

Board of Trustees Minutes

Attendance

Attendees

Marc Woods (MW) Chair	Lorna Brooks (LB)	Joelle Conway (JC)
Alicia Gayle (AGa)	Adriano Gaveglia (AG)	Tracy Levy (TL)
Gavin Stewart (GS)	Manos Kapterian (MK)	Elena Portas (EP)

CIMSPA attendees

Tara Dillon (TD) CEO	Spencer Moore (SJM) CSO – Virtually	Sally McGarry (SMc) EA Kay Simnett (KS) COO
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Apologies

Donna Fraser (DF)
Jon Drakes (JD)

JC has advised that she will be attending the meeting at approx. 10.30am

Mentions

Jane Kracke (JK)

Summary of the CIMSPA Board Meeting

The CIMSPA Board Meeting and Development Day, held on December 11, 2024, focused on aligning the organisation's strategic objectives with operational practices. Key discussions included enhancing risk management by defining a clear risk appetite at Board level, improving KPI visibility in financial reports, advancing EDI initiatives, the completion of the self-evaluation and skills matrix by Trustees and the current status of the data sharing agreement with UK Coaching (UKC).

1. Chair's welcome and introduction

MW commenced the Board meeting and, together with the Trustees and the CIMSPA team, extended a warm welcome to AGa, who was attending their first Board meeting. Introductions were subsequently made by all who attended.

1.1 Apologies and absences

The Chair noted the following apologies: DF and JD.

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1.2 Declarations of interest

There were no declarations of interest amongst the Board of Trustees.

NOTED: The Chair reminded Trustees to exercise independent judgment in the best interests of the Board and avoid undue external influence. Trustees must update their declaration of interest form and register if circumstances change or during the annual review. While all interests should ideally be declared in the form, Trustees were reminded that potential interests may arise during discussions of Agenda items. In such cases, they should declare their interest to the Chair at the earliest opportunity

1.3 Welfare and safety

The Board duly noted its responsibilities towards ensuring that the welfare and safety of its members and people (including but not limited to employees, participants and volunteers) are factored into the decisions it makes.

RECEIVED: Prior to the meeting the Safety & Welfare dashboard for Q2 was distributed to the Trustees. KS further added:

- The quarterly employer survey is now done via an in-house system called Culture Amp and Best Companies is no longer being used to facilitate it.
- The engagement score of 75% was up on the national average of 70%.
- The total annual leave days of 790.5 for the quarter was high but summer holiday season has to be taken into consideration.
- As this is only the second quarterly dashboard produced, we will only gain historic comparative data in the future.

1.4 Meeting minutes from last meeting

The meeting minutes, held on 18 September 2024, having been circulated, were taken as read and approved by the Trustees.

1.5 Matters arising

The meeting noted that all the actions agreed upon at the previous meeting had either been completed or were being progressed.

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NOTED: JC joined the meeting after the agenda item 1.5.Operational and membership update

2. CEO Update

2.1 CEO update paper and operational update – including an update on WFG

RECEIVED: The CEO update paper was distributed the Trustees prior to the meeting.

SECTION SUMMARY: The Trustees did not raise any further questions on the CEO update paper.

Workforce governance update

SECTION SUMMARY: The Workforce Governance (WFG) project is in its final phase, focusing on auditing and reporting. The project has been well-received, with significant engagement from National Governing Bodies (NGBs) and positive feedback from various stakeholders.

DETAILED OVERVIEW

TD and SJM apprised the Board of the following on the WFG project:

Project status:

- The WFG project is in its final stretch of this phase with funding.
- The team is working with 10 pilot NGBs on an auditing tool, which has now been completed.
- Evidence was uploaded against criteria such as training systems, codes of conduct, terms and conditions, onboarding and offboarding processes, management of sanctions and disciplinaries, and digital infrastructure.

Audit results:

- The process has been successful, with 246 pieces of feedback received on the criteria.
- Over the past nine weeks, the pilot NGBs have updated their audits:
- 6 completed the entire audit.
- 3 completed 95% of the audit.
- 1 completed 85% of the audit, expected to reach 100% by December 13.

Reporting Phase:

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- The WFG team is now in the report writing phase, with a high-level summary of the work completed over the past four years. The Submission of the first draft of the report to SE will be in mid-February.
- The first draft of the report will be submitted to Sport England (SE) and stakeholders February, with the final draft due in mid-March.
- The project has received positive feedback from NGBs at various levels, including CEOs, technical leads, workforce leads, and safeguarding leads.

3. Funding

3.1 Sport England contractual updates

RECEIVED: The Board were given a funding status report prior to the meeting.

SECTION SUMMARY: CIMSPA is managing several funding streams from Sport England (SE) with different timelines, including system partners funding ending in March 2027, Workforce Governance (WFG) income ending 31st March 2025, and a Local Skills grant ending 30th June 2025. There is uncertainty about extending the Local Skills grant, with a decision expected in February 2025.

DETAILED OVERVIEW:

- TD provided a comprehensive overview of the current funding situation with SE, highlighting the various funding pots and their respective timelines.
- CIMSPA receives funding from several SE sources, including system partners funding, WFG and the Local Skills grants.

4. Finance

4.1 CIMSPA management accounts October

4.2 Budget 2024–2025

RECEIVED: The Board received the CIMSPA management accounts for October prior to the meeting.

SECTION SUMMARY: Agenda items 4.1 and 4.2 were discussed concurrently within the Board meeting. The financial overview highlighted that CIMSPA moved into a deficit position in

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October, but efforts are underway to return to a small surplus by the end of the financial year. The team is re-forecasting and implementing strict cost-control measures, focusing on essential expenses only. The budget for 2025-2026 is being developed with multiple scenarios, depending on grant funding levels.

DETAILED OVERVIEW

CIMSPA management accounts October:

- KS presented the October management accounts, highlighting that the organisation had moved into a deficit position in October.
- All SLT members have been working closely with KS to re-forecast and manage the financial situation.

5. Professional status

5.1 Professional status

RECEIVED: The Board received a paper for note on professional status prior to the meeting.

SECTION SUMMARY: SJM discussed how the professional status framework is central to CIMSPA's strategy, aiming to recognise and enhance the professional status of individuals in the sector. The professional status framework is designed to provide clear progression routes for various occupations, such as sports coaches, group exercise instructors, personal trainers, and duty managers.

Progression Pathways:

- **Basic Practitioner:** Entry-level status for individuals starting in their occupation.
- **Advanced Practitioner:** Achieved through additional training and CPD, offering a higher level of professional status.
- **Senior Practitioner:** Further progression with more specialised training, leading to chartered practitioner status.
- **Chartered Practitioner:** The highest level of professional status, recognising significant expertise and experience.

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Occupational Routes:

- The framework includes 14 occupations with clear sets of rules for progression.
- Each occupation has specific pathways that outline the necessary training, CPD, and experience required to advance.

Specialisations:

- Practitioners can specialise in areas such as long-term medical conditions, cancer rehab, slips, trips and falls, and stroke rehab.
- These specialisations are reflected in their professional status, providing clear recognition of their expertise.

Digital Integration:

- The framework is being integrated digitally, linking the jobs board, TA, and professional status directory.
- This digital integration will provide personalised career journeys, highlighting training opportunities and job openings relevant to their professional status.

Testing and Feedback:

- The framework has been tested over the past year with local skills boards and professional development committees, receiving positive feedback.
- Pilot work has already begun, with professional status being awarded through digital badges showcased on social media.

Communication and Engagement:

- A comprehensive marcomms plan is in place to communicate the framework and its benefits to the sector.
- The focus is on raising awareness and encouraging uptake of the professional status framework.

Strategic Importance:

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- The professional status framework is a key part of CIMSPA's sustainability strategy, aiming to drive increased membership and support the commercial strategy.
- It is designed to provide a clear value proposition to members, recognising their expertise and enhancing their career prospects.

Employer Engagement:

- Engaging employers is crucial to the success of the framework, ensuring they value and seek practitioners with professional status.
- The local skills projects have been instrumental in facilitating direct conversations with employers about the benefits of professional status.

Pricing and Benchmarking:

- The pricing for professional status has been benchmarked against national and international equivalents and other sectors.
- The goal is to establish a fair and incremental pricing structure that reflects the value of professional recognition.

Insurance Alignment:

- The insurance sector has indicated that would seek to align their policies with professional status, providing additional benefits to members.
- This alignment will ensure that practitioners with professional status are recognised and insured appropriately.

Future Developments:

- The framework will continue to evolve, with ongoing training for the membership team to support members in their career development.
- The focus will be on providing clear pathways and support for members to progress through the professional status framework.

6. Committee updates

6.1 Audit and Probit Committee

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SUMMARY: AG gave the following update to the Board:

- The A&P Committee has undergone significant changes in the past six months, with JD stepping down as chair and AG stepping into this role. Two new members have joined, Rowland Omamor and Jon Argent, whilst Darren Ward has left.
- The committee has focused on several key areas, including KPIs, risk management, and the role of the committee.
- The committee has spent considerable time reviewing and refining the KPIs and OKRs to ensure they are user-friendly and provide more visibility.
- A subcommittee session was dedicated to discussing the financials and KPIs reporting, which have been passed on to KS for implementation.
- An external review by a risk consultant highlighted the need for improvements in risk management within CIMSPA. The review identified areas where CIMSPA excels and areas for improvement, particularly in defining risk types, the risk register, and the culture of managing risk.
- The committee identified the importance of defining the risk appetite at the Board level, which will then be disseminated to the committees.
- The risk review highlighted the importance of a strong risk management culture within CIMSPA and the SLT understands risk management well, but there is a need for the Board to align on the risk appetite and ensure it is implemented throughout.
- The A&P's ToR are currently provisional and will need to evolve once the risk appetite has been set by the Board. There is a need to clarify the balance between risk, probity, and finance within the scope of the A&P Committee.
- John Argent suggested creating a template for committee discussions to ensure everyone is prepared and focused. This template would help streamline discussions and ensure that key points are addressed.
- The A&P committee members expressed a desire to rotate onto other committees to gain a better understanding of other various areas would help the A&P members to manage risk more effectively by understanding the broader context of CIMSPA.

6.2 Membership Committee

SUMMARY: MK updated the Board on the following from the last MeC meeting that was the key areas of focus:

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- Detailed discussions have taken place on the ToR for the MeC to align the Committee's objectives with CIMSPA's overall strategy to ensure clarity in the committee's role and responsibilities.
- The Chartered application is being refined as there is an expectation of more individuals will be going through sampling.
- There is a focus on recruiting new members to fill gaps left by those stepping down which will assist the committee's alignment with its objectives.

6.3 Nomination Committee

SUMMARY: MW informed the Board that there was no significant update from the Nominations Committee. However, MW, will check in with JD to see his interest in continuing as a Trustee given his current workload and commitments.

6.4 Disciplinary Committee

SUMMARY: JC stated that there had not been any disciplinary hearings since the last Board meeting.

6.5 Appeals Committee

As above, there have been no disciplinary hearings.

6.6 Youth Panel

SUMMARY: EP updated the Board on the following activities from the YP:

- The YP discussed various avenues for recruitment, including targeting local colleges and universities and recognised the need to reach out to young individuals who may not follow the traditional university route. They also want to engage 18-20-year-olds who are not in higher education into the YP.
- The YP may increase the frequency of the meetings but reduce the allocated meeting time to one hour. This will accommodate the schedules of young people who are working, in university, or at school.

6.7 PDB

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SUMMARY: SJM informed the Board that the recent PDB meeting focused on the role of the sector in health and workforce development. The session included a presentation by Dr. James Buckley, Chair of the Fitness PDC and an NHS professional, followed by a discussion led by CH on professional status and health pathways.

6.8 EDI working group

SUMMARY: LB, TD and KS advised the Board of the EDI working group has been focusing on understanding EDI within CIMSPA and educating staff to foster inclusivity. They plan to conduct workshops for new managers, using lived experience scenarios to highlight EDI issues. Feedback from the group has been positive, and they aim to create a mission statement to define success and bring the Diversity and Inclusion Action Plan (DIAP) to life. The group will involve the Marcomms team in future meetings to enhance awareness and engagement. An EDI survey will be conducted for all staff and committee members, with results incorporated into the annual report. The group is committed to ongoing feedback and continuous improvement to ensure effective implementation of the DIAP.

7. Governance

7.1 Policies for review

RECEIVED: Before the Board meeting, the Trustees received the following policies and documents that needed to be reviewed for approval:

- Youth Panel Terms of Reference Proposed
- Board of Trustees Terms of Reference Proposed v2
- Board Trustee Role and Responsibilities Proposed
- Committee Member Role and Responsibilities
- Membership Committee Terms of Reference Proposed v5
- Remuneration Policy Proposed v2
- Modern Slavery Statement Proposed
- Audit and Probity Committee Terms of Reference Proposed

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SECTION SUMMARY: MW would like to express the Board's gratitude to JK for her ongoing efforts in reviewing the policies and for making the outlines clear and accessible.

APPROVED: The Board approved the above policies/documents with the outlined changes.

8. Annual board evaluation

8.1 Self-evaluation

8.2 Skills matrix

SUMMARY: JK was due to attend the Board meeting to explain how the Trustees need to undertake and complete their self-evaluation and skills matrix. As there was a topic in AOB that needed to be brought to the Board's attention, JK will email the Trustees instead.

MW noted the following key points to the Board, in particular, to assist the newer Trustees:

- The self-evaluation process involves each Board member assessing their own performance and contributions. This evaluation helps identify strengths and areas for development, providing a basis for personal and collective improvement.
- The skills matrix is a tool used to map the skills and expertise of each Board member as it helps identify any gaps in skills and knowledge that need to be addressed through training or recruitment.
- The information gathered will be used to have better one-on-one conversations with Board members with the Chair about their roles and contributions.

9. AOB

MW thanked everyone for their contribution during the meeting and extended his thanks to the team at CIMSPA.