeting agenda.	DM
5.3	Circulate details to relevant trustees for the Income Generation Sub Committee when available.	CM
8.2/3	Circulate 4DW Productivity and Success Measures and How We Will Work documents when ready.	CM
11.2	Add Data Protection notifications made to the ICO to the DP report.	CM
12.1	Trustees to support The Big Give campaign w/c 15 <sup>th</sup> May 2023.	ALL