STREETGAMES BOARD MEETING

Date: Tuesday 8th October 2013
Venue: StreetGames, Barton Hall Estate, Hardy Street, Eccles, Manchester M30 7NB
Time: 08:30 – 15:00

MEETING MINUTES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>MINUTES</th>
<th>ACTION</th>
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<tr>
<td>Trustees:</td>
<td>PRESENT</td>
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<td></td>
<td>Steve Hodkinson (Chair), Victoria Hill (VH), Richard Moore (RM), Alastair Wood (AW), Desiree Mahoney (DM), Rachel Roberts (RR), Karen Creavin (KC)</td>
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<td>Jane Ashworth (JA), Kerry McDonald (KM), Marl Lawrie (ML), Brian O’Connor (BOC), Julie Lane (JLa) and Lis Hindle (LH)</td>
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<td>Paul Kendall (Sport England), Presentations from: Ceris Anderson &amp; David Symonds (Hacker Young)</td>
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<td>Staff:</td>
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<td>Other:</td>
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1. Welcome & Apologies

Apologies
Susan Capel, David Innes, Jonathan Hughes and Brendan Reilly

The Chair welcomed everyone to the first meeting to be held at the Eccles Office.

John Stevens has notified the chair that he is standing down from the Board. John was due to step down in December and was unable to attend today’s meeting.

Jonathan Hughes is unable to attend due to family circumstances.

The Chair also welcomed Paul Kendall from Sport England to the meeting

2. Conflicts of Interest

The Chair thanked all the Trustees for completing the new declaration of interest forms and reminded anyone who had not
completed the form, to please do so.

No direct conflicts of interests were declared with regard to today’s agenda. Karen Creavin, Alastair Brown and Rachel Roberts reminded the Board that their employing local authorities are in receipt of DSC funding.

### 3. Notice of Impending Legal Action

No notice of Impending legal action.

### 4. Contracts >£60k

No additional contracts to report relating to services above £60k.

**Note:** The Chair reminded the Board that this item is solely for contracts over £60k relating to individuals but this may be reviewed in the future in light of the new procurement rules.

### 5. Minutes from the last meeting July 2013

No amendments required and therefore adopted as accurate record of the meeting.

**Matters arising**

- Paul Kendall asked for a copy of event dates
- RR asked that page numbers be added to future minutes
- Item 7.3 – VH has now met with Hacker Young after concern was raised that they had not picked up the issues reported by Moore Stephens.
  Hacker Young had explained that SG have enough controls in place to pass a statutory Audit but agreed that as the organisation grows these controls need to be enhanced. In the new year the Audit Committee will assess Hacker Young’s service for the organisation in line with the audit planning. It might be that in the future SG needs to use auditors whose client base is more charity focused.
  Hacker Young will attend Audit Committee meetings in order to plan for extra controls.
- Item 7.4 – Jonathan Hughes will be a member of the Audit Committee and will also observe Finance Committee meetings. This presents no conflict of interest

### 6. Chair’s Action

The Chair confirmed his actions and progress made since the last meeting as follows:
a) BT Supporters club funding application had been approved and has been successful.

b) EU learning exchange funding application has also been signed and nothing has been heard back as of yet.

c) The CEO’s appraisal was carried out in May and was a very positive conversation in the context of SG doing extremely well. Also positive in regard to the response to the Moore Stephens report.

d) VH has been appointed as the Chair of the Audit Committee.

e) Recruitment is underway for two new trustees, one with experience of audit and finance and another with general skills and perhaps an HR or sport specialism on the basis of the skills audit of Trustees. Westminster Industry Group has been used to advertise the vacancies and the interview date will be the 13th November, with a panel already arranged.

f) Sport England governance and self-assurance assessment has now been signed off by JA and SH. The Chair thanked ML, BOC and JLa for their support with this work.

g) The sub-lease for the Eccles office is still to be finalised and is currently with the solicitors. This is on target to be signed by the time the audit is carried out.

The Board approved the actions of the Chair since the last meeting.

### 7. Chief Executive’s Report

Jane picked out some points of the paper as follows:

**AWARDS** – Us Girls won the 2013 National Lottery Award for best Sports project which was selected by public vote. 10,000 people were directed to the link to vote but this only generated 5,000 actual votes. Wayne & Colleen Rooney also tweeted for StreetGames.

StreetGames has been shortlisted as one of 9 projects for the ‘Move!’ EU funded physical activity programme award, which will be announced on the 16th October in Barcelona.

SG has also been shortlisted for the Children and Young People Now Award, in the Youth Volunteering category: the winner will be announced on the 27th November.

JA asked if some board members were able to attend the awards on the 27th November - **KC to attend**.

StreetGames also received a bronze medal at the Corporate
Engagement Awards.
RR asked if StreetGames is making the most in publicity terms of winning these awards. **JA to speak with Capella about promoting award winning.**

**APCC** - had turned down the proposal for a joint partnership but recommended that it be trialled in one area. The post will be hosted in Derbyshire in a three-way partnership between StreetGames, the PCC and Derbyshire Sporting Futures. An advisory board will then be put together and the programme will be developed from there.

**Health** – Paul Jarvis has now been accepted as a fellow of The Royal Society of Public Health and they have now accredited StreetGames as a provider of Level 1 and 2 training courses in Health Improvement and Behaviour Change. We have also been invited to attend a health awards event on the 24th October, which is open for Trustees to attend.

**Pop up tennis clubs** – The clubs that were run to celebrate Wimbledon were a great success and showed there was high demand. The scheme will be rolled out more widely next summer and we are also hoping to run something around the 2014 Commonwealth Games.

RM asked if the pop up tennis scheme had been funded by the LTA. JA explained that it had not in 2014, although they had been involved in the planning phase.

PK enquired if SG were planning to run a similar scheme around the Rugby World Cup. JA stated that this was the intended plan.

RM questioned if John Feaver would be packaging the scheme up around the Commonwealth Games for potential sponsors. JA explained this would be unlikely as the Games have their own sponsors.

**Commonwealth Games** – we have applied for a number of tickets and it looks like we have been allocated the vast majority of what was applied for. Final numbers for tickets should be known this week and hostel accommodation for young people has already been booked.

There is also a plan to test crowd funding around the event and a
promotional video will go with this.

**Parliament and Politics** – The reshuffle in cabinet this week could affect the parliamentary reception on the 22\textsuperscript{nd} October; numbers will be confirmed as soon as possible. However SG has now got a better presence through providing evidence to All-Party Parliamentary Groups on Sport and Women and Body Image.

**The Co-operative StreetGames Young Volunteers** – sadly the Co-operative Group will end their funding relationship with SG at the end of 2014. Discussions about finding a sponsor for all volunteering work are underway.

RR mentioned that linking with the National Citizen Service could be beneficial, as they have struggled to engage young people from disadvantaged backgrounds. JA explained that she and John Downes are planning to visit the Cabinet office team responsible for the National Citizen Service.

The Chair emphasised that the Young Volunteers scheme was a key element of StreetGames so the utmost should be done to sustain and develop this programme for the future.

**Business Advisory Group** – JA thanked Peter Worth and Martin Goldsmith for their help and advised Trustees that there will be a StreetGames bridge night on November 15\textsuperscript{th}, in South Oxfordshire should anyone wish to attend.

**Coca-Cola** – offered us two tickets for the World Cup Final with all expenses paid as part of a competition. The winner has been selected and informed and will have the World Cup trophy visit their house as part of the prize. Coke are making a Christmas online TV advert which will feature a young person from a StreetGames project.

Coke will also be running a competition on their packaging around the World Cup to win a football. StreetGames will receive £1 for every person that enters the competition with a minimum guarantee of £100,000.

## 8. Dashboard of KPI's

ML reported to the Board on the StreetGames Indicator Dashboard Overview.

Though some of the work areas are currently Amber, they are on
track with the targets which have been set. By the December Board a significantly greater amount of data on Doorstep Sport Clubs will have been collected.

The last Coke regional festival will be in Glasgow on the 14th October.

Health - there is further work to do on identifying which local StreetGames projects have been commissioned by Public Health.

DSA - national meeting held last week, managed to recruit 37. There is now a rolling training programme so knowledge can be passed on from what we are learning through the Doorstep Sport Club roll-out.

Health and Community Safety – by the next meeting there should be more information on the number of projects.

Training – currently getting more demand for the Activator training courses than the Doorstep Sport workshops.

Northern Ireland – Sport NI paper has been submitted to set up Doorstep Sport projects and we are currently waiting for a response.

AW asked if there had been any discussions with Sported. JA explained that they had met with them yesterday and they may develop further with them in the West Midlands.

Communications and PR – it is to be decided on what will be reported and included for the next meeting.

The Board agreed that they are happy with the dashboard approach to reporting.

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<th>9. Research Strategy Paper</th>
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<td>Ceris Anderson joined the meeting in order to explain the Research Strategy paper to the Board.</td>
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<td>- StreetGames evaluation – this will be a SG wide evaluation, programme. Specific evaluations have been done but there is a need to look across everything we do and the overall added value of SG. The brief for this work is underway and is likely to involve a UK-wide 18 month study.</td>
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<td>- Lifestyle Study – an Insight study has already been done, but we would like to do a more generic study on teenagers in disadvantaged areas, to find if some of the trends are prevalent in our market. Interested in getting other partners involved e.g. NGBs. This work is likely to be tendered.</td>
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Trustees expressed their support for the Strategy Paper and it was usefulness to the organisation and the wider sporting scene.

KC mentioned that Birmingham DCLG has done work with social media to capture behaviour and understanding of their audience, and this could be used in this research. She also asked if the barriers relating to homophobia in sport would be captured.

RR mentioned the new Active People Survey data which should provide a good insight in relation to this work.

Ceris will be attending the Sport England research meeting and hopefully some trends will be seen in the work.

The Chair is to speak with Ceris, JA and Susan Capel about how often the outcomes from this work should come back to the board.

VH to speak with Ceris regarding selling the findings of the research to other organisations.

### Finance Report update

1. **The Board noted the 2013/14 management accounts**
   - Year-end forecast income stands at £6.775M up £466K from the budget of £6.309 set in April 2013.
   - Year-end expenditure stands at £6.573M up £461K from the budget of £6.344M set in April 2013.

2. **The Board noted the latest balance sheet**
   - Latest position as at August 2013 stands at £925,084.
   - Trade debtors stand at £332,728
   - Trade creditors stand at £26,911
   - Bank balances stand at £591,057

3. **The Board noted the 2013/14 Cash Flow Statement**
   - The Chair noted that this was a healthy project cash flow.
   - BOC explained that Trustees may be asked for their details as he is currently in the process of opening a new bank account with the Charities Aid Foundation that will give a better return than current arrangements.

4. **StreetGames UK Policies**
   - The Board approved the StreetGames Finance Policy;
   - The Board asked that the Fraud Policy be amended and returned to the December meeting;
   - The Board approved the StreetGames Fundraising Policy;
- The Board approved the StreetGames Expenses Policy;
- The Board approved the Street Games Health and Safety Policy;
- The Board approved the Street Games Accident and Incident Reporting Policy;
- The Board asked that the Street Games Safeguarding Policy be amended and returned to the December meeting.

5. **The Board noted and approved the Street Games Principles for Identification and Management of Conflicts of Interest.**

6. **The Board noted the latest staffing structure.**
   - Jason McAuley has now been appointed as Head of Innovation
   - James Gregory has now been appointed as the London and South East Development Manager
   - The Interviews for the London Business Support Officer role will take place on the 9th October.

7. **The Board noted the StreetGames risk register**
   ML explained that the format had been changed slightly to show changes in the risk assessment over the quarterly period.
   - The current areas of great risk relate to the delivery of Doorstep Sport Club programme
   - Activities and intervention, risks around DSCs and getting things moving at a local level
   - Data for DSCs will take some time to come in from projects initially focussed on starting delivery

8. **The Board noted the Street Games Fundraising Report and congratulated the team on the awards from the Cabinet office and BT/BigLottery.**
   - The Board asked to see the People’s Health Postcode Lottery bid
   - ‘Spirit of 2012’: JA meeting with the Chief Executive very soon.
   - Esmee Fairbairn – RR has contact and will send to KM
   - Philanthropy - KM asked that if any Trustees have any special contacts to please share them with him.
   - The Chair thanked KM for the fundraising progress.

The Chair asked that Health and Safety issues be placed as a regular item on the Board Agenda.
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<th><strong>Audit/Governance Report update</strong></th>
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<td>The first Audit Committee was held on the 10\textsuperscript{th} September.</td>
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<td><strong>The Board noted that the Audit Committee Terms of Reference approved at the last Board meeting were adopted by the Audit Committee without amendment.</strong></td>
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<td>2.</td>
<td><strong>The Board noted the progress made on the Internal Control Action Plan. The team is on schedule to address all issues raised by Moore Stephens and the Internal Control Group is looking ahead at the future</strong></td>
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<td>VH acknowledge the work that ML, BOC and the team have done around this area of work.</td>
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<td>PK thanked ML for the flexibility in changing the date when Moore Stephens are visiting.</td>
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<td>The Chair expressed concern about Moore Stephens visiting external projects at very short notice. It is essential that we can plan ahead to let the selected projects know and ensure it will not impact on our relationship with them.</td>
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<td>The Chair also asked if there was a sense that staff do understand the need for the back office procedures that have been introduced. ML stated there had been no resistance from staff and that there is a good understanding that this is needed as the organisation grows.</td>
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<td>3.</td>
<td><strong>The Board noted that the Sport England Partner Assurance on line exercise was completed by the 27\textsuperscript{th} September 2013 deadline. No issues were identified as a result of the exercise though it highlighted that it would be useful for the Board to receive training around our responsibilities in certain areas such as Safeguarding and Health and Safety.</strong></td>
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<td>4.</td>
<td><strong>The Board noted the 2012/13 Annual Accounts. There are no outstanding issues from the Audit and the accounts will be formally approved at the AGM on 10th December 2013.</strong></td>
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<td>David Symonds joined the meeting in order to discuss the accounts.</td>
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<td>- Hacker Young are working with VH and BOC on the analysis on what is reported and looking into what other charities disclose.</td>
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<td>- SORP is changing and once this has been released UHY will check that our accounts comply.</td>
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- Stated that information provided by SG finance team was very tidy and of good quality.

The Chair thanked David Symonds for taking the time to attend the Board meeting.

The accounts for 2012/13 will be signed off prior to the Moore Stephens audit.

5. **The Board is asked to note the update on the recruitment for the Chair of the Audit Committee.** Victoria Hill has been confirmed as Chair and a further Audit Committee member will be recruited.

### Schedule of Meetings

The Chair asked that Trustees look at the up and coming events for 2014 and expressed that it would be beneficial for them to attend the National Conference especially as a way to meet projects and better understand the work of StreetGames.

The Board meeting on the 10th December will be held before the AGM and the location of future meetings can be reviewed if need be.

### Any Other Business

The Chair thanked the whole team for the production of the strategy pamphlet which is in line with the decisions made by two previous board meetings.