STREETGAMES BOARD MEETING

**Date:** Tuesday 10\(^{th}\) December 2013  
**Venue:** Room B211, Brunei Gallery, SOAS, London, WC1H 0XG  
**Time:** 10:05 – 13.30

**MEETING MINUTES**

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<th>ITEM</th>
<th>MINUTES</th>
<th>ACTION</th>
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| Trustees: | PRESENT  
Steve Hodkinson (Chair), Alastair Wood (AW), Susan Capel (SC), Jonathan Hughes (JH), Karen Creavin (KC) |        |
| Staff: | Jane Ashworth (JA), Kerry McDonald (KM), Mark Lawrie (ML), Brian O’Connor (BOC) and Lis Hindle (LH) |        |
| Other: | Norman Turner (Vice President) and Margaret Bowler                      |        |
| 1.  | **Welcome & Apologies**                                                 |        |
| Apologies |  
Victoria Hill, Richard Moore, Brendan Reilly, Desiree Mahoney, Rachel Roberts, David Innes and Paul Kendall (Sport England) |        |
|        | This was due to be Desiree Mahoney’s last meeting as a Trustee, however she was unable to attend due to a family bereavement. |        |
|        | The Chair welcomed Norman Turner (NT) and Margaret Bowler to the meeting. |        |
| 2.  | **Conflicts of Interest**                                               |        |
|        | No conflicts of interests were declared with regard to today’s agenda.  
Alastair Wood reminded the Board that his employing local authority is in receipt of DSC funding. |        |
| 3.  | **Minutes of last meeting**                                            |        |
|        | No amendments were required and therefore the minutes adopted as accurate record of the meeting. |        |
|        | Matters arising  
- The Chair and SC are yet to agree with JA and Ceris Anderson how often outcomes from our research function will be reported to the Board.  
- Anna Wyatt has been appointed as the London Business Support Officer. She is a graduate from Bath University and has previously interned with Access Sport. | SH, SC & JA |
| 4   | **Notice of Impending Legal Action**                                   |        |
No notice of Impending legal action.

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

6. Health & Safety
   No issues relating to health and safety.

7. Safeguarding
   No issues relating to safeguarding

8. Fraud
   No issues relating to fraud.
   The Chair explained that health and safety, safeguarding and fraud had been added to the agenda following a suggestion from Moore Stephens.

9. Chair’s Actions
   The Chair confirmed his actions and progress made since the last meeting as follows:
   1. Agreed a new Finance Officer post following the growth of the organisation and increase in workload. Internal recruitment has taken place and Josephat Chihoro has been appointed. Recruitment will take place to fill the vacant Finance Assistant post in the new year.
   2. Agreed the appointment of a Compliance Operations Manager role. Internal recruitment also took place for this role and Declan Cavendish has been appointed. Recruitment will now take place to fill the vacant Compliance Officer role.
   3. Signed off (with Rachel Roberts) the application to CAF for a new bank account.
   4. Finance Committee have agreed that the Chair can resolve inconsistencies in the pay and conditions of senior staff. SH to report back to the Board in the private session of the March meeting.

10. Chief Executive’s Report
    A video from the Football Pool 5’s (FP5’s) Parliamentary event was shown to the Board. JA explained that the young people enjoyed the FP5’s final which was held at the England training ground at St George’s Park and also were impressed at being in the Houses of Parliament for the parliamentary event. One young person explained to the event that his gran had been so proud of him that she had cried.
    JA then discussed the following items from the paper:
    **Sport England** – JA, ML, SH and Karen Keohane met with the Sport England (SE) executive team on the 9th December to discuss future funding of NGB
and DSC work. SE were pleased with the administration on the Doorstep Sport Clubs and with progress on the governance side. JA explained that Karen’s knowledge of the DSC’s was excellent and she was essential at the meeting.

Change to DSC plans:

Instead of funding 1000 clubs of which 200 will be funded for only 2 years, we now propose to support 800 for three years. Also a research project into how we can get young people into solo sports will be undertaken and a marketing campaign with NGBs will support this.

NT asked how solo sport was defined. JA explained that it can be a sport activity which is done in a group but essentially participation is individual (not in a team or a club). SC suggested there may be some background research which had already been done around this area. These are the easily accessed sports that are now highly popular.

JA also explained that SE wants a guarantee that the participant data we are collecting is legitimate. Ways to spot check the information are currently being looked into. The Board agreed that the Audit Committee would look at the data capture system with an eye to building confidence in the validity of the figures.

SH thanked everyone for their efforts with regard to the work in preparation for meeting Sport England.

JA will keep the Board up to date with progress. Sport England are expected to make a funding offer for 14-15 in late Jan.

Pop-up Clubs – The pop-up clubs at the Rugby League World Cup were very successful and people did enjoy them, so more will be incorporated into our sporting offer.

Fundraising – The dates of the ‘Not the Black Tie Dinner’ and the SG Golf Day have been swapped round for 2014. The Dinner will also be held at the All England Lawn Tennis Club -Wimbledon, possibly with coach transfers from tube stations.

Big Give – received £15k which was doubled to £30k. We hope to be invited back to participate next year. JA thanked all that had contributed.

Nike – have invited us to be their charity partner for a women’s running event they hold – Nike Women Win. They have given us a minimum of 25,000 euros to do this and also run projects that work with 10-12 year old girls. Women Run is on May 10 in London.
### Partnership working

a. **Sported** – they have decided that they will not be renewing their MOU with us or following up on their proposal to discuss a merger between the two organisations. JA has a meeting with them on the 16th December and is hoping to get their support in promoting DSCs

   Derbyshire PCC – currently still developing this further and Stuart Felce started with StreetGames on 1st December to work specifically on the Community Safety agenda.

b. **Ambition** – StreetGames have now paid for the SG network of projects to be affiliated with Ambition, which gives the projects access to their insurance system, training and events.

c. **Spirit of 2012** – have now received permission to use the Glasgow Legacy branding and have submitted a grant funding to Spirited to help towards funding StreetGames activity around the Commonwealth Games.

d. **Lions Raw** - 7 volunteers from CSVV projects are fundraising so they can coach in the Brazilian favelas of World Cup venue town Curitiba.

### Conferences

- The Welsh conference has now been cancelled or put back to after Easter and the Young Volunteer Conference will take place on the week commencing 21st July. The Volunteer Awards will take place on the 5th June.

### Awards

- At the Sport Coach of the Year Awards, Justyn Price won Sports Educator of the Year and StreetGames won Best Community Coaching Intervention.

JA asked for the Board’s agreement that next year the approach to awards would change. SG has been very successful at winning awards, but we don’t want to be accused of being greedy or feeding off local projects’ success. So the plan for next year is to help projects win awards instead.

JH suggested that next year good example projects be locally promoted so MPs understand doorstep sport.

**SH asked if County Sports Partnerships all run award programmes. ML answered that they are starting to. SH suggested that this would be a good target, so if anyone knows of any local awards please let the team know.**

JA asked if a member of the Board would like to volunteer to be on the judging panel for the SG Awards – judging to take place at MediaCity in...
Salford. JH volunteered.

**Ambassadors**

Gareth Southgate has indicated he is keen to remain an ambassador on the Football Pools 5s programme, subject to other commitments. Katarina Johnson-Thompson has been approached and we are waiting to see if her training commitments for the Europeans and Commonwealth Games will enable her to be an ambassador. Nicola Adams’ contract with StreetGames came to end in October 2013.

AW suggested that Annabelle Lewis could be a local ambassador, as she is based in the Hull area.

Patrons - The Board was asked to start a search for a household name who is a keen and appropriate fit with SG and who commands respect amongst politicians, funders, media and coaches. The role is not youth facing but the person must have an interest in supporting young people.

**SH asked that if any members thought of any appropriate people to send their details to JA.**

**Staff Wellbeing** – As SG is registered with the Royal Society for Public Health, it is part of their good practise that organisations have a structured approach to wellbeing in the workplace.

It was asked that a member of the Board volunteer to oversee this work and provide support to Paul Jarvis and the group. **SC volunteered to do this role.**

### 11. Appointment of Vice Presidents

The Chair asked the Board if they would like to re-appoint Norman Turner as a Vice President for the next year, following his huge support to SG over the past year. The Board agreed to re-appoint Norman.

The Board was asked to appoint John Dwan as a Vice President. The Board agreed to appoint John.

JH asked the Board if they would like to re-appoint SH as the Chair of the Board, The Board confirmed the re-appointment of SH as Chair.

JH also asked the Board if they would like to re-appoint Rachel Roberts and Richard Moore as Vice Chairs. The Board confirmed the re-appointments.
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<th>Dashboard of KPIs</th>
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<td>ML reported to the Board on the StreetGames Indicator Dashboard Overview.</td>
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<td><strong>Doorstep Sport Clubs</strong> (set up numbers) – target is 307 and as of the 15th November, 308 clubs have been allocated with 92 set up and using the Views monitoring system. As of the 9th December we have 150 clubs using Views and looking to have them all set up by the end of January.</td>
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<td>JH asked if there had been any major problems during the set ups. ML responded that there had been small issues with log-in information but nothing major.</td>
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<td>AW praised the work that Matthew Rivitt has been doing to support the projects during the set up stage.</td>
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<td><strong>Participant numbers</strong> – Sport England agreed that SG has a full calendar year to meet the target figure from the date of contract, which would be by June 2014. Karen Keohane and Ceris Anderson have set up a trajectory of where the figure should be at and currently we are over that trajectory figure.</td>
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<td>Female participants – target at the end of the 4 years is 40% and after the first year plan to have 30%. Currently the figure stands at 25% due to the end of the Us Girls project and the focus on the start of the DSCs. This is being looked into.</td>
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<td><strong>Public Health</strong> – know that 8 clubs are receiving money from public health; however there will be more clubs that are receiving money. Will be doing data collection to gather this information in January to March.</td>
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<td><strong>Community Safety</strong> – hoping by March that this will be on target.</td>
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<td>PR Comms – added on as agreed at the last meeting.</td>
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<td>JA explained that she had met with Richard Moore regarding this area of work. Capella can’t get SG into the big media as they handle the smaller less known work we do which the big media may not be interested in (i.e. not the big events like the mass participation festivals and FP5s).</td>
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<td>Found that writing a submission to the All Party Parliamentary Group on women in sport was well acknowledged and got into the mainstream media. The plan is to do this again in the future to get more media air time and also to publish research papers</td>
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<td>SH explained to the Board that JA’s radio appearance had gone very well and he had lots of positive feedback from people who heard it. Also the BBC is currently doing countdown programmes to the Commonwealth Games, which would be good for us to be involved with. Could also</td>
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respond to negative press on youth participation in sport through letters to the press saying what we are doing to help.

It was agreed that Capella be asked to draft a template letter for Board members to use for the letters sections in the national press. The letter should be about the positive news that SG has, for example about the ‘Olympic legacy’ and harnessing the talents of young volunteers living in disadvantaged areas.

SC asked why the training figures were so low and yet were in green. ML explained that the total number of learners between the two training targets for Activators and Doorstep Sport Workshops were on target overall but that the anticipated demand for DS workshops had been outstripped by the demand for Activators. ML explained that two rows of figures had been added together but will be amber on the next dashboard for March.

13. Finance Report

1. The Board noted the 2013/14 management accounts
   Year-end forecast income stands at £6.840M up £531K from the budget of £6.309 set in April 2013.
   Year-end expenditure stands at £6.799M up £687K from the budget of £6.112M set in April 2013.

2. The Board noted the latest balance sheet
   Latest position as at October 2013 stands at £1,404,515
   Trade debtors stand at £313,939
   Trade creditors stand at £3,521
   Bank balances stand at £1,128,221

3. The Board noted the 2013/14 Cash Flow Statement

4. StreetGames UK Policies
   - The Board asked that the Street Games Safeguarding Policy be amended and returned to the Finance Committee in February
   - The Board approved the StreetGames Fraud Policy;
   - The Board asked that the Vulnerable Adults policy be amended and returned to the Finance Committee;
   - The Board approved the StreetGames Sickness Policy;
   - The Board asked that the Grievance procedure be amended and returned to the Finance Committee;
   - The Board asked that the Disciplinary Procedure be amended and returned to the Finance Committee;
   - The Board asked that the Records Management Policy be amended and returned to the Finance Committee;
   - The Board approved the Street Games Environment Policy;
   - The Board approved the Street Games Conflict of Interest – Board Members Policy;
5. **The Board noted the latest staffing structure.**  
   - Two new posts now created, as mentioned under item 9.

SH explained that Moore Stephens thought the structure chart was too complex, especially if the organisation was to keep expanding.

6. **The Board noted the StreetGames risk register**  
   ML talked through the register and highlighted that:  
   - The activities and interventions risk had risen.  
   - Delays in recruitment risk had fallen  
   - Failure to implement new staff risk had also fallen.  
   - Systems for delivering proposals risk had increased re: the need for additional infrastructure.  
   - All other risks had stayed the same.

SC asked why safeguarding was not on the register. SH explained that it is to be added on for the Finance committee in February and then will come to Board in March.

7. **The Board noted the Street Games Fundraising Report**  
   KM discussed the latest version of the fund raising report.

The Board noted the report.

SH asked the Board that if Pradeep Kachhala is elected by the AGM to a Trustee, that he be nominated to join the Finance Committee. The Board agreed.

14. **Audit/Governance Report Update**

1. **The Board noted that the Sport England audit was carried out by Moore Stephens on the week commencing 4th November.**

ML explained that we have now received a draft version of the final report from the Moore Stephens follow-up audit in Nov 2013. The overall view is that there have been advancements from the last audit, with a sense of positive change.

We have a green self-assurance rating from Sport England which is very positive with only a few actions for further improvement.

2. **The Board agreed the proposal that Margaret Bowler be a member of the Audit Committee should she be approved as a Trustee at the AGM**
3. The Board noted the details of the proposed annual programme of work to be undertaken by the Audit Committee.

VH to discuss this programme of work with Margaret to ensure that no areas have been missed.

4. The Board noted the 2012/13 Annual Accounts and recommended they go to the AGM for final approval.

5. The Board noted the latest version of the Internal Control Action Plan and the accompanying briefing note.

ML explained to the Board that a new version of the plan would be developed and brought to Board for 2014.

6. The Board noted the proposed changes to the Terms of Reference of the Audit Committee

SH asked that the changed Terms of Reference be brought back to the Board for approval. Also that the part b of the changes be amended as the wording is too demanding.

JH suggested it be changed to read: That the Audit Committee can require the Chief Executive to ask a member of staff to appear at the Audit Committee should there be a matter of concern that requires investigation or clarification.

15. History of StreetGames

KM presented a History of StreetGames to the Board. The presentation was also given to staff at the full meeting in October.

16 Summer 2014

JA explained that the report was being used to ensure that SG has an attractive sporting offer for 2014 and that young people want to stay involved.

World Cup – Through Coke, one project organiser is going to Brazil. SG is featuring on the packaging for Coke during the World Cup.

Commonwealth Games – have around a 1000 tickets for young people to attend and are setting up ‘Camp Glasgow’ outside the city. Will also be running pop-up clubs around the event.

Appendix 1 – highlights to members events they can attend.

SH explained that the event in March with Coke at the Brazilian Embassy would be good for members to attend.

Also trustees are encouraged to attend the SG conference in April.
SH also stated that the way events would be managed in 2014 is under review and he would report back to the Board in March after taking Chair’s action.

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<td>The Chair asked the Board to note the dates for 2014.</td>
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<td>The March and July Board meetings will be held in London and the October meeting will be held in Eccles.</td>
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<td>The March Board meeting will involve a training and private session also.</td>
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