

CIMSPA Board of Trustees Meeting Minutes

Wednesday 14 September 2022, 10:00 AM, Burleigh Court Hotel, Loughborough & Microsoft Teams.

In person attendance	Virtual Attendance	Apologies
Marc Woods (MW) (Chair)	Rowena Samarasinhe (RS)	Chris Walsh (CW)
David Monkhouse (DM)	Malcolm McPhail (MM)	Manos Kapterian (MK)
Dr Tracy Rea (TR)		
Elena Portas (EP)		
Dr Jon Argent (JA)		
Joelle Conway (JC)		
Jonathan Drakes (JD)		

Guests – Virtual Attendance	Also in attendance
Stef Kempster (SK) BDO External Sport England Auditor	Tara Dillon (TD) CEO
Lucy Baxter (LB) BDO External Sport England Auditor	Spence Moore (SM) CSO
	Kay Simnett (KS) Director of Finance and Resources
	Jess Melling (JM) Governance Officer
	Sara Wright (SW) Head of Strategic Alignment
	Colin Huffen (CH) Head of Regulation and Standards
	Clare Dunn (CD) Head of Partnerships
	Ashlee Alexander (AA) Minute Taker

1. Chair’s welcome and introduction

MW welcomed the Trustees and the external auditors for Sport England from BDO to the hybrid meeting.

1.1 Apologies and absences

Chris Walsh (CW), Manos Kapterian (MK)

1.2 Declarations of interest

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

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1.3 Minutes from the Last Meeting

The meeting minutes held on 14 July 2022, having been circulated, were taken as read and approved by the Trustees. TR requested page numbers on the minutes.

ACTION 14/09/2022(1): Secretariat to review the actions and highlight any that need the Board of Trustees' attention in the agenda for the next meeting.

1.4 Matters Arising

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

Update on **ACTION 14/07/2022(6)**, Competing Values Framework Training: One session has been completed with Morwenna Crespin, CIMSPA's People and Culture Manager. However, no other sessions have been scheduled due to TR's work commitments.

2. Finance

2.1 July Management Accounts

RECEIVED: The July Management Accounts were circulated to the Trustees for review before the meeting.

SECTION SUMMARY: MK sent his questions on the July accounts with his apologies. MW read MK's comments to the Board, "Membership income continues to track a little behind. I wanted to understand from KS whether this was driven by attrition rates of higher than 10% or acquisition slowdown (vs a target of 20% growth). Also, whether we believe this trend will continue. If so, it will be good to have a mitigation plan for this year and into next to reverse the trend."

KS responded to MK's first point by confirming that membership is behind. However, this is due to the new CRM system. There are new and renewing CIMSPA members waiting to use the new system to join and renew memberships.

2.2 Financial Wellbeing

RECEIVED: The Board of Trustees were given a confidential paper during the agenda item to consider during the section.

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SECTION SUMMARY: CIMSPA executive team members were asked to leave the meeting for this section due to their sensitive nature. KS and TD facilitated a discussion on this agenda item with the paper. This section has not been minuted.

This section concluded with five actions which KS has noted. KS will keep the board informed on the progression of the actions.

ACTION 14/09/2022(2): KS will circulate the actions from section 2.2 and provide updates to the board.

3. Governance

RECEIVED: Board of Trustees' OKR Report, Register of Interests Policy and Disciplinary Committee Terms of Reference were circulated to the Trustees for review and approval where appropriate.

3.1 Board of Trustees OKR Report

RECEIVED: Board of Trustees' OKR Report was circulated to the Trustees before the meeting for review.

SECTION SUMMARY: There were no comments regarding the OKR report. However, TR noted that the papers for this meeting did not go out as directed within the OKR report. AA explained that the papers were delayed due to changes and approval by the Senior Leadership team.

3.2 CIMSPA Workforce Wellbeing

SECTION SUMMARY: The Board discussed the purpose of the well-being officer. TD explained that a job description had been written. However, TD would like more time to review it. TD agreed to bring it to the next Board meeting.

ACTION 14/09/2022(): TD to provide wellbeing officer job description at the next Board meeting.

3.3 Policies for Board Approval

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3.3.1 Remuneration Committee Terms of Reference

RECEIVED: 2022 Remuneration Committee Terms of Reference were circulated to the Trustees before the meeting for review and approval.

DECISION: The Board of Trustees approved the 2022 Remuneration Committee Terms of Reference.

4. CEO Update

4.1 CIMSPA's OKRs

RECEIVED: CIMSPA's OKR report was circulated to the Trustees before the meeting.

SECTION SUMMARY: No questions were raised. TR requested that this OKR report has its own page numbers.

ACTION 14/09/2022(3): AA to put page numbers on individual reports and papers.

4.2 Workforce Governance - Update

RECEIVED: Mini Scope of Work - Workforce Governance was circulated to the Trustees before the meeting for review.

SECTION SUMMARY: TD updated the Board on the latest Sport England discussions.

Sport England has yet to release funding for this project, but TD expects the solicitation process to start this Friday (16th Sept).

MW asked RS to support CIMSPA in identifying the best world practice examples whilst travelling internationally for work.

5. Committee Updates

5.1 Audit and Probit Committee (A&P)

SECTION SUMMARY: DM gave an update on the A&P's most recent meeting.

DM updated that the A&P Committee were unable to meet this quarter due to annual leave and not having a quorum. DM shared that this was the first A&P Committee that had been cancelled under his tenure as Chair. DM explained what happens in a regular meeting. The

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CIMSPA Executive team presents papers on finance and governance and provides the committee with a risk report for the whole of CIMSPA for Committee review. The committee will check and challenge where necessary, and DM will raise any concerns (if any) from the meeting to TD and MW. The other side of the committee work is commencing PDPs with committee members based on a skills audit.

This will support future committee recruitment. As an example of the success of the process DM shared a development and training opportunity arising; One of the committee members has requested a more detailed understanding of the 'sector map' to help understand where CIMSPA sits within the Sport and Physical Activity landscape and its impact. DM felt this would be essential for the committee but acknowledges it is a big piece of work and would be grateful to know if one already exists within CIMSPA and asks that it be shared with the committee.

5.2 Finance Committee (FC)

KS updated that the committee had their first committee meeting since September 2021 last week. This was also CW and Adrian Gaveglia's first committee meeting since being recruited as an independent committee member. Barinda Dale, independent Finance committee member, could not join due to starting a new job.

The committee reviewed budgets, commentary, and management accounts. It also looked at the five-year plan going forward. The meeting took the shape of a catch-up session and asked questions specifically about inflation and the impact that it's having on CIMSPA.

MW added that although the finance committee took a break, Finance was still discussed at every Board meeting, with any queries or concerns discussed during those meetings.

5.3 Membership Committee (MeC)

SECTION SUMMARY: MK gave an update on the MeC's most recent sampling and committee meetings.

MW gave an update on MK from the summary received following the last membership committee meeting.

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The chartered applications process and professional discussions are underway for the next cohort. The memberships team is now using a new chartered triage and application forms. The new triage form is live, and an applicant is trialling for CIMSPA.

With help from CIMSPA's People and Culture team, the triage form has clever logic to ensure it tailors the process based on the selected category and application root.

The High-Performance Coach Pilot survey is also being built to ensure the team can collate applicants' feedback at the process's end.

The R2R (ReTrain to ReTain) and the ReEngage project are undergoing directional change and rebranding.

The meeting had an introduction and agenda items presented by CIMSPA's Membership Services Manager and Membership Experience Manager. Anna Wilson, Head of Memberships, is currently on sick leave and recruitment for Membership Service Officers has been paused until Anna returns. The roles have been absorbed and covered across the memberships team.

Finally, the committee was provided with an update on the new CRM and data transfer. The new CRM is expected to go live on the 28th of September. On the launch day, the development team will be in the office to support the memberships team with transitioning members to the new platform from the 28th to the 30th of September.

5.4 Disciplinary Committee (DC)

SECTION SUMMARY: TR gave an update on the DC's activities.

As the last board meeting mentioned, preparations for new committee members and a vice chair have started.

TR informed the Board that Hasan Mussa, CIMSPA's complaints and compliance officer, had written a paper to support Risk RAG rating the complaints that come in for ones that must go to the committee against the charter and statutes. This will hopefully lower the number that makes it to the committee. The paper will be shared with the committee.

MW is interested in seeing this paper and the methodology.

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ACTION 14/09/2022(5): HM will circulate a copy of his complaint risk rating paper to the Board for review.

5.5 Appeals Committee

SECTION SUMMARY: JC confirmed that the committee have not met this quarter, as there have been no appeals.

5.6 Nominations Committee (NC)

SECTION SUMMARY: MW gave an update on the NC's most recent meeting.

MW told the Board that the skills matrix is currently being updated and is due to be circulated in October, with feedback due two weeks after circulation for MW to review in November. That information will support ongoing board recruitment and the PDP conversations with MW.

MW included item 6.1 from any other business section of the agenda.

MW informed the Board that TR had given notice of her resignation. MW thanked TR for her enthusiasm, time and passion for CIMSPA. MW personally thanked TR on behalf of the rest of the Board for the time she invested in CIMSPA and its evolution. TD, on behalf of the CIMSPA executive team, also added her thanks to TR for her time on the board and the value she has added.

MW explained to the board that he wants to collate feedback from Board Members resigning.

With TR leaving, there is a requirement to have an interim chair for the Disciplinary committee. MW listed the attributes required to be an interim chair for the disciplinary committee. It requires an independent board member and not sitting on a conflicting committee. JD and EP fit those parameters, although EP is currently taking over from MM in supporting the Youth Panel as a Board representative.

MW and TR championed JD for the position, and JD accepted as interim chair of the committee.

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DECISION: JD to sit as interim chair for the Disciplinary Committee until a permanent chair is in place.

ACTION 14/09/2022(6): TR and JD to meet to do a handover and for JD to ask any questions.

TR thanked the board and appreciated the learnings and conversations they had with the board.

MW also informed the Board of CW's wish to step down from the Board and Treasurer role. MW wished CW the best and thanked him for his time.

MW highlighted to the Board that two candidates stood out when CIMSPA went out to recruit a Treasurer. Following the interviews, CW was offered the treasurer position and AG. They met all the criteria, scored closely with CW, and were offered an independent committee member position on the Finance Committee.

MW, TD and KS offered that due to them scoring so close together, KS should approach AG and ask if he would consider the treasurer position.

DECISION: Board approved approaching AG for the Treasurer position.

CW and TR were formally retired from the board of trustees.

ACTION 14/09/2022(7): Recruitment of two new Board members

ACTION 14/09/2022(8): MW to approach AG regarding the Treasurer role.

5.7 Youth Panel

SECTION SUMMARY: MM gave an update on the YP's most recent meeting.

The YP now have clear terms of reference and, from that, has developed its own set of OKRs on what they aim to deliver for CIMSPA by the end of the year. Currently, the YP is given a paragraph in CIMSPA's Annual Review. The YP would like to create and publish their own Annual Review about their work and the sector from their perspective.

The Board thought this was a great idea and gave its full backing to the YP.

DECISION: The board approved the Youth Panel's annual review and publication.

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ACTION 14/09/2022(9): Youth Panel to create their annual review by the close of Q4 and present it to the Board before publishing.

5.8 Professional Development Board (PDB)

SECTION SUMMARY: JA gave an update on the PDB's most recent meeting.

JA informed the Board that the last meeting was good; it had 23 attendees, including CIMSPA officers, with a full agenda.

The first item on the agenda was the workforce governance presentation.

The PDB also signed off a policy on standards for deployment where PDC chairs will identify priority occupations. A discussion led by Natasha Eason, CIMSPA's Head of Education, on the core curriculum framework, enabling easier lateral transitions for people within the sector and improved flexibility and transferability for role progression.

Niall Judd delivered a second presentation from Sport England on their coaching blueprint. He gave some feedback on the coaching plan consultation that Sport England has undertaken. There were lots of positive but equally a couple of points they had picked up about coaches, their feeling isolated, and their desire for career pathways.

JA reflected on the last board meeting with Tim Hollingsworth, talking about how Sport England and CIMSPA create interdependencies, the importance of that across sectoral organisations, and the need to plan accordingly. It was beneficial to have that discussion with Niall. It enables the PDB to see where it fits into that and to make those links explicit where they might be implicit.

Finally, the PDB had its regular discussion around recruitment and retention, which the sector has been experiencing. The PDB decided that it wants to create a single-focus forum that JA hopes RM, the vice chair of the PDB, who has a particular passion for this, will take on and drive forward.

The date of the next meeting is the 8th of November.

JA added an update on the Chair's meeting of the PDCs and the Scottish PDB regarding the current structure and how they have been operating for the past 18 months. JA and CH felt

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this would be sufficient time to see how things work, to have some acquired learning and reflect on that.

Several areas were identified that need more focus. There are four recommendations to look at roles and responsibilities, how attendance and commitment are encouraged and how we keep things going between meetings and preparation before meetings. It was an open, good discussion and an appropriate one.

CH and JA were keen to get the PDCs to pause and reflect on, what's working, and what isn't. Facilitate an honest discussion and debate around that as best practice.

JA thanked CH and the team for their fantastic work and support.

ACTION 14/09/2022(10): PDB terms of reference will be amended to add a vice chair to support JA on the committee and recirculated to the board for approval at the earliest convenience.

5.9 Equality, Diversity and Inclusion (EDI) Working Group

Work on the CIMSPA's EDI initiatives has continued with a candidate who met the EDI Officer criteria and scored highly during EV's recruitment cohort. CIMSPA has continued the EDI work with CE on a consultancy basis so that continuity in this essential area of our work is not lost. The next EDI meeting is scheduled, and an update with outcomes will be provided to the board in December.

ACTION 14/09/2022(11): RS to provide an update at the next Board of Trustees meeting on the EDI working group.

6. Any Other Business (AOB)

MW thought the Board should have discussions around climate emergency, the economic emergency and sustainability topics and explore thoughts on what CIMSPA is doing and what could be done.

KS informed the Board that we have a staff led sustainability committee (Greenbots). The Greenbots will develop CIMSPA's sustainability policy, which will be built into the budget.

JD offered to put the Greenbots in touch with Maclaren's sustainability director.

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ACTION 14/09/2022(12): Board of trustees is to be provided with the Greenbots sustainability plan/policy/strategy when it is ready.

ACTION 14/09/2022(13): JD to introduce the Greenbots to Maclaren's sustainability manager to support the sustainability plan/policy/strategy creation.

6.1 Trustee Resignation

SECTION SUMMARY: Covered in Nominations Committee.

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