

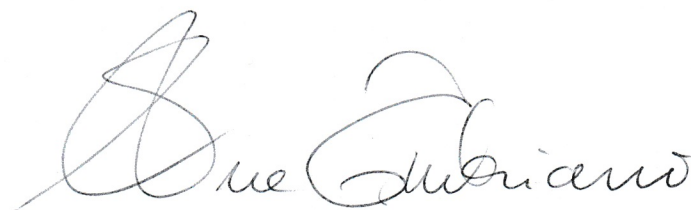
**Minutes of the meeting of the Board held on the 25<sup>th</sup> January 2023, 14:00 – 17:30**  
**Kings Head, Market Square, Aylesbury**

**Attendance:** *Leap Board:* Colin Howe, Sue Imbriano (Chair), Thomas Godfrey, Lee Mason, Dr Martin McElhatton OBE, 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), Mark Stokes

**Apologies:**

No.	Item	Action
1.	<b>Welcome &amp; Introductions</b>	
	1. SI welcomed everyone to the meeting	
	2. No apologies were received	
2.	<b>Declarations of Interest</b>	
	1. No declarations were made.	
3.	<b>Finance, Audit &amp; Risk Reporting</b>	
	1. AH updated the Board on the recent Finance and Audit Committee. The key actions discussed:	
	a. CH and AH had revised the budget report with more detail provide on the carry-forward and restricted/unrestricted funds.	
	b. AH will develop a further report detailing the capacity (core costs) for each project area, highlighting the difference between the 'to' and the 'through'.	
	c. Restricted Reserves for closure are set (against Charity Commission recommended) 3 months full operating costs. MO requested that this figure be reviewed.	
	d. The Board asked MO to seek advice from Sport England on the necessity of holding a large closure fund given Leap's secure position secured by long-term investment commitments and organisational longevity.	MO
	e. No further points were flagged by the Finance, Audit and Risk Committee.	
	2. AH spoke to Leap's Balanced Scorecard. The performance indicators were correct to December 2022.	
	a. MS talked to KPI 10 (Young People's Inactivity). MS referred to the recent release of Active Lives CYP data (December 2022). MS highlighted the stark contrast between physical activity levels of young people in Buckinghamshire to those in Milton Keynes. Milton Keynes tracks the national average in the three key measures of 'Active' (48.8%), 'Fairly Active' (19.4%) and 'Less Active' (31.9%). Buckinghamshire compares significantly higher, 'Active' (57.6%), 'Fairly Active' (22.7%) and 'Less Active' (19.8%).	
	b. The Board raised concerns about this variance, which MS agreed to discuss further with LPP.	LPP/MS



No.	Item	Action
	<ul style="list-style-type: none"> <li>c. AH flagged KPI 11 (Staff Satisfaction) and would investigate the cycle to repeat the internal survey, first checking against national Active Partnership Network timetables, and any forthcoming surveys.</li> <li>d. MO added that Leap will review the Scorecard metrics seeking alignment to Sport England's forthcoming Monitoring, Evaluation and Learning (MEL) Framework in the coming months. MO updated the Board that Sport England had recently announced they would be seeking an external partner who would help facilitate the national MEL process. The contract for this work would be advertised shortly.</li> </ul>	AH
3.	<p>MO talked to Leap's Risk Management Plan</p> <ul style="list-style-type: none"> <li>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.</li> <li>b. MO highlighted that the Treasury had not included sport and leisure in the higher band for the Energy Relief Scheme and that this had provoked a national response from the sector. MO advised that Active Partnership colleges were due to meet with the Sports Minister shortly to discuss the impacts of this decision.</li> <li>c. To help address the cost-of-living issue locally CG talked about Autumn Partner Forum which focused of cost-of-living with guest speakers from Buckinghamshire Citizens Advice. Follow up meetings had taken place, along with the issues being discussed at the monthly Bucks Leap/Leisure/Health meeting.</li> <li>d. WR enquired whether a similar meeting happened in Milton Keynes. This does not currently happen and WR/CG/MO will explore the possibilities of establishing this.</li> <li>e. TG enquired whether any retained EU laws (post-BREXIT) will have an impact on the sector. Particularly in respect of environmental issues. MO AGREED to enquire with the Sport and Recreation Alliance.</li> </ul>	<p>WR/CG/MO</p> <p>TG/MO</p>
4.	<b>Board development and governance</b>	
	<ul style="list-style-type: none"> <li>1. MO talked to Leap's Annual Governance Statement (2022) and was awaiting one final point of clarity on audit. SP advised that we have a clear path forward following advice from Buckinghamshire Council Finance Team. MO will seek final sign-off from Leap's Finance, Audit and Risk Committee before adding the statement to Leap's website.</li> <li>2. MO was anticipating guidance from Sport England on the revised National Sports Governance Code. When received MO would analyse and set out Leap's requirements and actions for SI and LPP, before sharing more widely with the Leap Board.</li> <li>3. SI talked about the latest Board Skills Audit, setting out where there were lower scores against Leap's strategic plan, and where gaps would appear as existing Board members complete their final terms during the current strategic cycle.</li> <li>4. Lower scores were recorded for data science and analysis, campaigning, legal, children and young people, EDI (Equality, Diversity and Inclusion) and active environments.</li> <li>5. In terms of reach and networks the Board should consider extending engagement with: <ul style="list-style-type: none"> <li>a. Links to the NHS, particularly Integrated Care Boards;</li> </ul> </li> </ul>	<p>CH/SP/AH/MO</p> <p>SI/LPP/MO</p>



No.	Item	Action
	<ul style="list-style-type: none"> <li>b. Academia (in allied areas);</li> <li>c. Community sport and activity.</li> </ul>	
	6. Board members further discussed recruitment as SI and LPP reach their maximum terms of office in 2023. It was AGREED that SP as host body member should be involved in the recruitment process. MO would ascertain whether Sport England intended to be involved as they had previously with chair recruitment.	MO
	7. The Board then discussed honorary roles and positions. MO AGREED to share a draft paper ahead of the May meeting with Board members.	MO

## 5 Reviewing the Leap Awards

1. SI invited MO to talk to the paper he had prepared on the future of the Leap Awards.
2. MO explained that since the last meeting the working group consisting of AW, WR, MMc and KI had met to explore in greater depth the issues raised at the last meeting.
3. The paper recapped the history of the awards, the position of the awards on the local, regional and national context, the current costs and capacity requirements in the current format and the following proposals:
  - a. Option One - continue as is, an annual event at the Waterside Theatre.
  - b. Option Two – continue in the same format biannually (following Olympic and Paralympic Winter and Summer Games cycles).
  - c. Option Three – a condensed awards dinner (annual or biannual cycle), at a smaller venue.
  - d. Option Four – Leap as a category sponsor at other awards.
  - e. Option Five – close down the awards completely.
4. There was considerable discussion regarding all 5 options.
5. SI summed up the discussion:
  - a. For capacity reasons we cannot continue as is.
  - b. Investigate ways to further monetise the event to help break-even.
  - c. LM's assessment that it was among the best awards events in the country should not be lost.
  - d. SP the importance of thanking volunteers
  - e. KI's point that the form should fit the function, and ultimately meet Leap's needs.
  - f. MMc focus on the return and capitalise more on this post-event.
  - g. YT opportunities to link to Bucks School Awards
6. It was AGREED the awards evening should be postponed for 2023 and all related parties notified. MO/KI
7. The Board tasked the Executive to consider the options again for 2024, taking a wider view from stakeholders (sponsors, nominations panel and key stakeholders). MO/KI

## 6. Renewing Leap's website

1. SI invited KI to talk to a presentation she had prepared. KI talked through the history of the Leap website, and also highlighted the rationale for investment in a new website.
2. The current site doesn't meet current accessibility guidelines and is hard to access for people with visual impairments.
3. The site is 9 years old and has had minimal development during that time.

No.	Item	Action
	<ol style="list-style-type: none"> <li>At the time of development, Leap was in a different place strategically, and the functionality is based on the brief we worked to at the time. Eg. It included an activity search which is no longer used also an event booking function (which could now be managed separately).</li> <li>Leap's CYP work was limited to the schools' section and the wireframe of pages is built around work areas from almost a decade ago.</li> <li>The limited functionality doesn't enable us to showcase the value Leap creates for partners - something which would be front and centre of a new development.</li> <li>The site is comparatively content and text heavy.</li> <li>The Board AGREED for the developed of a new website utilising unrestricted reserves with a budget of between £15,000 - £20,000.</li> </ol>	AW/KI

9. **Minutes from the last meeting – 28th September 2022**

- 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 28th September 2022**

- All matters arising were reported and agreed.

11. **Any other business**

- There was no further business, and the Board commenced the annual review and planning session.

**The meeting closed at 17:30**

12. **Diary dates (Board members welcome)**

14th June 2023 - Leap's Strategic Partner Forum (11:00-13:30), The Hub Aston Clinton  
Link to agenda: <https://www.leapwithus.org.uk/partner-forum/>

6<sup>th</sup> July 2023 – School Games Summer Festival, Aston Clinton Park

Dates of future board meetings	
<b>2023</b>	<b>2024</b>
	24 Jan
24 May	15 May
27 September	25 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

**Item 4 – Board development and forward plan**

Draft Annual Governance Statement

**Item 5 – Reviewing the Leap Awards**

Paper

**Item 6 – Renewing Leap’s website**

Presentation

**Item 9 - Minutes of the last meeting**

Draft minutes from 28th September 2022

**Item 10 – Matters arising paper (28<sup>th</sup> September 2022)**