

Yorkshire Sport Foundation

Board Meeting Minutes

Date: Monday, 12 May 2025

Venue: Shaw Lane Sports Club, Barnsley

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

Apologies: None

Supporting Officers: Nigel Harrison, Amanda Potter, Joe Thompson, James Brown, Gayle Elvidge, Gemma Armitage

Guests: Andy Taylor, CEO – Active Partnership National Organisation

Minutes

Agenda Item	Action
1. Board Social – informal meet	
2. Welcome and Apologies 2a. Board Matters Nothing to discuss 2b. Declarations of Interest None 2c. Minutes of the previous meeting and matters arising Taken as read - actions completed	
3. National Picture – Andy Taylor, CEO – Active Partnership National Organisation Andy introduced the APNO to the group. He explained the history, strategy and challenges. A discussion with the group followed discussing a wide range of related topics. Brendan thanked Andy for attending the meeting. ACTION: The Communities Team to attend the next meeting to discuss their work programme and our role.	NH

4. Environmental Plan

Joe introduced the report. He explained we have worked in the space for a while however there is now more national leadership from Sport England for this requiring us to have an Action Plan in place for March 2027. The national message is more around marginal gains, we have taken this on board within our Action Plan. A question around the measurement. The proportionate of the action plan was discussed.

RESOLUTION: Michael has volunteered to act as the Environmental Champion on the Board.

RESOLUTION: The group approved the Environmental Action Plan.

Side point – Discussion around time commitment of Board members and the champion roles on top of the standard role member role. A comment that as new board members it is good to know where value can be added.

ACTION: 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.

Some newer members are struggling with acronyms within the paper.

ACTION: Find a way to make this easier for members to understand, maybe a glossary or not using any acronyms.

5. DIAP Impact report Progress

James shared a presentation to update the Board on the current progress on the Diversity and Inclusive Action Plan. James raised the implications for the recent transgender discussion taking place and how this may and an effect on us and our partners. Michael shared how it is affecting the leisure industry, specifically facilities. This is something that a lot of organisations are grappling with.

ACTION: Share the presentation with the Group.

ACTION: The Board would like to discuss and consider this, thinking needs to take place within the executive to bring focus to the discussion. A Quality Impact Assessment on the work may be helpful.

ACTION: Bring an update around the thinking around the Transgender position.

ACTION: The Board Diversity training is to be booked in, taking in mind the pressure on people's time with the CEO recruitment.

<p>6. Performance Report</p> <p>Nigel outlined a couple of points. Active Lives has been published since the last meeting, the picture across the area as a whole is “no change”. The national data is more interesting, the age distribution is a potential concern. Older people are maintaining activity levels for longer however younger age groups are reducing activity levels. The local team are progressing the local and Place Partnership work. A couple of questions were asked to clarify the position of some scores. Is there scope to equality assess our performance? This is not something we currently do.</p> <p>ACTION: Consider performing equality assessing our impact.</p> <p>ACTION: 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.</p> <p>ACTION: Bring the Memorandum of Understanding for the Regional areas when they are complete.</p> <p>ACTION: Add a Net Promotor Score comments - some, review the scores at the next meeting. Add more background to the score itself.</p>	
<p>7. CEO/ Director Report</p> <p>Discussed with the performance report.</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. Salary Inflation Increase</p> <p>Helen outlined this report and the discussion that took place at the meeting.</p> <p>RESOLUTION: The Board approved the 2.5% increase.</p> <p>8c. Treasury Report</p> <p>Helen updated the group with the discussion around the Treasury Report.</p> <p>RESOLUTION: The Board approved proposal outlined.</p>	

<p>8d Grant Approval</p> <p>James outlined the report. A question was asked around the support provided to Kirklees as Julie Smith is leaving. The group thanked Julie for her work in this area. Resources have been moved around to ensure support continues to the area.</p> <p>RESOLUTION: The Board approved the money to be paid.</p>	
<p>9. HR and Health and Safety</p> <p>9a. Report for update</p> <p>Nigel summarised some of the highlights – thanking both Julie Smith and Andy Morgan for their work whilst at YSF.</p> <p>9b. CEO Recruitment</p> <p>Nigel shared an update to the levels of interest with our 400 expressions of interest and over 90 completed applications before the closing date tomorrow (13 May). This shows how respected and sought after YSF and the role itself is. Brendan thanked Susan who has been absolutely fabulous within this process, keeping everything moving forward.</p> <p>Brendan updated the group on the application and interview process and how level= will support this process.</p> <p>ACTION: Update the Board once the final application numbers have been received.</p>	
<p>10. Communication Report</p> <p>Nigel updated the group on the report commenting that the whole staff team had a briefing from Andy Morgan around how to use LinkedIn effectively.</p> <p>The board agreed that the report is much better and easier to understand.</p> <p>ACTION: Thinking around what recruitment will look like for the Media Manager vacancy is to come to Board when ready.</p>	
<p>11. Any Other Urgent Business</p> <p>Gwen leaving – There will be an opening on the FAR Committee as Gwen is coming to the end of her tenure.</p>	
<p>12. Board Reflections on meeting</p> <p>No comments.</p>	

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 Minutes				
3	The Communities Team to attend the next meeting to discuss their work programme and our role. Working in and with communities whilst ensuring they are brought together.	NH	August meeting	The Agenda is focusing on the communities work in August.
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
4	Find a way to make this easier for members to understand, maybe a glossary or not using any acronyms.	GA	August meeting	We have tried not to use acronyms in this report pack. However please let us know if there is something you don't understand. There is also a page around language on the website that may help your understanding of the language used by the YSF team.
5	Share the presentation with the Group for the DIAP update.	GA	August Meeting	The DIAP presentation can be found here.
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	Bring an update around the thinking around the Transgender position.	JT	August Meeting	Update report for discussion

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
6	Bring the Memorandum of Understanding for the Regional areas when they are complete.	NH	August Meeting	This is to be discussed in the meeting. The documents can be found here; South Yorkshire and West Yorkshire
6	Add a Net Promotor Score comments - some, review the scores at the next meeting. Add more background to the score itself.	NH	August Meeting	Included in the report.
9	Update the Board once the final application numbers for the CEO recruitment have been received.	GA	ASAP	Done
10	Thinking around what recruitment will look like for the Media Manager vacancy is to come to Board when ready.	TBC	TBC	No update