

CIMSPA Board of Trustees Meeting

MEETING MINUTES

Wednesday 11 May 2022, 10:30 am

Attendees: Dr Jon Argent (JA), Marc Woods (MW), Malcolm McPhail (MM), Manos Kapterian (MK), Dr Tracy Rea (TR), David Monkhouse (DM), Lisa Forsyth (LF), Joelle Carlton-Conway (JC), Elena Portas (EP), Tara Dillon (TD), Spencer Moore (SM), Clare Dunn (CD), Jessica Melling (JM) and Ashlee Alexander (AA)

Guest Attendees: Eleanor Udall (EU), CIMSPA Youth Panel Chair, Danielle Peel (DP)

Mentions: Rowena Samarasinha (RS) – Trustee, Kay Simnett (KS) – Director of Finance & Resource, Jessica Redman (JR) – Trustee, Sandra Dodd (SD,) – former Trustee, Colin Huffen (CH) – Head of Regulation & Standards, Grace Fowkes (GF) – Education/Quality Assurance Coordinator, Ebrahim Vorajee (EV) – Equality, Diversity, and Inclusion Sector Lead, Sport England (SE), UK Sport (UKS), Sport Scotland (SS), Sport Wales (SpW), Megan Hurlock-Swan (MHS) – Membership Experience Manager, Chris Walsh (CW) – CIMSPA Trustee and Treasurer, Adrian Gaveglia (AG) – CIMSPA Finance Committee member, Parie Patel (PP) – Youth Panel Vice Chair, Catherine Bonner (CB) – Professional Development Board Member, James Buckley (JB) – Professional Development Board Member, Michelle (MH) – Professional Development Board Member, Emma Ross (ER) – Professional Development Board Member, Steve Osborne (SO) – Principal Lecturer at CMU

1. Chair's welcome and introduction

JA stood in for MW as chair and welcomed the Board to the virtual meeting.

1.1 Apologies and absences

RS, KS.

1.2 Declarations of Interest

None.

1.3 Meeting Minutes from Wednesday 16th February 2022

The Board approved the minutes of the meeting held on Wednesday 16th February 2022.

ACTION 11/05/2022(1): AA to review the actions and highlight any that need the Board of Trustees' attention in the agenda for the next meeting.

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2. Finance

2.1 Draft Year-End Accounts

The draft year-end accounts, and year-end financial narrative were provided to the Board of Trustees in the information pack before the meeting.

TD highlighted that the accounts show CIMSPA with a significant year-end surplus, however, this is due to the capitalisation of the new Client Management System (CMS) as an asset that will depreciate in future years and the designated reserve created by this year's surplus is to cover the future year's depreciation.

The Board approved the draft year-end accounts.

2.2 Reserves Policy

The Board approved the revisions to the reserves policy.

MW requested that the reserves policy be reviewed by the new treasurer and Finance committee at their next meeting in September.

3. CEO Update

3.2 OKRs

There were no comments on the OKR report from the Board of Trustees.

3.3 Workforce Governance

The Draft Workforce Governance paper was provided to the Board of Trustees in the information pack before the meeting.

The board reviewed the documentation with a particular focus on the table of actions and CIMSPA's remit. To support the discussion, TD highlighted to the board CIMSPA's ambition to improve the sector's workforce governance.

TD informed the board that the paper included in the pack is the second of two rounds of consultation that Sport England commissioned. The first consultation sought to ask NGB's if there is an appetite for support in workforce governance. The second consultation looked into the current status of workforce governance at a micro level.

Following TD's introduction to the section, DP presented the report to the Board and the board discussed key areas within the report and future implications for CIMSPA.

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The board raised the following points:

- How does CIMSPA govern sports and physical activity that it is unaware of?
- How can CIMSPA protect and legislate against online abuse on social media?

JD wanted to understand what levers CIMSPA had at its disposal to affect change. What can CIMSPA and the organisations identified within the report do to support change? Where can a difference be made, and how? What can CIMSPA expect from other organisations and how can they be held to account?

DM felt it was important that the board consider the reputational risk to CIMSPA in regard to taking on the project.

MM thought that the silent bystander effect should be considered when working on the workforce governance project.

EU felt it was important to highlight that the sector workforce relies on volunteers. Considerations need to be made on how CIMSPA brings them along to support governance with limited time.

MK highlighted the importance of having grassroots buy-in to support the workforce governance project.

JC wanted the Board to consider how people within the sector recognise children's mental health? How can CIMSPA encourage its people within the sector to determine if something has happened to a child?

TR encouraged CIMSPA and the Board to do a premortem of the project. It is impossible for the Board and CIMSPA to foresee everything, but it will allow CIMSPA and the Board to make informed and well-rounded decisions about the project, whilst considering associated risks. TD and the Board agreed this would be the approach taken.

MW also highlighted that this project should span all the Home Nations.

Board summary of the paper

JD acknowledged this would be a very challenging project to deliver. JD queried whether CIMSPA could prioritise or condense the recommendations in the shield areas to support more detailed and helpful discussions. JD felt the paper and presentation were extremely valuable but felt the level of detail was a lot to take in and hindered the Board from having more pointed and useful discussions.

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TD acknowledged that the paper, the project, and the actions were significant and offered that it demonstrates further the scale of the task. TD highlighted that the project will need to be considered, well planned and have all the risks identified and mitigated where possible, with the necessary people, legislation and organisations in place to be successful.

MW highlight that there has been an incredible amount of work done by the team over a long period. This has been presented to the Board now to bring the Board up to speed with the activity that is going on in the background.

MW thanked the team for all their hard work and congratulated them. MW felt this project sits front and centre of what CIMSPA stands for as an organisation. MW noted that consideration needs to be given to how CIMSPA manages the project and communicates this to the sector.

JA echoed MW in thanking the CIMSPA team for all the hard work and thanked everyone on the Board for their engagement on the topic.

ACTION 11/05/2022(3): The Board requested a summary document that outlines where CIMSPA sits against the recommendations and how the strategy aligns with the recommendations.

ACTION 11/05/2022(4): TD to provide the Board with a summary paper on the NGB audit and where they sit against the actions and recommendations of the workforce governance paper.

ACTION 11/05/2022(5): DP to implement suggestions made during the review of the workforce governance paper into the project's next steps.

4. Committee Updates

4.1 Audit & Probity Committee (A&P)

DM gave an update on the A&P committee.

A&P also discussed the CIMSPA Client Record Management (CRM) System transition in-depth and the mitigations in place.

DM also noted that the A&P committee had requested a report on complaints received, the complaint types coming through, and the actions are taken to deal with them.

DM highlighted the two vacancies available on the committee and the need for these to be filled, and that one of those positions should be filled by a Board member.

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4.2 Membership Committee (MC)

MK gave an update on the MC's most recent meeting.

The committee met on Tuesday, 15 February 2022. MK updated that the memberships committee is now in a rhythm of regular meetings, with an excellent structure and good group engagement. OB has joined the meetings and has shared his vision for memberships.

The membership committee also convened a sampling panel and approved all candidates included in the cohort.

MK noted that MHS has been appointed as CIMSPAs Membership Experience Manager, and the committee is looking forward to working with MHS.

MK also highlighted that a CIMSPA executive team working group has been established to look at the membership benefits offering for all categories.

4.3 Disciplinary Committee (DC)

TR gave an overview of the DC's most recent activity.

TR noted the DC had had some good engagement with HM in his role as Compliance and Complaints Manager. HM, JM and TR now have a good working relationship and a system that supports proactively engaging with the DC to give them a line of sight of the volume of cases which may result in disciplinary hearings.

TR stated that there has been a significant increase in the number of disciplinary hearings over the last year and the committee members have supported the increase in workload by demonstrating unwavering commitment to CIMSPA.

TD queried the nature of the cases which have reached the disciplinary panel. TR explained that the panel had heard cases of both member and partner misconduct with a variety of the respective code of conduct points being presented to the committee.

TD explained that the DC and TR will need to monitor and review the frequency and types of complaints that CIMSPA receive.

4.4 Appeals Committee (AC)

JC gave an overview of the AC's most recent activity.

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JC and DM met with JM on the 4th of May 2022 to review the current appeals process ahead of potential appeal submission.

JC noted that support from eligible board members is required for appeals as the timescales for appeals are short. JC requested volunteers from the Board to be upskilled on appeals so that they can support the process.

JC expressed those volunteers willing to undertake appeals training should contact JM directly as soon as possible.

JC informed the Board that there are two pending cases which may come to the AC shortly for review.

ACTION 11/05/2022(6): Volunteers to contact JM to undertake appeals committee training

ACTION 11/05/2022(7): MW to contact RS about his recommendation for RS to sit on the appeals committee as and when needed.

4.5 Nominations Committee (NC)

MW informed the Board that CW has been recruited as a Trustee who will also take on the role of Treasurer. Following a formal induction, CW will be formally appointed to the Board of trustees in July 2022.

MW also noted that as the calibre of applicants was so high, AG was also appointed as an independent finance committee member.

LF was formally retired from the board of trustees at the meeting.

JA thanked LF for everything she had done since joining CIMSPA on the 18th of February 2015. CIMSPA has really appreciated all her hard work and support over her tenure.

LF thanked JA and noted that the advancements CIMSPA has made since 2014 and for the Board to be able to have discussions about how CIMSPA plans to lead and make an impact in the sector is phenomenal. LF praised the Board, the Senior Leadership Team (SLT) and the wider team on CIMSPA's successes within the sector, noting she thought it was incredible and has felt honoured to be a part of it.

MW echoed JA's comments and thanked LF for being so generous with her time, not only in her role as treasurer but the time spent with KS, TD, the CIMSPA team and MW.

TD highlighted that (JR) had formally resigned from her position as a Board Trustee with effect from this meeting.

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4.6 Youth Panel (YP)

EU gave an overview of the most recent YP meeting.

The YP have Recruited 7 new panel members bringing the panel up to a total of 12 individuals with EU and PP successfully being appointed as Chair and Vice-Chair respectively. The YP have two development days planned with a focus on team building and get to know the new panel members and prepare for the year ahead.

It was noted that the Youth Panel will still receive support from a Board Trustee in a board advocacy role.

4.7 Professional Development Board (PDB)

JA gave an overview of the most recent PDB meeting. It was another good turnout, and a good debate was had about management.

The PDB welcomed 4 new members, CB, JB, MH and ER.

JA noted that addressing the engagement is a key focus as chair as capturing the sector voice in the committee work is essential. The main PDB operational plan is on track.

JA informed the board that SO presented to the committee on the Erasmus plus, the European Erasmus Plus program and micro-credentials.

The PDB reviewed and signed off all presented professional standards.

JA extended a huge thanks to CH, GF and the Education team for all of the work that they do in supporting the PDB and Professional Development Committees.

5. Governance

5.1 Register of interests' declaration form

The Board approved the revisions to the board pledge.

5.2 Policies for Board Approval

5.2.1 Youth Panel Terms of Reference

The Board approved the revisions to the YP terms of reference.

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5.2.2 Finance Committee Terms of Reference

The Board approved the revisions to the Finance committee's terms of reference.

5.2.3 Risk Management policy

The Board approved the revisions to the risk management policy.

5.3 Annual governance statement

JM informed the Board that the annual governance statement is upcoming. JM will require specific information that will then be published in the annual declaration on the website in line with CIMSPA's governance compliance requirements.

JM highlighted that as part of the statement, committee chairs will be invited to provide a section highlighting the main success of their committee over the period of April 2021–March 2022. JM will be emailing all committee chairs shortly to start working on a summary statement for the past year.

ACTION 11/05/2022(9): JM to contact the Board of Trustee committee chairs for summary statements for the Annual Governance Statement

5.4 Board OKR work

JM thanked everybody for their contributions to the Board OKRs. Q1 2022 will be the first quarter that the Board will be operating in line with the OKR structure. After May's Board meeting JM will update the board's OKRs, which will then allow her to produce a report on each quarter on what the Board has achieved.

Further to this JM will be contacting the Board about a refresher on the charter and statutes, what information they contain, and what is within CIMSPA's remit.

JM kindly requested that when the email is circulated all Board members take the time to complete the survey. Should any Board members have any questions please contact JM for support.

ACTION 11/05/2022(10): JM to produce a quarterly report for the Board of Trustees on their OKR progress.

ACTION 11/05/2022(11): JM to contact the Board of Trustees to provide a Charter and Statutes refresher.

5.5 Equality, Diversity & Inclusion

RS and EV were due to give an update on the Include Summit however the item will be deferred to the next Board meeting due to lack of attendance.

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6. Any Other Business (AOB)

External Audit

TD informed the Board that CIMSPA has been notified that it is to participate in a SE Governance audit which will be carried out by BDO. The audit will focus on financial and governance compliance.

Best Companies

TD was pleased to announce that CIMSPA has been rated as a three-star company with Best Companies, from its first entry.

TD added that CIMSPA has been ranked alongside some large and well-established companies. On Friday 20th May, CIMSPA will find out where they rank on the Best Companies league tables.

TD would just like to thank everybody that works within the organisation and recognises that it is absolutely driven by the amazing people that CIMSPA employs.

TD acknowledged that the culture is driven by the SLT, but it is adopted and lived by the team. TD confirmed that she had no input into driving this outcome and that it is driven by the team and it is their success.

JA stated that this result was exceptional and asked for a summary document or communications that Board members can share, for those who have an outward-facing or advocacy role within, or outside of the sector.

TD informed the Board there is a communications plan that comes with the Best Companies announcement, and CIMSPA's rating will be at the bottom of its team's emails and on its website.

MW requested to be updated on the communications plan, and if there are any instructions that can be extended to the Board on how the trustees should be communicating the Best Companies success to ensure that it is done in the most appropriate and impactful way.

ACTION 11/05/2022(12): TD to provide a communications plan for how the Board of Trustees should be communicating the Best Companies' success to ensure that it is done in the most appropriate and impactful way.

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

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