Meeting Notes

Meeting	**Active Kent and Medway Partnership Board**	**Date**	**20th January 2026**
Location	**Online via Teams**	**Time**	**10.30-12.30pm**

Board Members	**Graham Razey** (Chair), **Gurvinder Sandher, Derek Lewis, Chris Morgan, Claire Shelton, Barbara Grogan, Caz Conneller, Nick Jennings, Timothy Oladimeji, Tom Marchant** (Kent County Council – Host Representative), **Liz Davidson** (AP Director),
Board Members Present	Graham Razey (GR), Gurvinder Sandher (GS), Chris Morgan (CM), Barbara Grogan (BG), Claire Shelton (CS), Caz Conneller (CC), Nick Jennings (NJ), Timothy Oladimeji (TO), Tom Marchant (TM), Liz Davidson (LD)
Attendees Present	Andrea Murphy (AM), Louise Milne (LM), Daniel Bromley (DB), Selina Baker (SB) (Active Kent and Medway – Notes)

Item No.	**Item**	**Comments**		
1.	**Welcome and Apologies for Absence**	GR welcomed NJ and TO to their first Board meeting, introductions were made to the other Board members. Apologies were received from Derek Lewis.		
	Action Items	**Action**	**Assigned To**	**Due Date**
		-	-	-
2.	**Declarations of Interest**	There were no declarations of interest. NJ queried what would be considered a declaration and confirmed that he is a Trustee of a football club. GR confirmed it would be and whether this interest has been recorded on the Conflict of Interest form.		
	Action Items	**Action**	**Assigned To**	**Due Date**
		NJs to Complete *Conflict of Interests* form.	SB	30/01/26

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<tr><td rowspan="4">3.</td><td>Minutes of the meeting held 15/10/25 including any confidential minutes</td><td colspan="3">The minutes of the meeting held on 15th October 2025 were taken as read. In reviewing the actions, it was noted that there were no issues with access to Teams, although the specific files issue will be picked up when KB returns. SB will circulate the Board governance schedule along with the notes from this meeting, and confirmed that the Annual Governance Statement and accounts have been published on the website. It was also noted that the work done on collective rick appetite has not been integrated into the risk register pre amble.. GR advised that it would be prudent to schedule Projects and Programmes Committee meetings for the year ahead rather than arranging them on an ad-hoc basis.</td></tr>
<tr><td rowspan="3">Action Items</td><td>Action</td><td>Assigned To</td><td>Due Date</td></tr>
<tr><td>Share Board governance schedule with Board notes</td><td>SB</td><td>30/01</td></tr>
<tr><td>Schedule Projects and Programme Committee Meetings for 26/27</td><td>SB/CS</td><td>30/01</td></tr>
<tr><td rowspan="3">4.</td><td>Chairman’s Report</td><td colspan="3">GR advised that this was his last meeting due to his appointment to an advisory role with central government</td></tr>
<tr><td rowspan="2">Action Items</td><td>Action</td><td>Assigned To</td><td>Due Date</td></tr>
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<tr><td rowspan="2">5.</td><td>Update Reports Directors</td><td colspan="3">The Directors’ Report was taken as read.

LD expressed sincere thanks to GR for his contribution, particularly for progressing governance and for the time and commitment he had given to the partnership. GS echoed this, noting GR’s leadership over the past three years, especially given that he had followed a long-standing Chair.

LD then provided an update on activity over the last quarter, highlighting the Conference, the appointment of two new Board members, and the extension of the PH MoU, now agreed for a further three years. LD noted the financial pressures within KCC which continue to affect recruitment, including the challenge of securing permissions for externally funded roles, though it is hoped there may be some easing from April. Also reporting on the forthcoming retirements of the Strategic Lead for CYP and the Finance and Operations Officer at the end of March, advising that succession planning considerations are underway. In response to GR’s request for an update on the PUO, LD confirmed that the partnership has been awarded PUO funding for the period April 2026 to March 2028 which will include work across Maidstone, Dartford, Ashford and Folkestone. LD described the programme as lighter-touch that in our 4 place partnerships, with a focus on priority audiences to enable work to begin at pace and build on what is already strong. She emphasised that the decision to priorities families and CYP through the PUO offers a valuable opportunity to extend the partnership’s work beyond academic settings, for example through closer collaboration with family hubs, and to make use of existing local connections.</td></tr>
<tr><td>Action Items</td><td>Action</td><td>Assigned To</td><td>Due Date</td></tr>
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<tr><td rowspan="3">6.</td><td>CYP Update</td><td colspan="3">The paper was taken as read.

LM reported on the ring-fenced funding for the School Games. GR praised the strong engagement with primary schools and asked how support could be extended to secondary and 16–19-year-olds. LM explained that work is ongoing with SGOs to increase local delivery, with a national review of PE and school sport likely to change the SGO role. Multi-academy trusts are being explored as a route for wider reach. TO noted curriculum pressures in Further Education (FE) settings and asked how best to support 16–19s; LM confirmed that while leadership training exists, there is no dedicated FE programme, though DB is developing a secondary-focused model and TO offered support. GR observed that FE has historically sat outside the partnership's remit but presents an opportunity, particularly for developing future volunteers.

LD highlighted links to DofE and confirmed that the PUO role includes supporting young leaders. CC asked about active travel (and referenced the recently published Road Safety Strategy), and LM confirmed strong links. LD reiterated that CYP remains a priority, with upcoming work in Swale for example focusing on CYP and social media, and LM added that the family hubs project, through PUO test-and-learn activity, is targeting the least active young people, particularly those outside formal education.</td></tr>
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<tr><td rowspan="3">7.</td><td>KPI Update</td><td colspan="3">The paper was taken as read.

The Board discussed small grants funding and School Games data, particularly whether current measures demonstrate that target audiences are being reached, as well as the barriers created by ongoing postcode-related data-capture issues. AM was asked for thoughts on what additional information would be useful and referred to discussions with SE about the need to capture more quantitative data, noting that progress has been slow. GR commented that the forthcoming Away Day would be an appropriate opportunity to explore this in greater depth, observing that suitable metrics simply do not yet exist.</td></tr>
<tr><td rowspan="2">Action Items</td><td>Action</td><td>Assigned To</td><td>Due Date</td></tr>
<tr><td>Include MEL/ KPIs on Board Away Day Agenda</td><td>SB/AM-</td><td>06/04/2026</td></tr>
<tr><td>8.</td><td>Finance Update</td><td colspan="3">LD gave an overview on behalf of KB on the 26/27 budget, advising that it is currently based on projected underspends, which will be confirmed in due course. Confirming that the ARG Committee held extensive discussions on this, and follow-up work will take place with NJ, KB and the new Finance Lead over the coming weeks. GR observed that the overall budget remains largely unchanged from previous years, aside from an increase linked to place-based funding. LD highlighted the wage bill of £100k per month as by far our biggest expenditure.</td></tr>
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<tr><td rowspan="2"></td><td rowspan="2">Action Items</td><td>Action</td><td>Assigned To</td><td>Due Date</td></tr>
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<tr><td rowspan="3">9.</td><td>Audit, Risk and Governance Committee Update</td><td colspan="3">LD gave an update on behalf of Derek Lewis on the items discussed at the ARG Committee meeting held on 11th December 2025

Key points discussed included: the position of reserves and considerations around the efficiency of the current arrangements and up to three potential Board vacancies to address, which will be picked up following this meeting. Overall risk remains in the amber range, with the potential to move to green; cyber risk has been added following input from NJ. NJ will review the annual accounts and the annual audit has returned a clean result. An external Board review is planned over the next 6–9 months, with funding allocated in the budget, and this will go out to tender. NJ queried whether the review could be aligned with timescale for decision on new structure, and LD confirmed that it could.</td></tr>
<tr><td rowspan="2">Action Items</td><td>Action</td><td>Assigned To</td><td>Due Date</td></tr>
<tr><td>External Board Review</td><td>SB-</td><td>August 26 -</td></tr>
<tr><td rowspan="3">10.</td><td>Strategic Projects and Programme Committee Update</td><td colspan="3">LD gave an update on behalf of Claire Shelton on the Committee meeting held on 8th January 2026.

Elise and team presented on the breadth of work being undertaken by the team. Really great and open conversations with Board members around data, increasing involvement on the champions programme, suggestions for use of Board connections to further strategic involvement and reach in the health space. Great to hear it from team members.

BG added about potentially seeking geriatric experience in a Board vacancy.</td></tr>
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<tr><td>11.</td><td>Chair Recruitment and Committee Membership Update</td><td colspan="3">GS advised that the Chair’s interview, led by himself and TM, had been a thorough and robust process with strong questioning throughout. GS advised that the panel had discussed the importance of building independent networks and considered the implications of LGR. The candidate, DL, has served as a Board member for 18 months and brings 35 years of corporate governance experience. GS confirmed he was satisfied with the candidate and formally nominated DL for Chair, with TM seconding.

The Board approved the nomination of Derek Lewis to the position of Chair effective from the 1st February.

GS also noted the value of reflecting on whether there were any lessons to be learned from the process.</td></tr>
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<tr><td rowspan="3"></td><td></td><td colspan="3">GR confirmed the vacancy for the ARG Chair position following the appointment of DL as Chair. NJ is currently considering taking on this role. GR emphasised the importance of member engagement and effective succession planning.

GR queried what specific experience the Board should be seeking in the three new members currently sought. LD noted that expertise in geriatric and wider health-related areas would be particularly valuable, as well as potentially IT or AI. BG highlighted that HR and workforce skills are also being considered, especially as these may be advantageous should the partnership transition to a different organisational structure in the future.

NJ confirmed that he is Head of HR within his organisation, which may provide strong alignment with the partnership's needs, and noted that he also brings good IT capability.

LD informed the Board that Gurvinder has chosen not to extend his term on the Board when it ends in April. .</td></tr>
<tr><td rowspan="2">Action Items</td><td>Action</td><td>Assigned To</td><td>Due Date</td></tr>
<tr><td>External Communication re Derek Lewis Appointement as Chair.</td><td>LD</td><td>30/01</td></tr>
<tr><td rowspan="4">12.</td><td>Board Away Day and Forward Plan for 26 – 27 Meetings</td><td colspan="3">It was discussed that the Away Day, scheduled for 6th May, will focus on future planning. LD confirmed that SE's latest iteration of the five-year Uniting the Movement plan should be ready for discussion. Priority areas will include data, and the needs of older adults, CYP, and people with long-term health conditions. LD suggested that a facilitated session may add value to the day's discussions.</td></tr>
<tr><td rowspan="3">Action Items</td><td>Action</td><td>Assigned To</td><td>Due Date</td></tr>
<tr><td>Consider facilitators for Away Day</td><td>LD</td><td>28/02</td></tr>
<tr><td>Share Governance Calendar with notes</td><td>SB</td><td>30/01</td></tr>
<tr><td rowspan="3">13.</td><td>Matters Arising not Covered by this Agenda</td><td colspan="3">There were no matters arising that were not covered elsewhere on the agenda.</td></tr>
<tr><td rowspan="2">Action Items</td><td>Action</td><td>Assigned To</td><td>Due Date</td></tr>
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<tr><td rowspan="3">14.</td><td>Any Other Business and Date of Next Meeting</td><td colspan="3">There was no other business.
The next meeting will be held on 6th May as part of the Away day, with the venue to be confirmed.</td></tr>
<tr><td rowspan="2">Action Items</td><td>Action</td><td>Assigned To</td><td>Due Date</td></tr>
<tr><td>Confirm venue details</td><td>SB</td><td></td></tr>
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