

Minutes of the meeting of the Board held on the 28th September 2022, 09:30 – 12:30 Via Teams

Attendance: *Leap Board: Colin Howe, Sue Imbriano (Chair), Thomas Godfrey, Sophie Payne(Buckinghamshire Council) Dr Linda Plowright-Pepper (Senior Independent Director), Will Rysdale, Yvette Thomas, Amanda Wright*

Leap Executive: Chris Gregory, Andrea Healy, Kirsty Ingham, Mark Ormerod (Minutes), Rhiannon Smith (item 8), Mark Stokes (left item 7)

Apologies: *Simon DeMaid, Lee Mason, Dr Martin McElhatton OBE*

No.	Item	Action
1.	Welcome & Introductions	
	<ol style="list-style-type: none"> 1. SI welcomed everyone to the meeting, 2. Apologies were noted from Simon DeMaid, Lee Mason and Martin McElhatton 	
2.	Declarations of Interest	
	<ol style="list-style-type: none"> 1. No declarations were made. 	
3.	Finance, Audit & Risk Reporting	
	<ol style="list-style-type: none"> 1. AH updated the Board on the recent Finance and Audit Committee. The key actions discussed: <ol style="list-style-type: none"> a. CH reported the Committee had met earlier in September b. AH spoke to the budget report discussion about the end of year position and Leap's long-term financial forecast. c. Budget lines flagged as amber are awaiting reconciliation with Sport England and will be corrected to green within the coming weeks. d. AH highlighted £10,000 deficit in the Leap Awards budget, and highlighted the review of the awards would feature later in the agenda. e. AH also highlighted spend against the Bucks Data Exchange explaining MO was seeking income to off-set this expenditure. 2. AH spoke to Leap's Balanced Scorecard. The performance indicators were updated to August 2022. <ol style="list-style-type: none"> a. MS highlighted that the next release of Active Lives CYP data was expected in December 2022. b. MO added that Leap will review the Scorecard metrics seeking alignment to Sport England's forthcoming Monitoring, Evaluation and Learning Framework in the coming months. 3. MO talked to Leap's Risk Management Plan <ol style="list-style-type: none"> a. MO highlighted increased cost of living as the key risk for the Board's awareness. This has two likely impacts i) staff and ii) participation levels and where physical activity and sport may rank low in residents' financial priorities. b. TG asked about the impact on the infrastructure and SP updated that the energy cap has helped, however inflationary costs are still likely to impact, no threat of facility closure has so far been reported. 	

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	<ul style="list-style-type: none"> c. CG added that recruitment and retention is also a factor, as the sector is relatively low-paying and people are seeking better paid jobs in other sectors. d. To further understand the impact of the cost-of-living crisis, Leap's Autumn Partner Forum will focus of cost-of-living with guest speakers from Buckinghamshire Citizen's Advice. e. CH enquired whether Sport England may address the issues flagged around inflationary increases. MO responded that it would be unprecedented and unlikely that Sport England has facilitated a budget for this (following Covid) and given the breadth of their funding and reliance on fluctuating lottery sales, although this may be possible via exchequer funding via DCMS. 	
	4. CH talked about the draft Terms of Reference for the Finance, Audit and Risk Committee, with recommendation to update one area referring to independently audited accounts, which AH/MO will update.	MO/AH
	5. SI suggested a change to the last bullet under para 7. To " <i>review the risk management plan prior to it being presented to the Board</i> " and to include the responsibility for reviewing risks explicitly in the TOR purpose of the Committee.	AH
	6. TG highlighted 3 members of the Leap Board was referenced in the Committee Term of Reference, but only two members were named. CH suggested amending the Terms of Reference to, " <i>the Committee having at least two non-exec members from the Leap Board</i> ", which the Board AGREED. AH will update this.	AH
	7. SI requested the amended Finance, Audit and Risk Terms of Reference be circulated with the minutes.	MO/AH
4.	Board development and forward plan	
	1. Following a meeting between SI, LPP and MO in August the Board was updated on the Governance Review Action Plan. MO talked to the Selinger report highlighting the actions in turn.	
	2. MO updated the Board on the evolving Diversity and Inclusion Action Plan (DIAP) which forms a new element of the revised Sports Governance Code.	
	3. SI asked for Board members to work with MO to consider Board succession planning – members to be invited when the draft minutes are shared.	MO
	4. SI invited MO to update the Board on the detailed action and development plan which sits at the heart of the governance review. MO highlighted the Annual Governance Statement will be concluded for sign-off (Jan 2023), but critical to this is Leap's Governance Framework which sets out the interoperability between Buckinghamshire Council, Leap and the Board.	MO/SP
	5. WR asked whether the Board Development and Forward Plan could be accessed by the Board, as this currently sits in Bucks Council SharePoint, MO will investigate.	MO
	6. KI shared the draft elevator pitch, which the request for board members to test out the elevator pitch and report back at the next meeting. KI will continue to work on examples which will help bring the elevator pitch to life. TG asked to include the words catalyst and bring to life the joy of activity, and KI AGREED to work these in.	All/KI

No.	Item	Action
5	Leap's Stakeholder Mapping	
	1. CG shared Leap's Stakeholder Mapping which has recently been transferred to a MIRO Board.	
	2. The mapping is set out against Leap's strategic priorities and holds information about each individual stakeholder. Green identifies partners linked to across several strategic priorities, blue denotes new relationships and black denotes stakeholders with a singular strategic focus.	
	3. CG highlighted 'golden thread' relationships with i) children and young people, ii) workforce, iii) intelligence, marketing and communication and iv) funders and investors.	
	4. CG mentioned he and KI were exploring alternative CRM systems for deeper tracking and management.	
	5. CG will send the link out with the draft minutes for board members to take a closer look and input where they are able.	
	6. LPP asked how more information such as projects connected to individual organisations could be factored in, CG would investigate this.	CG/All
	7. YT offered to meet with Chris to assist updating with core priority group contacts.	
	8. SP added the system is helpful for demonstrating breadth, but would welcome a better understanding of depth [of relationship]. SP also mentioned that new groups were organically forming such as cost-of-living and levelling up, so useful to bring this work to the board regularly.	YT/CG
	9. From a CYP perspective LPP enquired about community research about how groups may wish to work together. MO updated the Board on an application he had submitted to Innovate UK for Community Research Networks, the decision of this will come mid-October.	
6.	Buckinghamshire Data Exchange	
	1. MO set the context on Leap's role establishing the Buckinghamshire Data Exchange and provided a tour of the recently launched website.	
	2. MO also referenced a new part time Leap role to work on data analysis and along with a match-funded Bucks Data Exchange Coordinator potentially funded by the Rothschild Foundation.	
	3. MO encouraged Board members to explore the Data Exchange at their leisure and contact MO with any queries or observations.	All
	4. TG enquired how best to promote the asset and share the citizen science; and suggested a conversation with 'Next Door' which MO will explore.	MO
	5. WR enquired how the Bucks Data Exchange will be kept up-to-date and cover Milton Keynes, and how is data audited. MO explained that the asset has been highlighted to MKCC's CEO. MO explained that there is two-step verification of data before being published and support from Buckinghamshire Council's Business Intelligence Team to facilitate this.	
	6. SI thanked MO for this summary and for the work he has done in moving this development forward.	
7.	Leap Awards review	
	1. MO talked to the presentation about the Leap awards. SI asked board members to consider the value to Leap along with the value to the community.	

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2.	AH had already flagged the 2022 Awards with Leap's deficit at £10,000. MO was seeking an objective view from board members about how Leap proceeds with its Awards Evening, and to consider alternatives.	
3.	The Leap team has started a SWOT analysis of the awards and MO requested that a task and finish group engaging AW, SDM and MMc be brought together to agree our forward plan for the awards and to come back to the January meeting with a proposal for discussion.	MO/AW/SDM/MMc
4.	WR mentioned as a Governor of Cuddington and Dinton Primary School (as winners), how proud they were of their achievement winning School of the Year. WR also offered to be involved.	WR
5.	SP asked whether Leap benchmarked its awards with other Active Partnerships, and also highlighted the Waterside has a smaller event space upstairs which may be an option.	
6.	MO and colleagues to work with board members and report back at the January meeting.	MO

8. Safeguarding

1. SI welcomed Rhiannon Smith (Children and Young People Project Manager and Leap's Deputy Safeguarding lead).
2. RS talked to her presentation which will be shared with the minutes.
3. RS updated the board on Leap's Annual Safeguarding Review with the NSPCC. RS thanked SI for her involvement with the review and support throughout the process.
4. Leap's safeguarding Action plan was reviewed and discussed. Good practice was shared, and DBS checking is now linked to Buckinghamshire Council. RS felt this was particularly helpful where Leap funding is used for project work sitting outside sport's national governing body checks. RS reported that Leap achieved 'MET' the highest rating available through the NSPCC's Child Protection and Sport Unit.
5. The NSPCC also recorded the following statement. *"Leap continue to demonstrate a commitment to safeguarding. There was also commitment to respond to the safeguarding needs of those young people who are additionally vulnerable in response to their work to address inequalities and engaging inactive young people"*.
6. RS highlighted that the NSPCC had 'mystery shoppers' review Leap's website and audit all areas accessible to the public. Two areas of improvement were highlighted i) social media procedures to be included in Leap's Safeguarding policy, and ii) developing a child-friendly section on the website.
7. RS concluded there are 3 key areas which Leap will focus on:
 - a. Building better relationships with the safeguarding network that exists in the County.
 - b. We are looking to apply more consistency to the spot checks that we complete on partners that we invest in.
 - c. Review safeguarding policy to ensure that there are social media procedures included.
8. RS led board members through a safeguarding scenario, as part of the Board's on-going training.
9. MO offered board members additional safeguarding training opportunities if they wished to pursue this.

No. Item Action

9. Minutes from the last meeting – 25th May 2022

1. The minutes of the meeting were agreed as correct and will be signed by the Chair to be published on the Leap website.

10. Matters Arising from the meeting 25th May 2022

1. TG confirmed that the annual skills audit was to be completed and returned to SI ASAP.

11. Any other business

1. MO reminded all board members that they were invited to attend the next Leap Strategic Partners Forum 19th October (The Hub, Aston Clinton).
2. MO had circulated Leap's draft 2021-22 Impact Report with the agenda, SI invited MO to explain the provenance of the Impact Report. SI felt the report is very helpful in setting out the breadth of work Leap is currently engaged in. TG commented the report was brilliant, and a great way to stimulate conversations and broader tool for engagement. Board members are invited to send through any comments or questions to KI.
3. Next Board meeting will be our development day 25th Jan – p.m. followed by an evening meal.
4. SI keen to ensure Board members have a chance to see and hear more about the impact of our work, and we will re-introduce 'bringing our work to life' back into the agenda.

All

All

The meeting closed at 12:10

12. Dates of Future events (Board members welcome)

19th October 2022 - Leap's Strategic Partner Forum (11:00-13:00), The Hub Aston Clinton
Link to agenda: <https://www.leapwithus.org.uk/partner-forum/>

25 January 2023 p.m. with evening meal – venue TBC

Dates of future board meetings

2023	2024
25 Jan (pm/eve)	24 Jan
24 May	
27 September	

Papers and presentations

Item 3 – Finance, Audit and Risk Management

Budget Report

Balanced Scorecard

Risk Register & Management Plan

Draft Finance, Audit and Risk Committee Terms of Reference

Simon Lane 25/1/23

Item 4 - Board development and forward plan

Updated Selinger Report
Governance Review Action Plan
Draft Elevator Pitch

Item 5 – Stakeholder Mapping

Stakeholder maps via Miro

Item 6 – Buckinghamshire Data Exchange

Bucks Data Exchange - presentation

Item 7– Leap Awards Review

Presentation

Item 8 – Safeguarding

Presentation

Item 9 - Minutes of the last meeting

Draft minutes from 25 May 2022

Item 10 – Matters arising paper (25 May 2022)

Item 11 – Other Business

Draft 2021/22 Impact Report