

STREETGAMES BOARD MEETING

Date: Thursday 26th March 2015

Venue: MAL 632, Birkbeck University, London

Time: 09.55-15.00

MEETING MINUTES

ITEM	MINUTES	ACTION
Trustees: Staff: Other:	<p>PRESENT</p> <p>Steve Hodgkinson (Chair), Jonathan Hughes (JH), Victoria Hill (VH), Richard Moore (RM), Pradeep Kachhala (PrK) and Margaret Bowler (MB)</p> <p>Jane Ashworth (JA), Mark Lawrie (ML), Kerry McDonald (KM), Dawn Cole (DC), Lis Hindle (LH)</p> <p>Paul Kendall (PK) from Sport England</p> <p>Caro Wild (CW) and Paul Roberts (PR) from StreetGames</p>	
1.	Welcome & Apologies	
	<p><u>Apologies</u></p> <p>David Innes (DI), Karen Creavin (KC), Brendan Reilly (BR) and Sue Capel (SC) could all not attend due to work commitments. Tom Forrest (TF) also gave his apologies due to his wife's pregnancy.</p>	
2.	Conflicts of Interest	
	No conflicts of interests were expressed.	
3.	Minutes of last meeting	
	<p>No amendments were required and the minutes were adopted as an accurate record of the meeting.</p> <p>SH explained that since the last meeting ML had followed up with PK regarding the difficulties our projects experience when completing Sport England small grants bids. SE are now planning to review the process.</p>	
4.	Notice of Impending Legal Action	
	No notice of Impending legal action.	
5.	Contracts >£60k	
	No new contracts to report relating to services above £60k.	
6.	Health & Safety	

	No issues regarding health and safety were reported since the last meeting.	
7.	Safeguarding	
	No issues regarding safeguarding were reported.	
8.	Fraud	
	No issues relating to fraud.	
9.	Chair's Actions	
	<p>The Chair confirmed his actions and progress made since the last meeting as follows:</p> <ol style="list-style-type: none"> 1. Agreed the cover arrangements for Justyn Price secondment to Sport England. 2. 16th Jan - authorised the continuation of the PR contract with Capella from April 2015. 3. 26th Jan – signed Social Action Accelerated Scaling Fund offer letter re 2014/15 and 2015/16 for £412,000. 4. 2nd Feb – signed the Football League Trust contract for Doorstep Clubs £187,500. 5. 10th Feb – signed Communities 1st funding offer letter 2015/16 for £319,480. <p>All the above were noted by the Board.</p>	
10.	Chief Executive's Report	
	<p>JA discussed the following items from the paper:</p> <p>Conference This year's conference went well and was our biggest yet but also our calmest. Warwick University let us down slightly with their organisation due to a lack of breakfast on day two, technology issues and problems with accommodation. These issues have been discussed with Warwick and now resolved.</p> <p>Over half of the delegates (57%) were new to the conference. Bearing this in mind, we will now need to adapt the conference in the future to suit new and returning delegates.</p> <p>Had some good workshops this year which allowed for varied and lively discussions. Also had the chance to ask projects how they felt about raising funds to pay for young people's places at e.g. Away Games camps in the future. Everyone seemed happy to get involved in raising the money.</p> <p>The awards night was fantastic. Marguerite Fisher won the lifetime achievement award and Katie Roberts won the Young Sports Coach of the Year award. Katie is Rachel Roberts' step daughter and she has done great</p>	

	<p>work getting her netball team into the British Championships where the team came 4th and were the only non-private school involved.</p> <p>London projects did not do well this year at the awards their submissions were in general not of the same standard as other areas of the country. JH confirmed that the awards nominations from areas outside of London had been of a much better calibre and that we do need to address the issue if projects are getting upset at not making it through.</p> <p>SH suggested that we could give the projects guidance/prompts on each question on the form.</p> <p>Northern Ireland - currently trying to build relationships with projects and we have staff out there today speaking at a conference.</p> <p>Place for People – currently working with them in order to develop Doorstep Sports Clubs within the housing /leisure trust sector.</p> <p>Apprenticeships – have been asked by BIS to reapply again for funding in June as they have initially said that our proposal for a new apprenticeship lacked sufficient content.</p> <p>Summer Camp – England Athletics have said they will offer us some tickets in order to take our young people along to the British Championships taking place in Birmingham in July. Have found a campsite at Bromsgrove which will hold 250 young people. We intend to fund the camp by testing crowd funding, asking projects to do local fundraising and using some of our own residential funds.</p> <p>Youth Employment UK – the Board agreed to be affiliated and sign up to their charter.</p> <p>DSC Infographic and Programme JA explained that there is likely to be a bigger discussion around this at the next meeting regarding what we have learnt in the last 18 months of the DSC programme. We want to find out more about the types of organisations, how they retain participants and also what they are likely to need from us going forward.</p> <p>ML highlighted to the Board that the Sport England quarterly review framework had been included with their papers as this provides greater background to the dashboard.</p>	
<p>11.</p>	<p>Dashboard of KPIs</p>	
	<p>ML explained the amber ratings on the latest version of the dashboard:</p> <p>DSC Allocated – have 882 clubs allocated and are about to start the second phase of Club1 take on which will see 120 clubs starting between April and June. Also have allocated 35 clubs to FE colleges in disadvantaged areas. This item will be green by June.</p> <p>DSC Delivery – Karen Keohane and her team have been going out to meet</p>	

	<p>with regional staff to discuss DSC delivery (including issues with Views) and how to encourage people to enter their data.</p> <p>DSC Participants – most recent figure is 20,300 participants; still above the target trajectory for Year 2 as the end date for the delivery year figure is June instead of March. We are planning to align this target to March going forward to bring into line with the financial year and Sport England reporting.</p> <p>Girls – are still under our target but we have now recruited specialist DSAs in order to work with clubs on girls only sessions. Have also decided to recruit an Us Girls Fieldworker for 2014-15.</p> <p>RM asked if the This Girl Can campaign from Sport England has helped.</p> <p>ML answered that it was too early to tell at this stage from our data but we did have a workshop on this at conference where lots of clubs attended.</p> <p>Retention – Substance have now created a report for us to analyse this and we will bring the report to the July meeting. A new line will be added to the 2015-16 dashboard on retention.</p> <p>Events – we have now undertaken a review of last year’s events. The Manchester and Cardiff events were bigger and better; and the event in Scotland was better, in spite of being below target for numbers. The events team have now taken any learning from the review and will be implementing this at the 2015-16 events.</p> <p>StreetMark – currently still working with older projects to get them StreetMarked, but DSC work is the main focus so progress has been slower. We are also planning to explore what motivates projects have for taking up our offers.</p> <p>Doorstep Skills Workshops – have now taken a different approach to delivering these workshops. We are now doing them on-site at projects so the revised target of 1500 will now be met.</p>	
12.	Audit/Governance Report Update	
	<p>All the items on the Audit and Governance report were noted by the Board.</p> <p>VH explained that:</p> <ul style="list-style-type: none"> • She had asked DC to review the financial management controls after hearing of Beat Bullying’s financial problems. • Also asked that a conflict of interest review be done following Moore Stephens recommendations. • Have now had the final report from Moore Stephens which contains nothing new from the last draft brought to the Board and all the actions linked to the recommendations are underway. <p>ML added that the recommendations from Moore Stephens have now been</p>	

	<p>included in the Assuring Good Governance action plan for 2015-16.</p> <p>SH commended the Audit Committee for all the work they had done in moving the charity along in 12 months which was extremely reassuring.</p> <p>PK added that from Sport England’s perspective the work that has been done should be applauded and there would be no onsite audit visit for this coming year.</p>	
13.	Finance Report	
	<p>The Board noted all the items on the Finance report.</p> <p>DC explained that:</p> <ul style="list-style-type: none"> • The management accounts would now show a surplus of £20-£45k which has been predominantly made due to cost savings in the year. • The Balance sheet shows that there will be £100k of underspend on the DSC budget so this would be rolled over to the next financial year. • Mileage expenses had been examined but the Finance Committee decided that no further action should be taken. • The staffing structure has now been updated to show that Hannah Crane is covering Justyn Price’s role following his secondment. We have also now recruited 3 new members of staff to vacant positions. <p>2015/16 Budget – the Board approved the proposed budget for the year ahead.</p> <p>The Board also approved the updated version of the Safeguarding and Staff Supervision Policies.</p>	
14.	Strategy Discussion	
	<p>Wales</p> <p>PR and CW joined the meeting to present an overview the work in Wales in the last 3 years and plans for the future. They both then took questions from the Board:</p> <p>RM asked if there are any major competitors in Wales.</p> <p>CW explained that there may be some in the future but not currently in the charity sector.</p> <p>SH asked how they both felt about the Board being based in England. Would they like a Welsh representative ?</p> <p>PR explained they do have a Welsh steering group which is well attended and also feel that they have a good connection at the Board through senior staff.</p> <p>SH asked if Sport Wales have a governance process like Sport England.</p>	

	<p>PR explained that Communities 1st processes were more like Sport England then Sport Wales. Two years ago we went through a self-assessment process with Sport Wales and have since addressed the priority areas identified.</p> <p>JH asked if there were any Wales specific government issues e.g. changing of government.</p> <p>CW explained that the Welsh government is different to England but that a lot of cuts have been made.</p> <p>SH asked if there were any plans to have a camp in Wales.</p> <p>PR answered that they were running a day trip to a diving centre in Wales which also has a camp attached so if things went well it could be a possibility in the future.</p> <p>SH thanked PR and CW for attending. He also asked that they think about whether a Welsh representative would be appropriate on the Board.</p> <p>Scotland</p> <p>ML gave an update to the meeting on the progress that has been made in Scotland. Our network there has got bigger since the Commonwealth Games and we have been increasing our reputation.</p> <p>We are planning to meet with the Sports Minister in April which is a profile raising opportunity. However if we do not build upon our success in the next 9 months then we may need to rethink our approach to development in Scotland.</p> <p>Poverty</p> <p>JA explained that the paper had come about as we have been working from old Government data regarding areas of deprivation and we now need to understand whether we are working in the right places.</p> <p>We now know that we should be working with the bottom 30% deprived areas rather than the lowest 20%, in order to reach the greatest proportion of young people living in deprivation.</p> <p>We will bring back a more detailed report to a later meeting and will also include the research done for us by Anne Power from LSE</p> <p>Fundraising Review</p>	
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	<p>ML explained that the fundraising review had taken place in February and had looked at our 6 key areas of fundraising.</p> <p>The conclusions from the review were:</p> <ul style="list-style-type: none"> • We need a dedicated resource for fundraising now we have grown. • We need to be clearer about our emotional story as a charity. • Need to have a more structured approach to fundraising. • Have to break down our target figure into manageable amounts and areas. <p>Going forward we will put a plan in place for each of the 6 key areas and look at the skills we currently have in the team. This will then highlight if we need to invest in any of the areas.</p> <p>A business plan is also being developed for the trading company.</p> <p>SH asked where the extra resources would be funded from.</p> <p>ML answered that we may need to put a proposal to Board to invest some of our reserves but we need to do some more work in the first instance to determine what is needed.</p> <p>SH then asked if we have looked if we have the right people in the right posts.</p> <p>ML explained that this would form part of the second stage of the review.</p> <p>KM updated the meeting on the latest position with fundraising.</p> <p>SH thanked the team for all their hard work.</p> <p>Item 14d – JA asked that the Board read this paper in their own time for noting.</p>	
15.	Research & Insight Update	
	<p>The Board noted the paper as an update on recent Research & Insight work.</p>	
16.	Members Terms of Office	
	<p>SH explained that for the July Board meeting we will bring a trustee succession plan and membership outline for approval by the Board.</p>	
17.	Draft Amendments to StreetGames Objects & Articles	
	<p>The Board agreed that the changes should be taken to an EGM for approval in July.</p> <p>DC to consult the Charity Commission that are amends our acceptable.</p>	<p>DC</p>

18.	Date of next meeting	
	9 th July 2015, London	

Risk Management Training

MB & VH led the session on Risk Management.

ML also joined the training to talk through how we are currently managing risks via SMT and individual team registers, which feed in to the organisation wide register.

From the training the Trustees asked that:

- Risks be categorised into operational and perceived risks so we can see what is under our control.
- Also look at types of risks and the levels of control so we can see what can be done by the Board.

SH thanked MB for the training.