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| Meeting | | Active Kent and Medway Partnership Board | Date | Wednesday 20th July 2022 |
| Location | | MS Teams | Time | 9.30am – 10.30pm |
| Board Members | | Dick Fedorcio (Chair), Natalie Curtis (Equalities Champion), John Taylor (Senior Independent Member), Jennie Jordan , Adam Lawrence , Buge Apampa , Karen West , Liu Batchelor , Graham Razey , Gurvinder Sandher , Tom Marchant (Kent County Council – Host Representative), Liz Davidson (AP Director) | | |
| Board Members Present | | Dick Fedorcio (DF), Gurvinder Sandher (GS), Karen West (KW), Tom Marchant (TM), Natalie Curtis (NC), Adam Lawrence (AL), Graham Razey (GR), Liu Batchelor (LB), Liz Davidson (LD) | | |
| Attendees Present | | Karen Bird (KB) (Active Kent and Medway – Notes) | | |
| Item No | Item | Comments | | Action Lead |
| 1. | Apologies | Apologies were received from Jennie Jordan, Buge Apampa and John Taylor | | |
| 2. | Declarations of Interest | There were no declarations of interest. | | |
| 3. | Notes of previous meetings and Matters arising from last meeting | <p>Members approved the Notes from the Meeting in April 2022.</p> <p>Hosting agreement to be finalised shortly, currently with Stephanie Holt-Castle. The process was delayed to enable amendments to be made to reflect the new KCC strategy. Further clarification is needed over the value of the hosting arrangements. Overhead costs reduced partly because of KCC cost savings but also the reduction in headcount.</p> <p>Sport England – currently waiting on templates for the Diversity Action Plan.</p> <p>Audit & Governance – AL still looking for new Committee members.</p> <p>Capital grant - KW had a query regarding processes and has had a useful meeting with Stuart Butler to understand and discuss. KW to provide SB with some further information.</p> | | KW |

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| | | <p>Grant funding concerns - LD reported that we were looking at ways to ensure projects are not double funded and how we cross reference to other funding sources/ projects that organisations have received funding for.</p> <p>Every Day Active - LM to follow up with BA on targeting pharmacies query with information from Andrea Murphy.</p> <p>Strategic Framework / Business Plan should have been the focus of today's meeting, but this will now be the main focus of the September meeting. Good progress has been made with opportunities for consultation at the EDA conference and other meetings. Further clarification will make it clear what are the Active Partnership's responsibilities (Business/ Operating Plan) and what the Active Partnership is the catalyst for (Strategic Framework). Iterations will be circulated to the Board over the coming months for comment and feedback.</p> <p>The Performance Report will also be part of the September discussions. Agreement from the Board will be sought on the level of detail to be provided on activities for the quarterly meetings.</p> <p>TM – with the discussion on the Strategic Framework delayed until September, does it put the formal consultation back? GR – more time is needed for the Board to be clear on each element of the Framework. As a new member of the Board need to fully understand before giving approval.</p> <p>Members agreed to delay until September to allow full consultation before the final sign off. The Framework will be agreed with the Board before it goes to KCC Members.</p> | LM |
| 4. | <p>Update Reports</p> <ul style="list-style-type: none"> - Chair - Directors | <p>Chairman's Report</p> <p>DF attended both PE and Network Conferences and both went well. There was a lot of support for name change by the conference attendees. This will help with engagement from a broader audience.</p> | |

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| | | <p>Active Partnership National Board meeting 21 July. The new Chief Executive has now started. The AP Board is about to advertise for a new Chair and has a number of Board Member vacancies. DF steps down from the Active Kent and Medway Board today, he is in conversation with APN regarding remaining as an independent member on the AP National Board until his term expires.</p> <p><u>Director's Report</u></p> <p>New format to the report included more links to the website and case studies from projects supported.</p> <p>Highlights from the Directors Report include-</p> <ul style="list-style-type: none"> - Name change – support received from new and more traditional sporting partners. As an example, LD has been involved in conversations with Cricket who are keen to work with us in the health area and to target more inequalities work - Conferences – 250 attendees across both days. Feedback from the event was that networking was the real value to attendees, which aligns well with the “system partner” approach that Sport England is investing in us to provide and deliver on to support the localised delivery of Uniting the Movement. - District engagement –In May and early June we invited representatives from the districts to meet with us with a view to consulting on the Strategic Framework and providing them with a general update of future priorities for Active Kent and Medway and to explore future ways of working together. - New campaign launched at beginning of June – #OutdoorsIsFree which is being run in conjunction with Explore Kent. There is a need to balance this campaign against our support for leisure providers and other organisation which will be affected by the cost-of-living crisis. - School Games – the focus has changed from large scale events to smaller targeted events. 50% of schools attending are those with the highest number of students accessing free school meals within the county. | |
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| | | <ul style="list-style-type: none"> - Opening Schools Facilities – waiting for a decision from DfE which has been on hold until September. DF has been involved in the discussions at the AP Board and trying to ensure they fund capacity as well. <p>Queens Baton Relay – LD attended recent South East AP Director’s meeting where Kent’s was mentioned positively. GS – a film was produced about the Gravesham event (1) Queen's Baton Relay Gravesend Commonwealth Games 2022 - YouTube</p> <p>Questions</p> <p>GS has recently met with Simon Storey, new CEO of Kent Cricket. Kent are hosting England Ladies vs India Ladies test match on 21st September. Kent Cricket are hoping to launch their Equality, Diversity and Inequality strategy on that day. Could there be an opportunity of Board involvement and to highlight the work of the Active Partnership? LD to speak to Team and Simon Storey about possible Together Fund projects which could be highlighted.</p> <p>GR – Thought the case studies were good and the new website is looking good. When more case studies are added, how do we share out to the wider audience?</p> <p>GR – As the School Games is now targeting a different audience, are we collecting data? LD - the target is 25% of the top 30% of schools with highest free school meals, to reach the areas of greatest deprivation. The data shows we achieved 50%.</p> <p>GR – Do we provide schools with guidance on which schools / pupils to involve. LD – this is all done through the School Games Organisers. NH is working with SGOs to select target audience. TM – Reconnect Programme – excellent work by Elise Rendall who led the physical activity grant offer. There will be a celebratory event which ER will be invited to. TM to discuss with LD and GR around Board involvement.</p> <p>https://www.kent.gov.uk/education-and-children/schools/reconnect/reconnect-big-summer-fun-challenge</p> <p>Reconnect Big Summer Fun Challenge - Kent County Council</p> | |
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| | | Join the Reconnect Big Summer Fun Challenge, 40 activities for children to take part in over the summer holidays. | |
| 9. | Finance reporting – Quarter 4- 2021/22 -Budget 2022/23 | <p>KB highlighted the following key points from the Quarter 1 finance report:-</p> <ul style="list-style-type: none"> - First payment from all Sport England funded programmes has been received - Bank balance at the end of June was £1,591k. - One District has paid. Other invoices will be sent out after individual District meetings have been held. - Income generation – FANs, Coach Education Courses and interest have started to higher than this time last year. Income from PE conference is slightly less than budget but the possibility of next year’s conference being held in March may mean the forecast needs to be revised up. - Expenditure on staffing is lower than budgeted this is because one member of staff being on maternity leave, another member of staff leaving in June and gaps in recruitment which are now being addressed. - Capital grants - £37k has either been committed or paid as at June 2022. Further funding rounds to take place in August and February. <p>AL – suggested the following points to consider</p> <ul style="list-style-type: none"> - Unrestricted reserves – are there any other possible uses of the reserve? Is the bank account the best one? - <p>TM – Agree with DF about the need to recalculate the redundancy reserve. To be discussed outside of the meeting. GR – Redundancy provision – liabilities will be around pension costs.</p> <p>LD asked about the usefulness of the finance report for the Board? GR - Management accounts in the best format for the senior management team to control costs will then be the best format for the Board.</p> | |

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| 11. | Committee Reports Nomination Committee (DF) | <p><u>Nomination</u></p> <p>The Nomination Committee have met a couple of times recently to recruit the new Chair. GR will be the new Chair after DF finishes his second term of office 20th July.</p> <p>All members agreed on the appointment of GR as the new Chair.</p> <p>LD expressed thanks from the Active Partnership team and the Board to DF for the last eight years.</p> | |
| 12. | Any other business | A new date will be circulated for the Board Away Day. | |
| 13. | Proposed dates of future meetings for 2022/23 | Proposed dates: 28 th September 2022, 11 th January 2023 | |
| 14. | Other Dates | <p>Dates for diary:</p> <ul style="list-style-type: none"> • Primary PE Conference and Everyday Active Conference – October 2023? Kent Event Centre, Detling | |