

Minutes of the meeting of the Board held on 14th May 2025
10:00-12:30 Board Teams Meeting

Attendance: *Leap Board:* Jules Anderson, Thomas Godfrey, Colin Howe, Sue Imbriano (Chair), Dr Martin McElhatton OBE, Prof Paul Morgan, Sophie Payne - Snr Independent Director (Buckinghamshire Council), Yvette Thomas MBE, Will Rysdale

Leap Executive: Chris Gregory, Andrea Healy, Kirsty Ingham, Mark Ormerod (Director), Mark Stokes, Shay Fenlon (item 5)

Apologies: Alistair Patrick-Heselton

1. **Welcome & Introductions** Action
 1. SP opened the meeting on behalf of SI
 2. Apologies were noted
2. **Declarations of Interest**
 1. SP called for any declarations of interest - no declarations of interest were raised.
3. **Finance, Audit & Risk Committee Report**
 1. AH provided an overview of the financial position, highlighting a healthy budget and reserves.
 2. AH reported on the Finance, Audit and Risk Committee meeting, noting the approval of financial statements by Buckinghamshire Council and Leap. The FAR committee reviewed the budget for the previous financial year and discussed the dashboard measures and risk management plan. WR raised questions about the carry forward calculations, which were addressed by AH.
 3. MO presented the updated Risk Management Plan, highlighting new information in yellow. Discussions included the security of the Green Park site, the future of School Games Organisers funding, and the impact of local elections on Buckinghamshire Council governance. SP provided additional clarifications regarding the Green Park site.
4. **Safeguarding**
 1. MS updated the Board on safeguarding processes, including children and young people safeguarding, adult safeguarding led by the Anne Craft Trust, and the Welfare Officer role. A safeguarding scenario was discussed in breakout rooms, emphasising confidentiality and the importance of following proper procedures.
5. **Governance**
 1. MO opened this section sharing the outstanding actions on the Governance Table, these included:
 - a. Business Continuity Plan
 - b. Governance Assistance Policy Table, and
 - c. Governance Statement.
 - d. The board formally APPROVED these documents.

- e. CG discussed the draft Environmental Sustainability Strategy, highlighting actions to improve internal and external environmental impact. The Board APPROVED Leap's Environment Strategy.
 2. MO explained the new agenda format to the Board and how it highlights each item against specified governance requirements.
 3. SF provided an update on the Diversity and Inclusion Action Plan (DIAP), noting Sport England's approval and the inclusion of new actions suggested by the Board. The Board agreed to submit the updated plan to Sport England for official sign-off. MO/SF
 4. Action - Submit the updated Diversity and Inclusion Action Plan to Sport England for official sign-off.
 5. MO reminded board members that the annual board member skills audit would need completion before September and shared with SI over the Summer. SI/MO
 6. SF updated the board on Leap's People Plan, which has been approved by Sport England and required ratifying by the Board - APPROVED. The plan included new actions for the upcoming year. The Board agreed to review the updated plan and confirm its adoption by the end of the following week contacting SF with any comments. All/SF
 7. MO discussed changes in the team structure, including Rhiannon Smith's internal secondment following open-recruitment to lead the Milton Keynes place-based investment program and KI's regraded role to include insight and evaluation responsibilities. The Board acknowledged the high performance of the team.
 8. SI updated the board on the recruitment efforts to replace Colin Howe and Amanda Wright. Despite initial interest, no applications were received. The advert has been reissued, and board members were encouraged to reach out to potential candidates. All
 9. SI recorded thanks to MO and the team for the considerable work contributed to achieving Tier Three of the Sports Governance Code.
6. **Performance Management**
1. KI presented Leap's Balanced Scorecard, showcasing key metrics for finance, governance, people, partnerships, and activity levels. The Board discussed the effectiveness of partnerships and the impact of Active Lives data. The Scorecard will be updated and presented at the September board meeting. KI
 2. MO queried whether the Board would support the Scorecard being shared publicly, which they AGREED MO should explore with KI. MO/KI
7. **Impact Report – Board Update**
1. KI provided an update on the mid-strategy review, highlighting the importance of articulating Leap's value and impact. The report will include quotes and stories to showcase the real-life impact of physical activity. The Board looks forward to reviewing the next iteration of the report. KI
8. **Minutes from the last meeting – 29th January 2025**
1. The minutes of the meeting were agreed as correct and will be signed by the SI to be published on the Leap website.
9. **Matters Arising from the meeting 29th January 2025**
1. All matters arising were reported and agreed.
10. **Any other business**
- No further business was raised

Dates of Future Meetings

Date of future board meetings	
2025 10 th September	2026 28 th January 20 th May 16 th September

Papers and presentations

- Item 3 – Financial Report
- Item 3 – Financial Statement
- Item 3 – Risk Management Plan
- Item 4 – Safeguarding Scenario
- Item 5 – Draft Governance Assistance Policy/Table
- Item 5 – Draft Business Continuity Plan
- Item 5 – Draft Leap Governance statement 2024-25
- Item 5 – Diversity and Inclusion Plan
- Item 5 – Draft People Plan
- Item 5 – Draft Environmental Sustainability Statement
- Item 5 – Leap structure
- Item 6 – Leap Scorecard
- Item 7 – Impact Report presentation
- Item 8 – Draft Minutes from Board meeting 29th Jan 2025
- Item 9 – Matters arising from Board Meeting 29th Jan 2025