Board Meeting

**Date:** Tuesday 4th October 2016

**Time: 08:30 – 10:00 am**

**Venue:** Village Hotel, Leeds - <https://www.village-hotels.co.uk/hotels/leeds-north/>

**Present:** Paul Reid,Linda Tully, Anthony Rogers, Andrew Watson, Brian Richards, Nigel Harrison, Gemma Armitage, Gillian Brown

**Apologies:** Michelle Lewis, David Gent

# Minutes

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|  | **Agenda Item** | **ACTION/ LEAD** |
| **1** | **Welcome and apologies** | **PR** |
| **2** | **Minutes of previous meetings and matters arising**  The minutes were accepted as a true record of the meeting.  The Board Members ratified Brian Richards as a member of the Yorkshire Sport Foundation board. | **PR** |
| **3** | **Safeguarding Policy and Procedures – for approval**  Paul expressed the Board’s thanks to Linda and Gillian for the work put into the policy to date.  Gillian summarised that the Safeguarding Policy was under renewal every 2 years however there has been no major legislation changes since the last review. The main change is the removal of issues relating to adults leaving this policy to focus just on Children and Young People. To ensure the policy is a shorted, more user friendly document some duplications have been removed as well as the appendix removed leaving them to remain as standalone documents.  After a discussion the Board requested a change on page 7 at 3.4.1 from;  “All **core team** and **delivery staff** working with children will receive appropriate training (provided by the Charity) within 6 months of their employment.”  to;  “All **core team** and **delivery staff** working with children will receive appropriate training (provided by the Charity) within 3 months of their employment.”  After a further discussion the Board requested the policy be shared for review with the Child Protection in Sport Unit (CPSU) when the final amendments have been made.  **ACTION: Gillian to share with the CPSU for feedback.**  The Board confirmed the adoption of the policy in line with the above amendments.  Linda thanked Gillian for her work describing her as passionate and professional in the work completed. | **LT / GB**  **GB** |
| **4** | **Performance**  **4.1 Company performance** Nigel highlighted some important points. The Q2 meeting is to take place with Sport England where we are expected to receive a Green rating with nothing causing any concerns.  The District Activity Partnerships (DAPs) are starting to influence the sector with some becoming more formal.  It was reiterated that the top measures are reported for information purposes only and are related to the network as a whole.  **4.2 West Yorkshire Sport 4.3 South Yorkshire Sport** | **NH** |
| **5** | **Finance 5.1 Finance report** Anthony reported on the finance report outlining the meeting that took place. The main discussion points being the diversification income and the planning that is taking place.  **5.2 Finance sub-committee 5.3 Board approvals** Gemma outlined the report giving further detail on the funding awarded. After a discussion the Board approved the receipt of the Core, School Games and Primary School Support Premium funding. | **AR / GA** |
| **6** | **Business Development** Nigel summarised the report giving a little further detail to the points. The Board noted the report. | **NH** |
| **7** | **HR and Organisation Development** Nigel outlined the report pulling out the main points. The next time the absence figures are reported the Board have requested that figures from across the sector are included for comparison. | **NH** |
| **8** | **Recent Strategies and Next steps (to lead into the next session)** | **NH** |