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**CSP Network Board**

**Minutes of the Meeting of CSP Network Board**

**held on 30th November 2017, Etc Venues, Hatton Garden.**

**Members Present:** Richard Saunders (Chair), Nigel Harrison, Ben Jones, Matt Leach, Marg Mayne, Sue Storey, Adam Walker, Eamonn O’Rourke, Craig Gosling

**In attendance**: Lee Mason (Chief Executive & Company Secretary)

**Apologies** received from Adrian Leather & Sue Anstiss

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| 1.  1a. | **Introductions**  **Welcome & Declarations of interest**  Richard welcomed colleagues and apologised for the change of plans for this brief Board meeting ahead of the AGM and was looking forward a good day ahead.  There were no new declarations of interest | |
| 1b | **Minutes of last meeting & matters arising**  Minutes of last meeting were agreed and progress against actions noted. | |
| 2  2a  2b | **CEO Update Report**  The comprehensive report provided due to the shortened Board meeting was welcomed by the Board and the following was agreed:  **Resolutions:**   * Approval of the Sport for Development Coalition MOU. * Approval of revised budget forecast. * Approved the succession plan. * Delegated to the CEO to plan schedule of policy reviews in accordance with governance code.   **Actions:**   * Board to put forward Speakers/ suggested content for the Convention & put in diaries * Help promote the January Workplace challenge campaign * Provide feedback on the forward budgeting report for future report * Board to complete 2018 meeting doodle <https://doodle.com/poll/cwuqwti3dkqzxatb> * Complete Board evaluation survey <https://www.surveymonkey.co.uk/r/YTZGTMF> | |
| 3  3a | **Chair & Trustee Recruitment**    Richard confirmed the nominations committee recommendation of two new Trustees – Mike Crawshaw, Chair at Tees Valley and Sue Imbriano, Board member at Leap.  **Resolution -** These appointments were ratified, inductions will be arranged and they will be invited to the next meeting.  Richard updated the group that due to competing time pressures, Sue Anstiss had reluctantly indicated her intention to stand down from the Board. Richard hoped Sue would stay on until a replacement had been recruited.  As a result of the above appointments, Ben Jones term of office as a trustee now comes to an end, but Richard for flexibility to support an orderly transition. | |
| 3b. | Marg updated the Board with progress with the recruitment of the Chair. It was proving a challenging brief to fill but it was hoped to have a strong pool of candidates by the closing date. Shortlisting scheduled for next week and a further update would be provided. | |
| 4. | **Member CSP Engagement**  Richard had called approx 1/3 of CSP chairs and had been in touch with some of those recently appointed. The discussions were positive and colleagues welcomed the contact.  A CSP Board engagement plan is in development and Sue Anstiss had agreed to pilot the idea of regional Chairs networks.  Recent meetings between Lee and Richard with Notts/Derbys and Leicestershire CSPs were shared and next steps discussed. | |
| 5. | **Primary Role Submissions for SE Funding**  The Board discussed the feedback we had received from Sport England on the CSP and CSPN submissions and the messages that were anticipated from SE later that day. | |
| 6. | **AGM Preparation & Network Charter**  Richard ran through the agenda for the AGM and the Network Charter that has been circulated to the network and will be presented by a CSP Director. It is hoped that through the changes made and dialogue with colleagues that the charter will be supported but there are a few colleagues not in favour and so the outcome is uncertain. | |
| 7. | **Dates of Next Meeting**  Action- Board members to complete availability for dates for 2018 on doodle poll. Nicki to confirm agreed dates. | |
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