# Activity Alliance Board meeting (via Teams)

Minutes of 13 September 2023 meeting

**Attendees:** **Sam Orde (SO) - Chair**, Rob Belbin (RB), Genny Cotroneo (GC), James Daly (JD), Andrea Dando (AD), Rebecca Evans (RE), Hilary Farmiloe (HF), Phil Friend (PF), Lucy Moore (LM), Piers Martin (PM), Gabriel Odia (GO), Loretta Sollars (LS)

**In attendance:** Adam Blaze (AB), Kirsty Clarke (KC), Ray Ashley (RA), Atul Thaker (AT), Agata Sromecka (AS), Helen Derby (HD), Chloe Studley (CS), Mark Ashfield (MA – auditor, agenda item 3)

## 9/23/1 Welcome

SO thanked JD, HM and LM, for whom it was the last meeting, for their work as Trustees on the Board of Activity Alliance.

Minutes of 21 June 2023 Board meeting were approved as a true and accurate record of the meeting.

## 9/23/2 Programmes

CS and HD joined the meeting to update the Board on the Activity Alliance programmes – GOGA and IAP. RA updated on the Recovery and Reinvent and Disability Sport Campaign.

## 9/23/3 Finance update

## 9/23/3a 25 August 2023 FARG minutes

Those were taken as read.

## 9/23/3b Management accounts

AT reported to the Board on the figures related to the period up to July 2023.

## 9/23/3c Annual report and accounts

Board approved two sets of accounts – for EFDS and the EFDS Events Management Ltd.

MA (the auditor) joined the meeting and reported that the audit report was deemed to be clean.

## 9/23/3d Management letter

MA reported that as part of the audit, a number of management issues that had been identified and responded to already. Those were discussed in detail by MA. Previous audit findings and management responses had also been reviewed and there had been no outstanding issues.

MA left the meeting.

## 9/23/4 Code for Sport Governance update (after lunch)

AB highlighted that the team continued to work on completing our Code for Sports Governance compliance.

As part of this, Board were asked to approve the following:

* Full compliance statement
* Factcheck questionnaire
* People plan.

**Board approved all of the above.**

## 9/23/5 Board sub-groups, working groups and policy/ToR sign off.

The Board were asked to approve the following policies:

* Investment policy
* Reserves policy
* Anti-bribery policy
* Annual Governance Statement
* Complaints Procedure
* Fixed Asset Policy

**Board approved all policies as above.**

PM left the meeting.

Board discussed sub-group make up and appointment of Board champions.

GO left the meeting.

SO asked the Board to approve the following:

* Noms Committee Terms of Reference
* Board Terms of Reference

**Board approved the terms as listed above.**

RB presented the three safeguarding policies for approval:

* Safeguarding Adults
* Safeguarding Children and Young People
* Whistleblowing policy

**Board approved the polices as listed above.**

## 9/23/6 Strategy

AB reported on the progress made in relation to the Strategy development including Board and staff sessions held already. AB also presented next steps in relation to this.

## 9/23/7 Reports

PF thanked HF, LM and JD for their work on the Noms Com. Going forward, the Committee would be working on succession of three Trustees stepping down in 2024.

SO pointed out that there were two categories of Board Members – Board Nominated (JD) and Member Nominated (HF and LM). JD would step down at the meeting and HF and LM would step down at the AGM.

## 9/23/8 Forward Plan

Forward dates were confirmed with the Board.

## 9/23/10 Close

There being no other business, the meeting closed.