### STREETGAMES BOARD MEETING

**Date:** Thursday 10th December 2015  
**Venue:** Small Committee Room (K0.31), Kings Building, Strand Campus, King’s College London, WC2R 2LS  
**Time:** 10.10-13.20

### MEETING MINUTES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>MINUTES</th>
<th>ACTION</th>
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<tbody>
<tr>
<td><strong>Trustees:</strong></td>
<td>PRESENT</td>
<td>Steve Hodkinson (Chair), Victoria Hill (VH), Richard Moore (RM), Sue Capel (SC), Amanda Sater (AS) and David Innes (DI)</td>
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<td><strong>Observers</strong></td>
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<td>Tom Forrest (TF) and Norman Turner (Vice President)</td>
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<td><strong>Staff:</strong></td>
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<td>Jane Ashworth (JA), Mark Lawrie (ML), Kerry McDonald (KMD), Dawn Cole (DC) and Lis Hindle (LH)</td>
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<td><strong>Other:</strong></td>
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<td>Professor Anne Power (AP)</td>
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#### 1. Welcome & Apologies

**Apologies**

Rachel Roberts (RR), Brendan Reilly (BR), Margaret Bowler (MB), Jonathan Hughes (JH) and Karen Creavin (KC) all gave their apologies for the meeting.

SH welcomed NT and AS to the meeting and welcomed ML back after his back operation recovery.

#### 2. Conflicts of Interest

No conflicts of interests were expressed.

#### 3. Minutes of last meeting

SH asked that item 12 on page 5 of the previous minutes be amended to record that the Board had in fact approved the draft accounts for the AGM.

All actions from the previous minutes had been completed.

The minutes were agreed as an accurate record of the meeting.

#### 4. Notice of Impending Legal Action

The Board noted that there is currently no further information to report on the incident at the Glasgow Festival. The matter is still with our insurers.
5. **Complaints**

There are no complaints to report since the last meeting.

6. **Contracts >£60k**

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

7. **Health & Safety**

No issues regarding health and safety to report since the last meeting.

8. **Safeguarding**

No issues regarding safeguarding were reported.

9. **Fraud**

No issues relating to fraud.

10. **Chair’s Actions**

The Chair confirmed his actions and progress made since the last meeting as follows:

- Successful application for Charitable status in Scotland on the 6th October.
- Application to Unity Trust e-Payment on the 10th November.
- Authorised the final DSC payment to Access Sport on the 12th November for £60,250.
- Accepted the award of £24,500 from Sport England for the Apprenticeship Trailblazer work on the 8th November.
- Accepted the award of £10,000 from Sport England for Building Capacity in 2015/16 on the 8th November.
- Signed the contract for Birmingham Fizzical worth £130,409.
- Signed the sub-contract with Sport 4 Life to deliver the Fizzical program in Birmingham worth £62,000.
- Signed the contract for the John Lyons grant worth £135,000.

All the above were noted by the Board.

11. **Chief Executive’s Report**

JA explained that her report was shorter for this meeting as the strategy information will be discussed at the special Board meeting in January, once the DCMS strategy has been released (which is due to be in the week commencing the 14th December).

JA discussed the following areas from her report:

**Sport for good**

We are hoping to improve our offer to NEETS. We have a good
programme so far which 26 out of 28 young people had completed but more projects want to be involved. A survey of projects had shown that many of them would like the course for their young people as the course is more formal and has a selection process. CSL are the qualified provider of the course.

VH asked if the jobs the young people have got are sports jobs or just jobs.
JA answered that they were mainly just jobs but a small number were sports related.

TF asked if these traineeships will be linked to apprenticeships eventually.
JA explained that we are hoping to but we are still developing the apprenticeship course and need to find a qualifying body. We are also looking into sponsorships to help fund the apprentices. We will discuss this more at the January meeting.

Health
The Lets Get Fizzical project has now been expanded and we are looking how we can possibly package the programme up as there is a demand for this type of project. Again we will have a further discussion about this in January.

Conference – The theme will be Sport for Good and if any Trustees would like to attend please let Lis know.

Partnerships on the same landscape
Are looking into the viability of mergers or collaborations with other organisations due to the changing landscape.

SC suggested that there may also be some opportunities in primary school coaching.

Summer
Coke have now made a proposal to us to help with their work in parks, which would mean an initial £150k per annum for 4 years but there is also a chance that they will ask us to get involved with other work with them. As this will mean we may not be able to fund festivals, John Downes is currently asking the network if they would prefer festivals or a summer camp, as they will have to help us to fund the events. We are also testing crowd funding to help with funds.

RM asked what the critical decision date for the events would be to go ahead with festivals.
ML stated it would be March/April time. We are also looking at if we can do a campaign to help fund the festivals.

SH highlighted that this was not good news regarding the festivals but it is great that they have renewed their contract with us. Adam Smith has done an excellent job managing the relationship with Coke.
A thank you letter to be sent to Jon Woods (Head of Coke UK).

**Fundraising**
We now have an agency, BrandmeetsBrand, helping us with accessing corporate funders.

SH suggested that in future DSC fundraising reports it would be nice to see smaller fundraising efforts reported.

### 12. Dashboard of KPIs

ML explained that there is a time lag with some of the figures as Sport England gives us a month to report, so this dashboard has actual figures to the end of October.

ML then ran through the following areas of the dashboard:

- **DSC data online** – is now at 61% but has proved difficult to get projects to input their data. Are currently running the 12 views of Christmas to give incentives for people entering their data. The Board agreed this could be moved to amber rather than red.

- **DSC female participants** – is moving slowly upwards but we are adjusting the target for 2016, which Sport England have agreed. We will focus on gaining in-depth knowledge about girls’ participation instead.

- **Events** – there has been no change since the October Board but we are happy with the numbers.

- **Fundraising** – have had some more events take place since the figure reported and are changing our approach to commercial funding to fill the gap.

SH asked if this should realistically be red. RM agreed.

AS asked where the target figure of £154k came from.

ML explained that it came from analysing the fundraising team’s history.

RM highlighted that we need a better strategy on events with a plan.

Pop-up Clubs – we are still waiting for the data for the Rugby pop-ups to come in so this will be updated in March.

### 13. Audit/Governance Report Update

All the items on the Audit and Governance report were noted by the Board.

VH explained the following areas from the report:

- John Downes joined the Committee to run through the safeguarding process for projects and who is liable for the young people.
• He also explained the data collection process for the volunteer programme, which is not as robust as the DSCs as the projects are not funded to report the information. Did decide that it was fine for what we need and there will be a yearly push to get the data back.

• The equality review has now been done. We now have an action plan in place and more work is to be done around collecting information from staff. This will now be a yearly process.

   **LH to send the Trustee equality survey to the new Trustees.**

SC acknowledged everyone’s hard work to get this work done and noted that this was a good start.

**Trustee information to be brought to the next Board.**

**DC to check if people have reported any disabilities on their initial employment information.**

• DC presented the information regarding the Sport England self-assurance so that the Board could decide the level of assurance before JA and SH sign this off. The Board agreed the level of reasonable assurance.

• The AGG dashboard is all on track with a special thanks to the compliance team for all their hard work in getting the financial reconciliations in from DSCs.

   **SH thanked the Audit Committee for their work this year.**

14. **Finance Report**

   The Board noted all of the items on the Finance report.

   The following areas of the report were discussed:

   **Fundraising**

   KMD gave an overview of the work that has been happening since the last Board meeting. We have good success with public health money and Simon Lister gained funding from John Lyons.

   Have also now put a bid into the Spirit of 2012, which we hope to get a decision on in mid-January. We have focused on funds for London but hope to then replicate this work in other areas.

   **SH congratulated the team on the public sector and Sport England funding.**

   **Trading Company**

   DC reported on the work that has been done so far and the contracts that
have been achieved. We have now also re-priced the courses to reflect the market. The next stage will be to explore expansion for which we are getting pro bono help from consultants and are bidding to Big Potential to help fund this.

Account information
DC explained that savings have been identified in some budgets and the staff savings won’t really take effect until April. Events and Training currently have an overspend but are looking to have reduced the funding gap to around £100-£120k at the moment.

Policies – the Board approved all the following policies.
- Equal Opportunities Policy
- Sickness Policy
- Environmental Policy
- Conflict of Interest Policy
- ICT Policy

Risk Register
ML explained that the one risk that had risen due to his being on leave following his recent back operation could now be reduced. He also reported that some of the mitigations have now been changed.

Staffing Structure
DC explained that since the last meeting:
- Kim McBride has now got a job in sales and we are filling her post with contractors at the moment.
- Kate Park left too and we are filling the finance assistant role with a part time agency worker.
- Helen Crowley is now on maternity leave and Josh Saydraouten is covering her role.

SH thanked the staff for all their work this year on finance.

15. Recruitment of new Trustees and Chair Selection Process

The recruitment of new Trustees was discussed and approved at the AGM.

The new Chair recruitment process has now started and the first meeting of the panel will take place today. We are hoping to have names of possible candidates by mid-March and the new Chair to be in place by December 2016.

16. Vice Presidents and membership of the Company

SH explained that this item had come about from when Anne Marie Piper of Farrers had presented to us. Bringing VPs into membership would
broaden the membership base and provide continuity through their collective knowledge of the organisation.

The Board agreed to elect Su Cummings as a Vice President and also invite any Presidents or Vice-Presidents to be Members of StreetGames UK Limited.

### 17. Participants Survey

JA explained that there were no surprises from the survey but lots of good information.

She highlighted on page 4 of the report that 69% of the young people who responded are now doing sport more regularly, the importance of the wellbeing survey and that confidence has increased.

The issue with the survey is that we don’t know if the young people who participated are happier youngsters but we can do before and after surveys to ascertain this.

The Board expressed how excellent the survey findings are.

RM suggested that it would be good to have some commentary too on the key points from the findings on our website.

VH asked if we were surprised by the finding that the young people are taking part in other contexts.

JA said that this is probably sport in schools.

RM added that the number of young people using other venues is low.

JA explained that we also need to explore if the young people who said yes to using other facilities, if their project is based in a venue like a leisure centre.

SH asked that we pass on the Board’s thanks to Ceris and her team for this work.

### 18. Future Meeting Date and PR summary

The Board noted the 2016 meeting dates and the PR summary.

### 19. Anne Power Presentation on Poverty and Sport

SH welcomed Anne Power to the meeting.

Anne then talked through the study on poverty and sport that her organisation had helped undertake and the findings.

The Board thanked Anne for presenting the information.

RM asked that when any reports get put on the website can Trustees be prompted.

Date of next meeting
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<tr>
<td>Special meeting on the 14&lt;sup&gt;th&lt;/sup&gt; January, 2016.</td>
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<tr>
<td>Board meeting on the 14&lt;sup&gt;th&lt;/sup&gt; March, 2016</td>
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