

Minutes of the Rise Board meeting held on Tuesday 31st January 2023 at Royal Quays Business Centre and via Teams

PRESENT

Simon Gordon (SG)	Chair
Joanne Cairns (JC)	Trustee
Nic Erevik (NE)	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)
Andrew Tunnah (AT)	Empowering People Strategic Lead
Kaye Scott (KSc)	Finance and Business Support Manager

APOLOGIES

Steven Bell (SB)	Trustee
Matthew Cormack (MC)	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 and noted.	
1.2	There were no new declarations of interest to note regarding the agenda for this meeting. However, SG added a new declaration in connection to Tynemouth Golf Club. CM will add this to his Declaration of Interest Form.	CM
2.0	Connecting to the Purpose	
2.1	AT (Empowering People Strategic Lead) presented to the Board on the work of the Empowering People Team.	
2.2	DH thanked AT and the Empowering People Team on the work they are doing. In regard to the Physical Activity Clinical Champions (PACC) training, if the team aren't already linked in with CNTW, DH is really keen to link into this work and will pick this up with AT outside of the meeting.	DH/AT
2.3	AP asked how we recruit young people into the Coach Core programme. AT responded that it is being reviewed to ensure we recruit the right young people. AP suggested attending recruitment fayres to promote the programme.	
2.4	SG asked if Active Start is an opportunity to attract more funding. AT confirmed we are working with our Research & Insight Team to enable us to evidence the impact of the Early Years work with a view of using this when applying to funders. Early Years work is high on the radar of our new Trusts & Foundations Manager, who is working closely with the Early Years Development Manager.	

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3.0	Previous Board Minutes & Matters Arising	
3.1	<p><u>Board Meeting (Nov)</u></p> <p>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:</p>	
3.2	DH and SG are meeting Adam Brougham (Adults Strategic Lead) from the team on 10 th February 2023 to discuss the prevention agenda.	
3.3	CM thanked everyone for submitting their Skills Matrix and review forms. This work is now complete.	
3.4	AP and Louise Laws (CYP Strategic Lead) are continuing to liaise on the youth voice conversations.	
3.5	<p><u>Nominations & Remuneration Minutes (Jan)</u></p> <p>Trustees noted the contents of the minutes and further discussion will take place under Agenda Item 10.</p>	
4.0	CEO Update	
4.1	CM gave a summary of the report circulated prior to the meeting. The following points were noted:	
4.2	In addition to the contents of the report, due to the process for claiming the capacity funding for Opening School Facilities, we will be over the £85k VAT threshold in the next financial year, meaning for the first time we will need to register for VAT. SG suggested DM speaks to someone in his team at St Oswald's for advice, and MC has also offered his support to connect to VAT advisors.	DM
4.3	AP suggested we begin this process as soon as possible as the VAT we pay on services we receive i.e. rent, we will be able to claim back. AP to speak to DM outside of the meeting.	AP/DM
4.4	CM informed Trustees that we have secured a larger office across the corridor from our current office that will accommodate our growing team. New additions to the team include a Project Manager to manage the Opening School Facilities project and a Safeguarding Lead which will be part of a national network funded by Sport England to support grassroots clubs and NGBs.	
4.5	KS asked if the new Safeguarding Lead could be used as a trainer to deliver more specialist training around trauma awareness when in post. KS offered the support of her Student Health & Wellbeing Team on developing this. CM advised that the Safeguarding role is being co-designed with NGBs and is unlikely to be in post until the Autumn.	
4.6	Trustees reviewed the Sport England Compliance Statement, and a discussion took place around the approach we take to ensure we comply	

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	with the Code of Governance. NE suggested we take the same approach as the Audit Committee with internal controls where Trustees randomly select requirements. NE and JC volunteered to pick this up and CM will continue discussions outside the meeting. The deadline for final submission is 30 th April 2023. This process can be undertaken before March to ensure that the Board can minute its approval of the Compliance Statement at the 14 th March meeting. CM to speak to Trustees not present to ensure all Trustees are comfortable with this approach.	NE/JC/ CM
5.0	Finance Report	
5.1	DM presented the report circulated prior to the meeting.	
5.2	Discussion took place around the provisional carry forward into next year and how this affects reserves. CM confirmed that this figure is restricted and doesn't affect our reserves.	
5.3	Discussion took place regarding the allocation of income when we receive it in a different financial year to the delivery i.e. Together Fund income has been received in January 2023, however, the delivery of the project will be from April 2023. AP suggested the management accounts show the income in the period it is to be spent. SG stated that as long as it is explained to Trustees and we are consistent he is happy with either approach being taken. DM to pick this up with AP outside of the meeting and agree preferred option.	DM/AP
5.4	It was agreed that it would be helpful to include the last Quarter's Restricted and Unrestricted figures in the Balance Sheet moving forward.	DM
5.5	The initial draft budget for 2023-2024 was presented and will be taken to the Audit Committee next month with further refinements. No questions were raised.	
5.6	NE noted the variance in the budget for marketing and research and asked if we are missing an opportunity by underspending in this area. DM explained that this line in the budget is more about the tools we use i.e. insight tool and video production; there are other marketing costs sitting within project budgets. A discussion took place on how marketing will be a key part of the Business Development work and Board would expect to see more resources being allocated to this in the future.	
6.0	Q3 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 for the end of Q3.	
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.	

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7.2	<u>Business Continuity Plan</u> SG asked how long we have been with our IT support provider. SG suggested it would be timely to carry out a review. DM to arrange for this to be done in 23-24.	DM
7.3	AP asked if we need to consider planned power cuts as part of our Continuity Plan. It was agreed that due to the nature of our remote working capabilities that unless there was a region-wide planned power cut this would not be an issue for us. CM will add this to the Business Continuity Plan to show it has been considered.	CM
7.4	Trustees approved the updated Business Continuity Plan once the actions above are completed.	
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.	
8.2	DH queried whether we should consider having a target risk score within the Risk Register, alongside the inherent risk and the residual risk scores. CM and DH to discuss outside of the meeting.	CM/DH
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	Staff Wellbeing & Remuneration Options Appraisal	
10.1	CM gave a summary of the report circulated prior to the meeting and presented the options appraisal. A copy of the presentation will be circulated with these minutes.	
10.2	SG thanked CM for her work. Due to time constraints in the meeting, SG would like to take this discussion to the Board Strategy Day on 14 th March 2023. In the meantime, Trustees to forward any questions, or thoughts, to CM to review in preparation.	ALL
10.3	Trustees approved the cost of living increase, however, GN suggested this was put to the staff as part of a wider package that the details are still being worked on. This was agreed.	
11.0	Any Other Business	
11.1	No other business	

**Date and time of the next meeting – 14th March 2023 – Strategy Away Day (9.30-4.30pm).
Venue TBC (will be central Newcastle)**

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Action Record

Item	Action	Responsibility
1.2	Update SG Declaration of Interest Form	CM
2.2	AT to meeting with DH to discuss Physical Activity Clinical Champions (PACC)	DH/AT
4.2 & 4.3	Advice to be sought around registration for VAT.	DM
4.6	Action to ensure Trustees are comfortable in signing the Statement of Compliance with the SE Code of Governance.	NE/JC/CM
5.3	Discussion on how income is reported to Board when received in a different financial year.	DM/AP
5.4	DM to add previous Q's Restricted and Unrestricted Reserves figures to Balance Sheet moving forward.	DM
7.3	Review of our IT provider.	DM
7.4	Planned power cuts to be added to the Business Continuity Plan.	CM
8.2	Discussion around inclusion of Target Risk Score in Risk Register	CM/DH
10.2	Trustees to send questions, or thoughts, to CM on staff wellbeing and T&C options.	ALL