

Meeting	Active Kent and Medway Partnership Board	Date	Wednesday 1st February 2023
Location	Pegasus Gymnastics Club, 2-4 Farleigh Hill, Maidstone, Kent ME15 6RG	Time	1.00pm – 3.30pm
Board Members	Graham Razey (Chair), Natalie Curtis (Equalities Champion), John Taylor (Senior Independent Member), Jennie Jordan , Adam Lawrence , Buge Apampa , Karen West , Liu Batchelor , Gurvinder Sandher , Tom Marchant (Kent County Council – Host Representative), Liz Davidson (AP Director)		
Board Members Present	Graham Razey (GR), Liu Batchelor (LB), Natalie Curtis (NC), Adam Lawrence (AL), Tom Marchant (TM), Liz Davidson (LD)		
Attendees Present	Andrea Murphy (AM), Louise Milne (LM), Bianca Logronio (BL) and Karen Bird (KB) (Active Kent and Medway – Notes)		
Item No	Item	Comments	Action Lead
1.	Apologies	Apologies were received from Gurvinder Sandher, Jennie Jordan, Buge Apampa, Karen West, and John Taylor	
2.	Declarations of Interest	There were no declarations of interest.	
3.	Notes of previous meetings and Matters arising from last meeting	NC and BL presented a Safeguarding Update as part of a pre-meeting prior to the Board Meeting. Please see additional notes and link to the presentation below. Members approved the Notes from the Meeting in November 2022. Not all Members had self-allocated on strands and there were no nominations for the Audit & Governance Committee.	

		KB circulated paper copies of the Declarations of Interests and Declaration of Good Character forms and requested Members complete and return on an annual basis.	
4.	<p>Update Reports</p> <ul style="list-style-type: none"> - Chair - Directors 	<p><u>Chairman’s Report</u></p> <p><u>Governance</u></p> <p>Further information has now been received from Sport England in relation to the Code for Sports Governance – we will need to demonstrate compliance by the 30th April 2023. Should there be any actions arising, these need to be identified and timetabled through a Governance Action Plan.</p> <p>It was noted that the engagement of some Board Members in recent months had been disappointing. GR has a plan in place to review and where necessary refresh membership moving forwards.</p> <p>GR regularly meets LD and has recently met leading KCC Officers Mike Hill (Cabinet Member for Community and Regulatory Services) and Stephanie Holt-Castle (Director Growth & Communities). There is huge support within KCC both operationally and from Members. Discussions between TM / GR to take place next week, around Board responsibility within KCC. There are huge benefits to being hosted by KCC but there needs to be a happy medium in terms of governance. There needs to be clarity on how to access the same level of support from Public Health as received from GET.</p> <p>GR recently attended AP AGM and felt it was good to see where Active Kent and Medway sits within the Active Partnership network.</p> <p>GR had met with KB and was able to understand more about the funding from Sport England and currently £300k from Public Health and £20k from Growth Environment and Transport, and the operation of the bank account.</p>	

		<p>GR/LD currently trying to confirm Health funding for the same period of the Sport England funding.</p> <p>The intention is to only hold reserves that are necessary, maintaining an appropriate level of funding for the Redundancy/Winding Up Reserves, and allocate the rest to spend over the period of the Sport England funding. The new budget for 2023/24 and updated reserves statement will be sent out prior to the next Board Meeting</p> <p>Clarity is needed over where the bank accounts sits within the KCC accounts. There needs to be a delegated authority from KCC to the Board.</p> <p><u>Director's Report</u></p> <p>Positive meetings have taken place with a number of Local Authorities district meetings recently regarding working relationship moving forwards and continued funding, notwithstanding cost of living related challenges. The option of more formal SLAs has been well received.</p> <p>AKM has been able to secure more Together Fund income of £75k from Sport England to be spent or committed by the end of this financial year, 31 March 2023. The Together Fund has been able to fund 70 projects via 50 different partners, which are a mix of new partners and extending current programmes. We await information from Sport England as to the future of this programme beyond this financial year.</p> <p>Opening Schools Facilities funding has been agreed but nothing can be announced officially until the press statement is released later this week.</p> <p>NC – has increased marketing helped access new partners? The increased marketing helps showcase the good work and raise awareness including things like Tracy Crouch mentioning Active Kent and Medway in Parliament. Partners have also reported that increased awareness has helped them secure additional funding to sustain activity.</p>	
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		Marketing strategy / developing brand awareness will be a paper for the next Board Meeting. A Review and planning session to be held on 8 th February which will only focus on marketing and communications.	
7.	<p>Moving Together Strategy – Increasing participation in current climate</p> <p>See presentation</p>	<p>Moving Together Strategy is the strategy for the County. The Operating Plan and KPIs all link to the Strategy.</p> <p>Question from KW - More people, more active, more often – what does it look like? How do you show success? Tackling inequalities – greatest gaps in participation. This was clarified through the presentation in terms of where the focus will be and how this is measured. (Moving those who are currently inactive to being moderately active specifically those from culturally diverse background, those with disabilities and long term health conditions and those from lower socio economic groups.)</p> <p>Backdrop for Move Together – politically / economically / participation was discussed and the potential challenge this may create in terms of demonstrating progress. Given this we need to ensure we monitor impact in a range of ways, taking into consideration both the quantitative and qualitative impact of our work and that of partners in the delivery of the strategy against the three key measures.</p> <p>The Role of Board in it’s delivery was also discussed;</p> <ul style="list-style-type: none"> - Champion the strategy and support stakeholder engagement. - Monitor impact - Provide constructive challenge <p>The strategy will be launched at the end of April 23 and details were shared as to what this will look like in terms of the call to action and supporting collateral for partners. Key will be stakeholders “pledges” – and mechanisms to capture and share these are being developed.</p>	

8.	Stakeholder Engagement – Role of Board Champions	<p>LM provided a summary of the prepared paper and reminded Board members of the opportunity to sign up to champion specific strands.</p> <p>What being a strand champion entails was then shared.</p> <p>Board can support by</p> <ul style="list-style-type: none"> - Advocacy - Providing subject matter expertise - Where necessary through constructive check and challenge. <p>Board engagement should be through the governance lens and not operational.</p> <p>The relevant AKM team members will contact the Board Champion(s) for their strand directly to arrange an initial conversation.</p> <p>KB to set up Teams channels with Priorities and to include Team members and Board Champions</p> <table border="1" data-bbox="622 863 1859 1174"> <thead> <tr> <th><u>Priority</u></th> <th><u>Board Champion</u></th> <th><u>Team Member</u></th> </tr> </thead> <tbody> <tr> <td>Connecting Communities</td> <td>Natalie Curtis</td> <td>Andrea Murphy</td> </tr> <tr> <td>Children and Young People</td> <td>Graham Razey</td> <td>Louise Milne</td> </tr> <tr> <td>Health and Wellbeing</td> <td>Elise Rendall</td> <td>Gurvinder Sandher</td> </tr> <tr> <td>Supporting Sport</td> <td>Sophie Ward</td> <td>Adam Lawrence</td> </tr> <tr> <td>Active Environments</td> <td>Sophie Ward</td> <td>Karen West/Liu Batchelor/Tom Marchant</td> </tr> <tr> <td>Marketing and Communications</td> <td>Andrea Murphy</td> <td>Liu Batchelor</td> </tr> </tbody> </table>	<u>Priority</u>	<u>Board Champion</u>	<u>Team Member</u>	Connecting Communities	Natalie Curtis	Andrea Murphy	Children and Young People	Graham Razey	Louise Milne	Health and Wellbeing	Elise Rendall	Gurvinder Sandher	Supporting Sport	Sophie Ward	Adam Lawrence	Active Environments	Sophie Ward	Karen West/Liu Batchelor/Tom Marchant	Marketing and Communications	Andrea Murphy	Liu Batchelor	
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9.	Finance reporting – Quarter 2-2022/23	KB highlighted the following key points from the Quarter 3 finance report:-																						

		<p>Districts – 9 have paid 4 still to pay. Update meetings are currently taking place so more invoices will be sent out shortly.</p> <p>Future finance reports will show estimated year-end figures for both income and expenditure.</p>	
10.	Active Environments	<p>The Active Environments Paper was for update purposes.</p> <p>Going forward there are potential projects using Board reserves.</p>	
11.	KPI Updates	<p>The format of how we report progress against KPIs will be updated.</p> <p>The Board were happy with what has been identified for reporting on and how this links to what is collated across the team via our KPI tracker document. The challenge is how this is then presented to the Board in a meaningful and succinct way.</p> <p>The suggestion is to limit to 1 side of A4 using engaging infographics. A suggested format/ example will be created for the next Board meeting. If any Board members have good examples, please send to LD / LM.</p> <p>TM suggested utilising the services of the KCC analytics team – TM to provide link.</p>	
12.	Nomination Committee	<p>Applications for new Board Members will be sought as soon as possible.</p>	
13.	Any other business	<p>BA has resigned from the Board today.</p> <p>NC has been asked to extend her time on the Board by one more year until May 2024.</p>	
14.	Matters Considered Confidential		

15.	Proposed dates of future meetings for 2022/23	Proposed dates: 9 May 2023 (Changed from 10/05/23) 4 July 2023 (Changed from 05/07/23) 4 October 2023	
16.	Other Dates	Dates for diary: <ul style="list-style-type: none"> • Primary PE Conference – 16 May 2023 • Everyday Active Conference – October 2023 – tbc Both to be held at Kent Event Centre, Detling	
Pre-meeting	Board Safeguarding Update - Feb 2023.pptx	<p><u>Safeguarding Presentation</u></p> <p>BL / NC’s presentation gave a background to the current safeguarding policies, current plans and reports that are due, future focus areas, opportunities for Board involvement and to highlight key messages. The Safeguarding policy reflects across all areas of work of the Board and Team.</p> <p>The fundamental question for the Board to consider is to whom it is responsible. Most areas of responsibility covered by KCC. Operationally to provide support for organisations we work with.</p> <p>The question of where the accountability / responsibilities are will be a focus item at next Board Meeting. We need to be clear about what we have to do for Code for Sports Governance compliance and what we choose to do as a development team to support our partners and the wider sectors and where our responsibilities lie.</p> <p>NC – second term on the Board is due to end in May 2023 but as mentioned under AOB has been asked to extend her term until May 2024.</p>	

		<p>Board Champion Role priorities for 2022-23</p> <ul style="list-style-type: none">- Training Needs Analysis- Identify opportunities to influence safeguarding landscape- Discuss and give direction to BL on priorities for resources going forward- Safeguarding Adults – Quarter 3 in 2023.	
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