STREETGAMES BOARD MEETING

**Date:** Thursday 8th October 2015  
**Venue:** Eccles Office, Barton Hall Estate, Hardy Street, M30 7NB  
**Time:** 10.05-13.45

MEETING MINUTES

<table>
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<tr>
<th>ITEM</th>
<th>MINUTES</th>
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<td>Trustees:</td>
<td>PRESENT</td>
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<td>Steve Hodkinson (Chair), Victoria Hill (VH), Karen Creavin (KC), Richard Moore (RM), Jonathan Hughes (JH) and Sue Capel (SC)</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>Paul Kendall (PK) from Sport England</td>
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<td>Ceris Anderson (CA), Kim McBride (KMB) and Paul Jarvis (PJ) from StreetGames</td>
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1. **Welcome & Apologies**

   **Apologies**

   Rachel Roberts (RR), Pradeep Kachhala (PrK), David Innes (DI), Brendan Reilly (BR) and Tom Forrest (TF) and Margaret Bowler (MB) all gave their apologies for the meeting.

2. **Conflicts of Interest**

   No conflicts of interests were expressed.

3. **Minutes of last meeting**

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

   Lions Raw – The Chair asked where this work was up to and if any decisions had been made. ML explained that we are hoping to get this work done for December. JA added that conversations have taken place and that we are hoping that Lions Raw will take full responsibility for the young people and all the aspects of the programme as they have better experience than us with these kinds of trips.
LH to check that a letter has been sent to the LTA and AELTC for their support.  

4. **Notice of Impending Legal Action**

DC explained that we have had a claim made against us from a project leader who injured himself at the Glasgow Festival. She added that the claim is being handled by our insurers and we haven’t heard anything back from them as of yet so we are presuming they are dealing with the claim direct so will wait to hear back.

JH asked if there were any signs up warning not to use the equipment.

JA explained that all project leaders are given a briefing before the event on what to do and not to do with regards to the equipment.

The Board discussed the issue and agreed that we acted appropriately.

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**

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

- Signed, with Vice Chair Richard Moore, the declaration for an application to the John Lyons Trust on the 11th September.
- Signed a contract for Access Sport worth £120,500 in 2015/16 on the 24th September for Doorstep Sport Clubs.
- Signed a contract with Give it Your Max worth £1500 on the 15th September.
- Signed off a claim to the Accelerated Scaling Fund for funding worth £41,200 on the 15th September.

All the above were noted by the Board.

10. **Chief Executive’s Report**

SH explained that JA had recently lost her dad and that the funeral took place yesterday so we just wanted to express our condolences and thank JA for carrying on throughout this time.
JA explained that the period since the last Board meeting in July has been focused on fundraising, the DCMS strategy and the post 2017 Sport England strategy.

JA then explained the following areas from her report:

**Doorstep Sport 4 Good** – we want to ensure that we position ourselves positively with the government and Sport England. We surveyed our network to find out what they wanted from the new strategy and then reported this back to the DCMS.

SC asked what the timescales for this work are.

JA explained that the comments on the DCMS had to be in last week. We do not currently know what this will mean for us financially in the future but our work is focusing in the right direction.

KC added that a response from the DCMS is expected in December and that she feels we are on the right lines with our focus.

**Summer Camp** – Went very well but the athletics event was a bit too long for our young people. We would like to do another one next year around another sporting event and have been looking into crowd funding to help with funds to deliver this.

KC added that there could be youth funding available from Europe to help with the camp.

JH asked if there was any data which demonstrate the impact these camps have on young people. If we could show this data it would help with funding.

JA answered that we could look into this.

SC stated that there was a hockey event next year at the Olympic park which we could link the camp too.

**Apprenticeships** – We have recently been approved by the Department of Business, Innovation and Skills to create a framework for a Community Sport and Health Activator apprenticeship (working title). In order to deliver this we have formed a group of employers to help with shaping the programme. So far we have been approved for the Level 3 Apprenticeship but also want to get approval for the Level 2.

KC explained that there could be some NGBs out there who might be interested and have the funds.

SC added that we need to ensure that there is money to pay for the apprentices as we don’t want them to be free labour for employers.

JA explained that we are looking into a sponsorship option.
SH added that there may also be a few grant giving organisations out there who could help.

KC stated we could also build in an element to the apprenticeship about funding so they understand the importance of gaining funding.

**Youth Justice Board** – Stuart Felce has been working with Police and Crime Commissioners and trying to link them together on using sport to tackle anti-social behaviour. We are now looking to have a conversation with the Youth Justice Board on how we can help tackle ASB at a local level and this work is looking positive so far.

**Sported** – have said they will wait until after the DCMS Strategy is released to reconsider the MOU with StreetGames.

**Housing Association Work** – We are currently trying to improve our network connection within the sector, working with the National Housing Federation and HACT, the industry innovation body. Housing Associations are facing funding cuts so they may not have the money to fund projects in the future.

**Trustee and Chair Recruitment** – Sport England have kindly given us some funding to support the background research to recruit a new Chair and we will decide who will be on the panel in December. We have had a few applications in so far to the Trustee positions and these will be reviewed for the interviews in November.

**LH to send PK the Trustee vacancy for distributing to the Sport England network and extend the deadline by 1 week.**

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<th>11.</th>
<th>Dashboard of KPIs</th>
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<td>ML ran through the following areas of the dashboard:</td>
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<td>Doorstep Sport Data Online – are now pushing to get projects reporting data even though we are currently ahead of target for Year 3.</td>
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<td>Doorstep Sport Participants – number is currently at 13,750.</td>
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<td>Female Participants – has now gone up due to the extra work we have done but we are still not likely to meet the 40% target. We are, however, developing a deeper understanding of how to get girls involved.</td>
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<td>Club1 – as we have de-committed some clubs we are going to run a Phase 3, focused upon non-sporty girls.</td>
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<td>Large Events – The number of participants at the festivals went up this year but we still aren’t reaching figures of 1000 in Scotland as the network is not currently big enough.</td>
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<td>Fundraising – we now have new indicators to show the income</td>
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generation targets for the year.

KC explained that there was an industry wide problem with attracting girls. Recently some staff from Birmingham attended the Us Girls training and said it was excellent, so shows we are on the right lines.

12. **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:

- The statutory audit has now been done, thanks to DC and Guy Jewell for all of their hard work.
- Kim McBride presented to the committee on the data integrity visits that have been done. There have been no major issues so far.
- This year we are doing the offline version of the Sport England self-assurance which has a few more questions on than the online version. This will come to Board in December for final sign-off.
- The Audit Committee met to scrutinise the controls we have in place rather than having an external audit. As part of this process VH attended the Assuring Good Governance meeting yesterday, which was all fine.

ML added that the customer charter, as part of the Sport England self-assurance, will be created from the feedback from the network given in the recent survey.

13. **Finance Report**

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

The following areas of the report were discussed:

**Fundraising** – KMD explained that there is now a new plan for fundraising with new targets and plans in place. He then gave an overview of the areas of fundraising we are targeting and the progress to date.

JA explained that we are struggling to convert conversations with corporates into contracts for funding.

RM suggested that we need to ensure people are serious about working with us and also take people off our list if things are going nowhere. We have to start being clear on our real leads, which means changing the way we do things to ensure we aren’t spending lots of time on a dead lead. Have to also look at the marketing of our packages and the resources we have.

It was proposed that a cost benefit analysis of the team and the resource used be done. Also that we try to market our products and initiatives we
already have better so we aren’t creating new things for funding.

KMD added that we are also currently recruiting for a new Fundraising Officer to support the team.

Trading Company – DC explained the progress that has been made on the company so far and ML added that we have been having conversations with organisations already in the market and joined some steering groups to help us.

Restructure – ML explained that the process is more or less complete now and that following Board’s advice a fuller consultation did take place. In total 5 staff members took voluntary redundancy and since the restructure 3 people have handed in their notice in the Manchester office as they all have new jobs. We will be recruiting to fill two of these posts.

Management Accounts – DC explained that we are halfway to meeting our income target for the year and there may be some scope to make more savings. She also asked if the Board were happy to post a deficit this year if necessary and estimated the deficit would be between £100k and £150k.

The Board confirmed they were comfortable to do this for this year.

Policies – The Board approved all of the following policies:
  • Fundraising Policy
  • Expenses Policy
  • Health and Safety Policy
  • Accident and Incident Reporting Policy

Risk Register – There is now a new risk relating to fundraising and the risk relating to senior staff sickness has now decreased.

Staffing Structure – the Board noted the latest structure.

### 14. Trustee Guidance

The Board noted the guidance provided and also noted the recent difficulties some other national charities have faced.

The Board also agreed that Sport England do well in helping us to monitor our processes.

### 15. DSC Year 2 Report

ML ran through what had been done for the report and explained that it will be going to the Sport England Executive team as part of our presentation on Monday, with a proposed launch at the end of October.

PK expressed that the report showed another improvement from last year.
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<th>16.</th>
<th><strong>Strategy 2017</strong></th>
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<td>JA explained that we will have a much clearer view on the post 2017 strategy for StreetGames once the DCMS Strategy is released in January.</td>
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<td>KC questioned if March was not too late for a conversation on this area of work.</td>
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<td>It was agreed that a session would take place on the week commencing the 11th January.</td>
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<td><strong>The Board resolved to further endorse the Strategic Plan for 2013-17 and to recognise the progress made on the plan as detailed in Appendix A of the report.</strong></td>
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<td>Ceris Anderson then joined the meeting to talk through the Substance Report and the Theory of Change video from the report was also shown.</td>
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<th>17.</th>
<th><strong>Workplace Wellbeing</strong></th>
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<td>Kim McBride and Paul Jarvis joined the meeting to report on the progress that has been made on the workplace wellbeing programme since it started last year.</td>
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<td>The Board congratulated the team on the work that has been done so far. They also expressed a desire to keep the initiative going.</td>
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<td>SC expressed that it would be good if in the future we get team challenges going that could include Board members too. Everyone expressed a liking for this as long as the challenges were something everyone could do and possibly facilitated with virtual links.</td>
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<td>Everyone Thanked Kim for her hard work on the wellbeing work and wished her well in her new post.</td>
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<th>18.</th>
<th><strong>Future Meeting Dates and PR Summary</strong></th>
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<td>The Board noted the future meeting dates and the PR summary.</td>
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<td>The Board also noted the information regarding Coke and the newspaper articles about who they have been funding.</td>
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<th><strong>Date of next meeting</strong></th>
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<td>Thursday 10th December, London</td>
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