

Charity number: 1086915
Company number: 4180163

MINUTES of the
Youth Sport Trust Board of Directors
Meeting of the Board of Directors
Wednesday 26 April 2023 12.00-15.00

Virtual by Zoom:

Join Zoom Meeting

<https://youthsporttrust.zoom.us/j/81503130560?pwd=RklnbU5Wb2J0dDMzSitHRGoybjNMdz09>

Meeting ID: 815 0313 0560

Passcode: 598930

Attendees

Neil Davidson (ND) - Chair
Billy Downie (BD) – Senior Independent Director
Dr Paula Franklin (PF)
Melanie Honnor (MH)
Dame Katherine Grainger (KG)
Lipa Nessa (LN)
John Gilligan (JG)
Shweta Sharma (SS)
Claire Boakes (CB)
Peter Ellis (PE) – Company Secretary
Valerie Copenhagen (VC)
Joanna Coates (JC)

In attendance:

Ali Oliver (AO) – Chief Executive Officer
Surinder Sihra (SSS) – Dir Finance & Governance
Will Roberts (WR) – Chief Operating Officer
Lisa McHendry (LMcH) – Coach
Kay Batkin (KB) – Dir School Networks
Emily Reynolds (ER) – Dir National Programmes
Jen Rouse (JR) – Dir Commercial & Fundraising
Nicola Boon (NB) – Chief Brand Officer

Kamran Miah (KM) – Senior Investment Manager, Sarasin & Partners. 1.30-2
Julie Turner (JT) – BSL interpreter
Mark Bennett (MB) – BSL interpreter

Observers:

Shaunagh Brown (SB) – Observer. 1.30-3
Steve Clapperton (SC) – Head of Policy & Public Affairs – Observer
Abi Misselbrook-Lovejoy (AM-L) – Observer

Apologies:

Sajid Gulzar (SG)

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1. GENERAL
1.1. Chair's welcome
The Chair welcomed the Trustees and thanked them for making time.
1.2. Apologies for absence
SG sent his apologies. SB joined for the latter part of the meeting. No other apologies were received.
1.3. Minutes of the last meeting
The minutes of the last Board meeting were accepted as a true and accurate record.
1.4. Matters arising
AO updated the Board on the matters arising from the previous Board meeting. All actions from the previous meeting have been completed or are included within the agenda for this meeting.
1.5. Declarations of interest
There were no new declarations of interest.
1.6. CEO Update & Executive Dashboard
AO provided a summary of the CEO report highlighting the following areas:- <ul style="list-style-type: none"> • The continuing cost-of-living crisis and its impact on young people's health, wellbeing and achievement. This reinforces the focus on urgent action in our strategy. • Confirmation of the School Sport Funding by the government - £320m per year ringfenced for PE and School Sport Primary Premium to 2024/25 academic year (yet to be published) and £57m set aside for opening school facilities. • The Annual YST Conference and exhibition held in March had gone well. • Update on Hybrid working policy - minimum 3 days in the office for Loughborough based staff. • Wimbledon Foundation to provide additional funding for the Set for Success project to reach an additional 30 areas, another 250 schools and an additional 2,500 disadvantaged young people. • No regulatory changes reported since the last meeting. • YST achieved Cyber Essentials compliance which is the minimum standard required to receive government funding. Investigation on penetration and systems recovery testing to be looked at further. • Confirmation that the School Games National Finals will be held in 2024 but focus will be on talent inclusion, reaching children from more disadvantaged backgrounds to support SE and YST strategy.

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<p>VC asked about the provision for those with additional needs. LMCh responded:</p> <ul style="list-style-type: none"> • The Esme Fairburn project aims to increase the diversity of youth voice in sporting governance. • YST has created a campaign named “Ready, set, read” as part of the Summer Reading Challenge, that aims to keep young people’s interest in reading through stories including physical activity. <p>ND confirmed that Kim Leadbeater has become a YST Ambassador reinforcing this was in a non-political capacity.</p> <p>ACTIONS: Ensure all YST communications are prepared in accessible formats (ACTION: NB)</p> <p>Review the Cyber Essentials penetration testing and systems recovery testing (ACTION: WR)</p>
<p>2. FOR APPROVAL</p>
<p>2.1. Year End Forecast 2022/23</p>
<p>SSS referred the Board to paper 2.1 and took the Board through the full year forecast. He stated that there was a further improvement in the deficit being forecast for the year and the positive impact on unrestricted reserves for the end of the year.</p> <p>ND invited questions from the Board. As there were none, this paper was approved.</p>
<p>2.2. Risk Register</p>
<p>Risk reporting has been modified to show risks impacting the YST strategy and key organisational risks together with mitigation plans. The Board discussed the merits of the changes and approved these, however, they requested that the heat map should be included in the reporting.</p> <p>ACTIONS: Provide heatmap, explain how the risks have changed and highlight the top (impact) risks (ACTION: WR)</p>
<p>2.3. Committee Reports</p>
<p>2.3.1. NGR Committee</p>
<p>ND, chair of NGR Committee, highlighted the key decisions/recommendations of the committee:-</p> <ul style="list-style-type: none"> - 2023 Governance Action Plan progress which included; approval of the annual governance statement; confirmation to SE of the Continued Compliance statement; approval of the SE Factcheck Questionnaire (compliance with the updated code); sub-committee membership; and Environmental & Sustainability plan. - Trustee recruitment – MH to step down at the AGM and Fatou Jeng is recommend for appointment. <p>All governance recommendations and the recruitment of Fatou Jeng were approved by the Board.</p> <p>ND reminded Trustees that he will need to conduct their 121’s by 15 Jun.</p> <p>ACTIONS: ND to conduct 121’s with Trustees by 15 Jun (ACTION: ND/LS)</p>
<p>2.3.2. Audit & Risk Committee</p>

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The Committee discussed the 23/24 Budget Stress test (carried out by WR) which showed a stable position with major funders. The outcome from the discussions was to develop a long-term financial plan that would be aligned to the strategy.

2.3.3. Youth Board

LN reported:

- that Abhishna Yogarajan has applied to be the next Youth Board Chair and will be interviewed by members of the NGR Committee in May.
- Some members are concluding their time on the Youth Board. A video with a new application process has been designed to attract new incumbents. The induction process includes information on lived experience of current members to show inclusive provision available.

2.4. Investment Plan Update

SSS introduced paper 2.4 which lists the projects identified as investments to deliver the new YST strategy. The table included in the paper shows by project: the nature of the investment; alignment with the strategy; anticipated outcome; and profile of expenditure.

The Board's key concern was the slow progress due to resource constraints from a high turnover of staff. This has now been resolved.

The Board approved the recommendations in the Investment Plan Update.

3. FOR DISCUSSION

3.1. Investment of Reserves – Risk Appetite

This paper covers the investment of YST reserves with Sarasin & Partners to provide returns in excess of those offered by bank deposit accounts. KM of Sarasin & Partners made a presentation of investment risks and strategies to be adopted for various investment periods. To aid the decision whether funds could be invested for a long period, the Trustees requested a long-term cash flow projection.

ACTIONS:

Present a long-term cash flow forecast based on anticipated activity (**ACTION: SSS/JG**)

Clarify how investments in property are treated in relation to financial reporting (**ACTION: SSS**)

Explore other ways that charities are maximizing unrestricted reserves (**ACTION: AO**)

4. INFORMATION

4.1. School Networks Update

KB provided an update on membership and how the offering has been redesigned to reflect the changes announced by the government to help the needs of:

- Primary schools (focused on accountability of the PE & Sport Premium),
- Secondary schools (around 2 hours of PE on the curriculum and equal access to school sport for boys and girls) and
- clusters of schools (focus on school sport partnerships and MAT's).

And in the longer term, to better meet the needs of those schools with long term YST relationships as

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well as those we are not currently working with.

AM-L queried if the reporting tool for the Primary PE & Sport Premium will be updated. KB responded that there is no change for now, but an updated version will follow shortly that will give a direction on premium spend. The DfE are committed to provide an online tool by 2025.

BD asked if MAT's are also classed as clusters, to which KB confirmed they are.

JC encouraged KB to consider the price point for membership for new schools and established schools.

ACTIONS:

Report back on membership price points **(ACTION: KB)**

4.2. Partnership Update

A presentation on a corporate partner was made by JR with respect to the work carried out with them. She alleviated the Board's concerns around reputational damage that may occur due to the association.

JR confirmed that there was minimal risk in using the corporate partners ambassadors during the NSSW as they had minimal involvement.

ACTIONS:

Maintain vigilance on all aspects of reputational risk **(ACTION: JR)**

4.3. Management Accounts – 2022-23 to period 11 2023

The Board noted the information contained in the paper and no questions were raised.

4.4. Diversity and Inclusion Action Plan (DIAP)

The paper provided an update on the progress of the DIAP. VC confirmed that good progress is being made and that she is in regular contact with the YST team.

SSS confirmed the positive feedback that we have received from the Sport England assessor subsequent to the triage process. Two points were made i.e. the need to improve on the scale of ambition and to better communicate the good work that is being done in relation EDI.

The paper was approved.

ACTIONS:

Circulate re-drafted vision statement **(ACTION: SSS)**

Consider how best to profile our diversity and inclusion work in corporate communications **(ACTION: NB)**

4.5. Welfare & Safety

The paper highlighted the work YST is doing with the Ann Craft Trust to gain accreditation for adult safeguarding and the paper also covered the good progress being made on developing an e-learning packages, with a beta version to be ready for the Youth Summit in the Summer.

The paper was approved.

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4.6. Regulatory and Governance

The Board noted the information contained in the paper and no questions were raised.
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5. AOB

AO informed the Board of the two upcoming YST events. The School Games Summit in Coventry (13 June) and Youth Summit in Loughborough from 14-16 July. Trustees would be most welcome to attend.

Date of next meeting & AGM – 6 July 2023 12.00-15.00, ISH Venues, London

Chair:

Date: