

Meeting	Active Kent and Medway Partnership Board	Date	Tuesday 9th May 2023
Location	Chatham Town Football Club, Bauvill Stadium, Maidstone Road, Chatham, Kent ME4 6LR	Time	1.30pm – 3.30pm
Board Members	Graham Razey (Chair), Natalie Curtis (Equalities Champion), John Taylor (Senior Independent Member), Adam Lawrence , Karen West , Liu Batchelor , Gurvinder Sandher , Tom Marchant (Kent County Council – Host Representative), Liz Davidson (AP Director)		
Board Members Present	Graham Razey (GR), Karen West (KW), Natalie Curtis (NC), Adam Lawrence (AL), Tom Marchant (TM), Liz Davidson (LD)		
Attendees Present	Andrea Murphy (AM), Louise Milne (LM), Daniel Bromley (DB), Lucy Tomlinson (LT), Lottie Colquhoun (LC) and Karen Bird (KB) (Active Kent and Medway – Notes)		
Item No	Item	Comments	Action Lead
1.	Apologies	Apologies were received from Gurvinder Sandher, Liu Batchelor and John Taylor	
2.	Declarations of Interest	There were no declarations of interest.	
3./4.	Notes of previous meetings and Matters arising from last meeting	There were no matters arising not covered in the Agenda. Members approved the notes from the meeting in February 2023.	

5.	Update Reports - Chair	<p><u>Chairman's Report</u></p> <p>GR had met with Andy Taylor – new Chief Executive of the Active Partnership National Team. With the Governance work LD and the rest of the Team have recently completed, means AKM is in a strong position.</p> <p>GR to talk to other Chairs to discuss mutual challenges and potential solutions.</p> <p>KW – Do we work with other APs we are geographically close to? LD regularly meets with Directors from other Active Partnerships in the South East Region and London. AKM recently led on Project 500 which included 5 other regions in the South East. Other members of the Team also sit on national project / topic groups, where any learnings are shared. There is a South East Region shared target for OSF.</p> <p>In the light of the recent local elections there are likely to be significant changes, particularly in Medway that is now Labour controlled for the first time in 28 years. Other Councils have moved from Conservative led to no overall control and the Green party have increased numbers of Councillors. All of which means there are new relationships to forge in the coming months. AKM have been asked to participate in an induction session for new councillors in Swale and Ashford.</p>	
6.	Update Reports - Directors	<p><u>Director's Report</u></p> <p>All Districts paid their contribution to AKM for last financial year.</p> <p>The launch of the new strategy Move Together is happening today, with press releases from Sport England and Kent County Council.</p> <p>Declarations of ongoing compliance to the original and new requirements of the Code for Sports Governance have been submitted to Sport England, with 7 actions identified, most of which will be resolved by the recruitment of new Board Members. We are currently awaiting a response from Sport England.</p>	

		<p>Two roles out to recruitment shortly – Community Development Officer and Every Day Active Project Officer.</p> <p>Sport England have announced that over the next 5 years they will be looking to invest £250m into place based working. We await further details from Sport England and the role that Active Partnerships will play. We are keen to engage with this work and for Kent and Medway to benefit.</p> <p>KW – Did AKM previously apply for investment into place based working in 2017 when this approach was initially piloted and if so can any of the prep work be utilised and what data and insight do we already have to hand? AKM did, and there maybe elements that can be used. In terms of available data, we have Active Lives, but also access to public health datasets and insight from Together Fund and other projects that we will be able to use to inform conversations with Sport England.</p>	
7.	<p>Opening Schools Facilities Fund update – approach and sustainability</p> <p>See presentation</p>	<p>30 schools have submitted action plans on which their 3 years of funding will be based.</p> <p>The main items which funding has been requested for are equipment (revenue funding not capital) and capacity for working with community clubs/organisations.</p> <p>OSF has given the team access to the Senior Leadership Teams within the schools something that we need to capitalise on as we look to years 2 and 3 of the programme as well as the wider learnings from the programmes and sustainability.</p> <p>KW – Great that so many schools have been signed up, how do we encompass this wider, community not just pupils? The facilities are open to community clubs. Activity is in schools, with the clubs using the school’s facilities. The emphasis is to bring in families / intergenerational activities.</p>	

		<p>Mapping – looking at school’s websites focussing on those that need most help. Short term funding, can be used to pay ie caretakers for opening up schools</p> <p>GR – What are the dangers of schools taking the money and doing nothing? LM - All funding is paid in arrears on evidence of invoices. 3 year funding is monitored and we can re-distribute the funding if projects not achieved.</p> <p>Non-active pupils – are there any good initiative / avenues to share good practice? Survey the least active to find most requested activities and staff engage with the right pupils. Survey learnings will be shared, and case studies created.</p> <p>All the facilities which can be funded are onsite except for swimming. We are also exploring how we can make links between schools and clubs with specific facility/environments requirements through using rowing machines as a precursor to going on the water etc.</p> <p>NC – what do the Board need to do? The Board can help with sustainability, using contact with community providers / schools to make facility usage more affordable. Link to the OSF web page Opening School Facilitites</p> <p>M+E – not finalised, how can we influence this? DB is on planning group with others across the country and looking at best practice in conjunction with UK Active – the learning partner for the programme.</p>	
8.	Marketing and Communications – progress and future direction of trave	<p>Presentation was given on Uniting the Movement plans and beyond. Focusing on what we communicate, how and to whom.</p> <p>The Everyday Active Campaign was also touched on – but we will look to cover this separately at a future meeting.</p>	

		<p>The role that Board Members can play in amplifying messages was also covered and the need to ensure we create and find opportunities for this.</p> <p>It was noted that we have done a lot to raise brand awareness over the past 9 months, but need to consider how we utilise different iterations of the brand and colour palettes for different strands of our work and further develop assets.</p> <p>How we support partners with their communications plan and strategies is also something for consideration.</p> <p>GR – wanted to understand more about the budget. LD - budget salary costs plus £15k varies over the years because of salary costs.</p>	
9.	Finance reporting – Budget 2023/24 – for approval and Quarter Q4-2022/23	<p>KW – wanted to understand more about the Explore Kent contribution. This is for commissioned support in relation to walking, cycling and canoeing trails across the county.</p> <p>The need to update our reserves policy was covered. This will be addressed through the Audit and Governance committee.</p> <p>The Board endorsed proposed budget for 2023/24.</p>	
10.	KPI Progress Report	<p>New KPI report under preparation. AM will try to use BI to create reports in future, but further training is needed.</p> <p>Highlights from the Progress Report include:- Active Lives – closing the gap Sign ups – Move Together – target list going forward Annual review – data plus information collected. Consistent approach across all projects Positive start – quarterly data / trends</p>	

		GR – requested that we do set clear targets, recognising that extraneous factors may at times impact of their achievement. Having targets enables conversation.	
11.	Board Recruitment - skills matrix summary	<p>We have looked at the skills matrix to inform future Board recruitment. Gaps for us include Health, Finance and Governance. Equally we need to focus on targeting the right people in terms of commitment / skills. Will possibly use Perritt Lever (a specialist Board Recruitment organisation), although personal recommendations are welcomed. Board members are asked to send suggestions to GR.</p> <p>Board Members were reminded that training and development opportunities are available from Sport England, KCC and Sport and Recreation Alliance. Something that will be picked up on through GR individual conversations with Bord members.</p>	
12.	Any other business	Safeguarding Standard – we were told we have met the requirements. A higher endorsement is no longer available, however in recognition of our work in this area we have been asked if our lead officer would be happy to be involved in conversations relating to the future restructure of the standards.	
13.	Matters Considered Confidential		
14.	Date and time of next meeting	<p>Proposed dates: 4 July 2023 4 October 2023</p> <p>Dates for diary:</p> <ul style="list-style-type: none"> • Primary PE Conference – 16 May 2023 <ul style="list-style-type: none"> - to be held at Kent Event Centre, Detling • Live Longer Better – 13 June 2023 <ul style="list-style-type: none"> - https://kent.sportsuite.co.uk/events/2023/06/active-kent-live-longer-better-network-event-online 	

		<ul style="list-style-type: none">• Everyday Active Conference – October 2023 – tbc - to be held at Kent Event Centre, Detling	
--	--	--	--