



Think Active  
Minutes of Board meeting

Meeting Name	Think Active Board of Trustees			
Venue	Online			
Date	06/04/2023	Start time:	16:00	Finish time: 18:00
Chair	Sharon Lea (SL)			
Attendance	Paul Joyner (PJ) – Vice Chair Denise Finney (DF) – Senior Independent Director (SID) Liam Hope (LH) Dr Shade Agboola (SA)  Vicky Joel (Think Active) Abi Dixon (Think Active)			
Apologies	None			
1	<b>a) Welcome/Introductions</b> SL welcomed everyone to the meeting. <b>b) Apologies for absence -</b> <b>c) Declarations of Interest</b> No declarations of interest were expressed.			N/A
2	Minutes of December 2022 Board meeting i. Correction -DF was in attendance via teams. VJ to correct. ii. After correction, accuracy of the minutes were approved as a true and accurate record. iii. Matters arising (see action points) Updates and comments have been added and where necessary included in the agenda. iv. Agreement following request that minutes circulated sooner after meeting so that actions have more time to be discharged and tracked more readily.			Approval
3	<b>Board Update</b> Formal thanks were given to Graham Nicoll by Sharon on behalf of the team and the board for his contribution to Think Active. Outstanding: Meeting with interested candidate as part of the recruitment process onto the Board.  Recruitment – next phase Replacement of financial and commercial skills that GN had provided, board discussed. Arrangements for a financial health check of the organisation by a qualified Accountant to formalise finance board reports. Focus on future recruitment of a trustee who is a qualified accountant. This was unanimously agreed by the Board.  <b>Action</b> SL to circulate information relating to the financial health check. VJ to remove GN from the Charity Commission (following minutes from this meeting). VJ to arrange board induction with SA and HA.			Action
4	<b>Audit Governance &amp; Finance</b>  <b>Finances</b> DF talked to the finance reports in the pack.  Clarification on how the different reports; income and expenditure and funding for projects and delivery were being presented. Are we supplying this information in the easiest way for the trustees?			Approved

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5	<p>PJ acknowledged the progress with the finance reports.          DF noted that the number of budget categories will be reduced from 1 April to reflect that we have allocated / liquidated the additional funding from Sport England. (as listed in table 3 of the A, G &amp; F papers). The revised budget categories will start off as;          Sport England System Partner          Sport England Delivery Partner          Together Fund          Think Active Projects (for delivery of activity)          Think Active Services (monies in for projects and contracts)</p> <p>Of the additional funding that we got from Sport England we have liquidated 93%.</p> <p>LH asked if we have budget available for activity?          VJ explained that an amount of c£90,000 has been left unallocated in the proposed 2023 – 24 budget. This is to cover price increases that we may incur throughout the year and for the team to request delivery budgets to enhance their work.          VJ suggested that we create a Dragons Den type opportunity for members of the team to present to the Exec and the Board that outlines a proposal and makes a request for funding.          Full agreement from trustees. VJ and AD to plan and organise with the team for the June or August Board meeting.</p> <p><b>Tier 3</b></p> <p>The Chair explained that she and VJ had been considering the requirements for tier 3 compliance and the last time this was done was when the organisation was hosted by Coventry City Council therefore much of the requirements were in place via a large public sector organisation – however when TA moved to charitable status many of the good governance and best practice documents were retained in template and this would facilitate compliance. The deadline for the Tier 3 Code of Compliance is 30 April.          The Board discussed the perception of the amount of work required for us to be compliant.          VJ explained that the 7 additional elements have been added (in the papers) we remain compliant in all other areas.</p> <p>The requirements of the code are as follows.</p> <table border="1" data-bbox="279 1834 1110 2101"> <thead> <tr> <th>Principle</th> <th>Requirements</th> </tr> </thead> <tbody> <tr> <td>1. <b>Structure</b></td> <td><b>1.1 -1.18</b></td> </tr> <tr> <td>2. <b>People</b></td> <td><b>2.4-2.6, 2.8-2.13</b></td> </tr> <tr> <td>3. <b>Communication</b></td> <td><b>3.2, 3.3</b></td> </tr> <tr> <td>4. <b>Standards and Conduct</b></td> <td><b>4.2-4.6</b></td> </tr> <tr> <td>5. <b>Policies and Processes</b></td> <td><b>5.1, 5.4-5.7</b></td> </tr> </tbody> </table> <p>SA asked if there was flex for the people plan as it was discussed that it could be a huge document that covers a vast range, from inside our organisation to the coaches and professional workforce that we support.          AD – Confirmed that it can be proportionate and what we want it to be.</p> <p>The board agreed that a proportionate people plan is the right way forward and SL said that we should produce a plan that focusses on Think Active team and board and then we can develop iteratively over time to expand to reflect our widened focus on our partners and people we serve.</p> <p>Final versions of all code requirements to the Board asap for sign off with an extra meeting scheduled to take feedback and amendments.</p>	Principle	Requirements	1. <b>Structure</b>	<b>1.1 -1.18</b>	2. <b>People</b>	<b>2.4-2.6, 2.8-2.13</b>	3. <b>Communication</b>	<b>3.2, 3.3</b>	4. <b>Standards and Conduct</b>	<b>4.2-4.6</b>	5. <b>Policies and Processes</b>	<b>5.1, 5.4-5.7</b>	
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	<p>1. UK Sport and Sport England response to the Whyte Review and changes for Active Partnerships 2. Think Active response: Board Champion role and Tier 3 code compliance.</p> <p>The Chair and Board reflected on the excellent Safeguarding Session held at the last Board session this was an excellent session and provided the Board a good overview of their responsibilities in this area. Since then, LH had done some good work to update the Role Descriptions in 2022. This is a tweak and update to reflect the recommendations of and the response to the Whyte Review by Sport England &amp; UK Sport. The updated role description provided to the Board reflects the introduction of the term welfare. LH has requested that a description and definition of what welfare and safety in safeguarding is. VJ to include in the job description and in other relevant paperwork. SL checked that LH was happy with the amendments to the role description. LH confirmed that he was and reinforced that safeguarding remains everyone's business across both the team, the exec and the Board. All agreed. VJ provided an update on the proposal that Sport England are leading a working group to create Welfare Lead roles in the Active Partnerships. These are to support Welfare Office roles in clubs who are not part of medium to large National Governing Bodies of Sport (NGBs). These roles will not have an investigative function and will not involve case management. The roles are being developed. They will be funded by Sport England. We do not know any more details yet. These will follow.</p>	<p>Approved</p>
<p>6</p>	<p>Performance – Q4 highlights report.</p> <p>AD talked through the Q4 highlights presentation that showcased the activity that Think Active had been involved including the successes and the challenges that we have experienced.</p> <p>SL asked that a schedule of events be shared with the Board in good time to give the trustees the opportunity to attend and where appropriate make a contribution.</p> <p>SA asked what the spread of age, ethnicity was at our different sessions / provision. AD explained that we do not automatically request age, ethnicity, demographic information from attendees at events and sessions like #periodpower or Living Longer Better. We do ask for it for attendees at School Games because it is part of our reporting that we are contracted to do. SL asked if we could ask that at future event attendees demographic information be obtained where possible as useful for profiling, targeting and planning.</p> <p>Volunteer it Yourself AD explained about the facility refurbishment That we had invested into Volunteer it Yourself. The first of these projects was at Canley Community Centre in Coventry. PJ asked if there would be a plaque in place to acknowledge Think Active funding? Board agreed such acknowledgement could inspire others to apply. It would also show case the work of Think Active. HA suggested that it would be good to have these for the lifestyle clinics. It was agreed that a consistent logo or mark to acknowledge our investment and contribution would have numerous benefits.</p> <p>PCN Lifestyle clinics AD updated that from the original plan and budget for three lifestyle clinics and c£30,000 had been increased. We had allocated more funding c£86,000 and had funded nine lifestyle clinics. Funding has just been distributed for work to start imminently. HA updated that the PCN lifestyle clinics was exciting. The opportunity had been well received by PCNs. HA reinforced that the messages about lifestyle medicine are fundamental.</p>	

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7	<p>Team and Personnel A full update on vacancies, recruitment and fixed term contracts was provided to the Board.</p>	Complete
8	<p>National updates: An update on any meetings or interactions between Think Active &amp; national agencies.</p> <p>Active Partnerships National Team – No recent updates</p> <p>Sport England update Place Expansion – Sport England has been deciding and how it will expand its work and investment into ‘place’. This will involve decisions affecting the continuation of the Local Delivery Pilots (Birmingham &amp; Solihull is the closest to us) and the Priority Place investment. Coventry has priority place investment. We do not know anything formally and will update as and when we know if Sport England’s place expansion work involves us.</p>	Complete
	<p><b>Any other Business</b></p> <p>Items for discussion PJ raised some of the important messages from the Living Longer Better conference for our wider work, He proposed that we should have a focus on the inactivity levels of the younger generation. PJ also suggested that there be a focus area for the age demographic who were active in earlier life and who are not now. DF suggested the older people possibly lose confidence to be active and might have previously been. AD replied that these points are really helpful and are being considered as part of our ongoing planning of Living Longer Better.</p> <p>PJ asked if there will be a repeat Living Longer Better conference? PJ said that he thought that there should be. AD explained that there would be another event and that we are thinking through what that might be, Coventry, Solihull &amp; Warwickshire or local to each place.</p> <p>Items for information</p>	
	<p><a href="#">Think Active 2022 schedule</a> Next meeting 7<sup>th</sup> June 2023 4pm</p>	

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