

## TOL Board Minutes

**Date:** 16<sup>th</sup> January 2015 - 10:30hrs to 14:30hrs

**Venue:** Haysmacintyre offices, 26 Red Lion Square, London WC1R 4AG

### Director Attendees:

- Mr Trevor Nicholls - apologies
- Mr Jeremy Beard
- Mr Adrian Tranter
- Mr Philip Morris
- Ms Kelly Lickley
- Mr Kenny Walton
- Mrs Adele Stach-Kevitz (Chair)

### Board Agenda Items:

#### 1. Introduction

- *Welcome*
- *Apologies for absence*
- *Declarations of interest / conflicts arising*

1.1 Chair welcomed the board to the first meeting on 2015 and thanked Haysmacintyre for their kind provision of both a meeting room and lunchtime refreshments.

1.2 Trevor extended his apologies, due to urgent work commitments overseas in Malaysia.

1.3 No conflicts were reported by the directors present.

#### 2. Minutes of the last meeting and approval

- *Actions update*
- *Matters arising*

2.1 The actions reported from October's board meeting were reviewed with the majority noted as complete. A small number carried over and they are listed below, with owners assigned.

- 2.1.1 Action: Complete a TOL induction pack (JRB)
- 2.1.2 Action: Share skills matrix (ASK/AT)
- 2.1.3 Action: Compile admin checklist for admin support role (ASK)
- 2.1.4 Action: Develop SLA for TOL and BT/BTC/STUK once Moore Stephens audit feedback is returned. Previous SLAs were drafted April in 2012. Adrian to share 2012 version (AT)
- 2.1.5 Action: Circulate TOL Expense Claim form (JRB)

2.2 The board agreed it would be helpful if future minutes could number actions and this has been addressed.

### 3. Performance update

- *Sport England Programme - Year 1 presentation feedback*
- *Years 2 and 3 programme - reviews and reports*
- *Active People Survey*

3.1 The board discussed feedback from TOL's presentation to Sport England, which was extremely positive. Sport England reported a high standard of preparation and were very reassured (and confident) of TOL's future performance. Sport England explained they now saw TOL in line with all other NGBs and would incorporate APS survey results into the performance metrics for TOL's funding. The intent would be to retain the 9 measures - determined for the 2013-17 investment plan - alongside the APS requirements influence on KPIs.

3.2 Measures - TOL would continue to report progress aligned to the 9 KPI measures, in conjunction to APS requirements. Sport England confirmed the APS survey results would be circulated in June and December each year.

- 3.2.1. Action: Meet APS insights team to understand/ influence APS questions (TOL)

Funding request for Year 2 £600k+ funds for TOL (ask)

### 3.3 Progress Measures

- 3.3.1 BT progress
  - Measure 2 – 57 clubs
  - Measure 3 – 2055
  - Measures 4 – 4701
  - Measure 5 – 269
- 3.3.2 BTC
  - Action: Measures to be circulated (KW)

### 4. Finance and update

- *Financial update*
- *Sport England funding*
- *External support costs*

4.1 A revised forecast was shared with the board, ahead of the meeting.

4.2. It was agreed to make JRB and ASK signatories, as well as transferring the cheque book for JRB to hold.

### 5. Governance update

- *Moore Stephens Audit(s)*

5.1 TOL had not received feedback from the TOL Moore Stephens audit at the time of the meeting, despite several follow up calls and emails by TOL's chair. It was agreed that TOL would arrange a call once the report emerges.

