
Yorkshire Sport Foundation

Board Meeting Minutes

Date: Monday, 11 August 2025

Venue: CATCH, Hovingham Ave, Harehills, Leeds LS8 3QY

Board Members: Brendan Fatchett (Chair), Michael Hirst, Rebecca Bibbs, Mark Winder, Jodie Bridger,, Caroline Black, Gwen Smith, Karl Oxford, Helen Gauden

Apologies: Rashida Salloo

Supporting Officers: Nigel Harrison, Amanda Potter, Gayle Elvidge, Gemma Armitage, Charlotte Ellis. Lisa Moseley

Guests: Carl Hawkes

Minutes

Agenda Item	Action
<p>1. Board Social – informal meet</p> <p>Everyone introduced themselves. Brendan thanked Gwen after her eight years on the Board and additional years on the West Yorkshire Management Board.</p> <p>Brendan also thanked Nigel for his consistently excellent performance and bringing Yorkshire Sport Foundation to where it is today.</p> <p>Everyone introduced themselves.</p>	
<p>2. AGM</p> <p>Minutes reported separately</p>	
<p>3. Welcome and Apologies</p> <p>2a. Board Matters Nothing to discuss</p> <p>2b. Declarations of Interest</p>	

<p>None</p> <p>2c. Minutes of the previous meeting and matters arising</p> <p>Taken as read - action points discussed and updates given</p>	
<p>4. Carl Introduction</p> <p>Nigel updated the board on the induction process currently taking place.</p> <p>Brendan thanked those who were involved in the recruitment process. Susan did a brilliant job managing the process as a whole process and within the interview days. It felt like a good and fair process.</p> <p>Carl introduced himself.</p>	
<p>5. Focus on the Communities Work</p> <p>Gayle introduced the communities work, how this is set up and what it means for us at YSF.</p> <p>The group discussed that it feels messy as there are strategic gaps which need filling. There are opportunities but we must balance all the investment streams available with the social and sustainability lenses. The Sport Legacy Institute is becoming a player.</p> <p>Do the principles describe the sustainability and long-lasting change we want and are striving for?</p> <p>Clarification was requested around the position of Rotherham as the map is showing as predominantly red. This has moved since the papers were shared, there are more yellow's there, however the Sport England place funding has taken a little bit to get going. Nigel shared that sometimes we get a little siloed to Sport England funding, we need to remember that there are other sources of funding. We are taking the learning from the Local Delivery Pilot (LDP) area's that have received a lot of money over a long period of time. We could provide and develop "templates" to be able to match this with investment. How do we capture the good stuff to challenge, inform and provide learning. Conversations are happening but are sporadic and aren't being pulled together.</p> <p>The whole of the system needs to be involved in this work – what are the levers that can be pulled in the area. Nigel described the current sport provision and examples of every level. This is where sport and physical activity can make an impact on people's lives. What happens naturally and organically? The base level of the universal support level is around prevention, this has been lost. We need to be better at communicating this outside of our sector. The sport bit is getting lost and has broadened much more to physical activity. Nigel has been talking with Adam Connan from DCMS around this. The conversation is around health but that is losing the sport narrative. At a Government level the five big NGBs are influential. In the sector there is elite sport, grassroots sport and fitness, there is a tussle taking place between these focuses. Using assets to their full potential is important. WYCA have been using a pilot scheme to provide clubs with guarantees so they are covered from risk if something does happen, allowing them to take slightly bigger risks – seeing them as businesses.</p>	

A representative from CATCH described the history of the building.	
<p>6. Performance Report</p> <p>Brendan asked for clarification about the status of health within YSF taking into account the previous discussion as well as it being mentioned a few times in the report. Nigel clarified that progress is being made even though they are going through changes, however, it is so vast and complex. It isn't anyone's role to focus on however there are so many touch points across many of the team each targeting a different level and a different geographical area. Rebecca added there will be a massive push in neighbourhood health – this maybe an area of focus. Previous knowledge would be extremely helpful especially in some of the new focuses in primary care.</p> <p>ACTION: Consider a focus on Health for a future meeting.</p>	
<p>7. CEO/ Director Report</p> <p>Nigel outlined the report. There maybe something out from DCMS in the Autumn around their new strategy. He described what was taking place on the 18 September. This is going to be in Bradford and show the success story for the JU:MP programme. This will be the first meeting with the new Sport England CEO, Simon Hayes, with an Active Partnership.</p> <p>The DCMS visit that has taken place, it went well although we are unsure what messages they will have taken back with them. Some relationships were built which may enable influence in the future.</p> <p>Nigel also pointed to the Best Companies results. The full results haven't been received yet however there wasn't one big project during this year that will have improved the score. It Is seen as owned by the team. A great achievement for everyone.</p>	
<p>8. Finance, Audit and Risk Sub-Committee</p> <p>A good meeting took place.</p> <p>8a. Risk Register</p> <p>No comments</p> <p>8b. Treasury Report</p> <p>Helen outlined these changes</p> <p>APPROVAL: The Board approved the updated policy.</p> <p>8c. Grant Approval</p> <p>Nigel briefly outlined the extended Sport England grant.</p>	

APPROVAL: The Board approved the grant to be accepted.		
9. HR and Health and Safety 9a. Report for update Nigel outlined the Health and Safety Audit report. The auditor was very complimentary of our systems and the culture within the organisation. The areas of greatest weakness relate to the West Yorkshire Joint Services (YSF's landlord's) procedures, especially the fire risk assessments. Nigel is taking this up with the CEO of WYJS later today however he has asked the board for their advice as to how to deal with this ahead of meeting Andy. The board suggested that a firm stance should be taken, now we know we must act.		
10. Communication Report Media Manager – A review of this role and the wider communication function will be taking place when Carl has started. ACTION: The review of the Media Manager role and Communication function is to be taken to be board. (Already included in actions)		
11. Any Other Urgent Business Nigel thanked the board – he will be sending out an invite to his leaving drinks.		
12. Board Reflections on meeting No comments.		
13. Dates of future meetings 11 August 2025 3 November 2025 2 February 2026 11 May 2026		

Agenda Item	Action	Lead	When	Update
Actions from previous minutes				

4	Complete an analyse of the current requests of the Board, which of these are mandatory, which are required by the funders and the Code of Sports Governance.	GA	November Meeting	After consideration we will provide Board Members with a short survey to allow them to detail the actual time commitment required
5	The Board would like to discuss and consider this (the Diversity and Inclusivity Action Plan), thinking needs to take place within the executive to bring focus to the discussion. A Quality Impact Assessment on the work may be helpful.	JB	TBC	No update
5	The Board Diversity training is to be booked in, taking in mind the pressure on people's time with the CEO recruitment.	SH	End of 2025	Due to the recent recruitment process this has been delayed. Work is now starting to find a suitable date.
6	Consider performing equality assessing our impact (Performance report	JB	TBC	No update
6	When ready share the structure considering the local Place Partnership funding that we receive and how we resource considering this and understand the direction of travel more.	NH	TBC	No update
10	Thinking around what recruitment will look like for the Media Manager vacancy is to come to Board when ready.	TBC	TBC	No update
Actions from minutes				
6	Consider a focus on Health for a future meeting.			

