

Minutes of the Rise Board meeting held on Tuesday 22nd November 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
Adam Pilkington (APilk)	Trustee
Patrick Price (PP)	Trustee & Vice Chair
Katy Storie (KS)	Trustee
Clare Morley (CM)	Chief Executive Officer
David Marrin (DM)	Strategic Director (South of Tyne)
Adam Brougham (AB)	Adult Health & Wellbeing Strategic Lead
Kaye Scott (KSc)	Finance and Business Support Manager

APOLOGIES

Nic Erevik (NE)	Trustee
Graeme Nash (GN)	Trustee
Anoop Puri (APuri)	Trustee
Joanne Cairns (JC)	Trustee

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 NE, GN, APuri and JC.	
1.2	There were no new declarations of interest to note.	
2.0	Connecting to the Purpose	
2.1	AB (Adult Health & Wellbeing Strategic Lead) presented to the Board on the work of the Adult Health & Wellbeing team. A copy of the presentation will be circulated with these minutes.	
2.2	DH is passionate about the prevention agenda and offered her support to AB and his team. DH and AB to meet to discuss. SG asked to also be included in the meeting to discuss the prevention agenda.	
2.3	SG, on the behalf of the Board thanked the team for their work, specifically the work being done in Berwick. CM echoed this and thanked the whole of the Adult Health & Wellbeing team.	SG/DH/AB
3.0	Previous Board Minutes & Matters Arising	
3.1	<u>Board Meeting (Sept)</u> The minutes of the previous Board meeting were agreed to be a true record. Updates to outstanding actions not covered during the main business of this meeting are noted below:	
3.2	CM thanked APilk who has agreed to be the Safeguarding & Welfare Lead	
3.3	Trustees were reminded to submit their review form and skills matrix if not done so already.	ALL

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3.4	CM gave an update on the issues opening a new bank account. KSc to continue to progress this piece of work.	
3.5	<u>Audit Committee Minutes (Oct)</u> For info before being approved by the Audit Committee.	
3.6	<u>Nominations & Remuneration Minutes (Nov)</u> For info before being approved by the Nominations and Remuneration Committee.	
4.0	Q2 CEO Update	
4.1	CM gave a summary of the report circulated prior to the meeting. The following points were noted:	
4.2	The evidence for Sport England Code of Governance compliance will only cover the 7 items identified in the paper. Trustees will need to sign off that all other aspects of compliance are met. CM will run through these aspects with trustees at the next Board/Away Day, to ensure trustees are comfortable making this declaration of compliance.	CM
4.3	Discussion took place regarding the Opening School Facilities and the logistics in awarding the funding and what schools can use the funding for. The details of the contract are still being finalised by the national Active Partnerships team.	
4.4	Additional to the suggestions in the minutes from the Nominations and Remuneration Committee minutes around the cost of living increase next year, other potential options are being explored and CM will report back with an options appraisal at the next meeting following further discussion with the Nominations & Remuneration Committee.	

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		CM
5.0	Q2 Finance Report	
5.1	DM gave a summary of the report circulated prior to the meeting. DM flagged that the Balance Sheet was omitted from the report circulated, a copy will be circulated with these minutes.	
5.2	Trustees noted the financial position for the end of Q2.	
6.0	Q2 Performance Report	
6.1	DM and CM gave a summary of the report circulated prior to the meeting.	
6.2	Trustees noted the performance data and appreciated the depth of the detail provided in part 2 of the report.	
7.0	Policies for Approval	
7.1	CM gave an overview of the report circulated prior to the meeting and the following points were noted.	
7.2	<u>Reserves Policy 2022-23</u> Trustees approved the Reserves Policy 2022-23.	
7.3	<u>Financial Procedures</u> Trustees approved the Financial Procedures.	
7.4	<u>Risk Management Strategy (inc. Risk Appetite)</u> It was highlighted at the Audit Committee that we need to revisit the risk appetite of the Board. CM is comfortable to stick with the current approach and happy to continue to review this annually. This was agreed by Trustees.	
7.5	Trustees approved the Risk Management Strategy.	
7.6	<u>Matters Reserved for the Board</u> Trustees approved the Matters Reserved for the Board & Schedule of Delegations.	
8.0	Risk Register & Opportunities Register	
8.1	CM gave a summary of the report circulated prior to the meeting. Trustees noted the contents of the report.	
9.0	Safeguarding & Data Protection Update	
9.1	CM gave a summary of the report circulated prior to the meeting. Trustees noted the contents of the report.	
10.0	Any Other Business & DONM	
10.1	APilk has met with Louise Laws (CYP Strategic Lead) around Youth Boards and is keen to get a Rise Youth Board established. APilk to continue these discussions with LL.	APilk

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10.2	SG fully supports this and will work with CM on how the Youth Board can feed into this group. AP to look at recruiting a diverse group of young people.	
10.3	Board Xmas Meal 15 th December, venue TBC, but likely Simla (Newcastle). CM asked trustees to confirm their availability.	Trustees

Date and time of the next meeting – 31st January 2023 at 10:00am

Action Record

Item	Action	Responsibility
2.2	SG and DH to meet with AB to discuss the prevention agenda.	SG/DH
3.3	Trustees were reminded to submit their review form and skills matrix.	Trustees
4.2	CM to ensure Trustees are comfortable giving CoG compliance statement to Sport England by end of April 2023.	CM
4.8	CM to present options appraisal re: cost of living and staff wellbeing, including a 4 day week option, to the next Nominations and Remuneration Committee meeting in Jan before bringing to the Jan Board meeting.	CM
10.2	Continue discussions regarding a Youth Board.	APilk