



## Board Meeting Minutes

**Monday 30 November**

**Attendees** – Hannah Holland (HH), Chris Keighley (CK), Richard Marshall (RM), Frazer Meek (FM), Stephen Mitchell (SM), Dan Newton (DN) and Natasha Preville (NP). Item 1 only; Chris Grant (CG) and Omar Jackson (OJ)

**Apologies** - Tracey Crouch (TC) and Timothy Yu (TY)

Item	Minutes	Actions
1. Welcome	<p>Board members were welcomed to the meeting.</p> <p>Apologies accepted from TC and TY.</p> <p>Minutes of last meeting &amp; actions arising were reviewed and accepted. Hannah Holland agreed to prepare informal blog of the November meeting to be circulated with the minutes from September / October.</p> <p>No additional Declarations of Interest raised</p>	
2. Executive Team	<p><b>COVID Response</b></p> <p>The board were updated on and considered:</p> <ul style="list-style-type: none"> <li>• The concept of a comprehensive £54k support package to support the Parkour community by covering all membership costs July 20 – June 21, offer free membership to new or legacy organisations till June 2020, pay for the year's insurance and for our finance + Web system and upskill 40 new L1s and 20 new L2s.</li> <li>• Sourcing the funds had been explored through an approach made to Sport England for relief funding as part of or aligned to the £300 million Winter Survival Package and the opportunity to take a loan (Bounce Back / C-BILS) with Metro Bank.</li> </ul> <p><b>Customer Experience</b></p> <p>A part of the Development Co-ordinator responsibility is as first point of contact for Parkour UK. Over the last couple of months Omar has audited the historic enquiries and categorised them by type which has provided us with the platform to be proactive and manage them effectively moving forward.</p> <p>The board were updated on the auditing of historic enquiries which has provided the executive team with the platform to be proactive and manage them effectively moving forward.</p> <p>Board acknowledged the work and agreed with steps being taken to manage.</p> <p><b>Development Associates Programme</b></p> <p>To bolster the executive capacity that Parkour UK have in 2020 / 21 we have developed and leadership programme and recruited eight sports development professionals to form the first cohort.</p> <p>The Development Associate programme will secure an additional 40 days capacity between November 2020 and January 2021 to support our executive team 'run the governing body' and 'grow the sport'. The primary driver for the participants is the experience they will gain aligned to an area of the CIMPSA sector standards (see appendix) that they have selected.</p>	

- Toolkit for Emerging Parkour Businesses
- Education Partnerships (School)
- Education Partnerships (University / Higher Education)
- Youth Work / Social Inclusion Partnerships
- Funding Directory

A benefits package including a reference, personality profile and a CIMSPA membership has been put together for each of the participants.

The board praised the programme and await the outputs.

**Affiliate / Affiliate + Member Benefits**

The board were updated on the support being given to Affiliate and Affiliate+ members. The provision of 5 days' time (consultancy / capacity) to work on a project that is important to them for the next stage of their development. Some of the benefit is being provided through the Development Associates project and other examples include Teachers CPD Award with Access Parkour and Funding Support with Outreach Parkour.

3. CEO Report

**Financial Sustainability**

DN outlined a future history in four stages, survive, stabilise, grow and thrive.

Survive		Stabilise
When	July 2020 – Jun 2021	
What & How	<p><b>Workforce / qualifications</b> – Schedule of courses for 2021 based around emerging workforce ecosystem.</p> <p><b>Home sports council development grants</b> – Deliver 20 / 21 outcomes and make case for further investment in 21 / 22 in the region of £120,000.</p> <p><b>Education Partnerships</b> - Schedule of teacher CPD courses for 2021.</p> <p><b>Shared services</b> – Partnerships with other governing bodies of lifestyle sports.</p> <p><b>Facilities / park installations</b> – Consultancy role in the design and build of Parkour parks.</p>	

Grow		Thrive
When	July 2021 – June 2023	
What & How	<p><b>NGB Outreach</b> – Active pursuit of groundbreaking collaborations with other sports that utilise fundamental movements at the core of Parkour.</p> <p><b>Programme Design</b> – Active pursuit of products across the life course, co-producing with Parkour companies and stakeholders in and out of the sports sector.</p> <p><b>Events, Engagement Initiatives &amp; Giveaways</b> – Programme aligned to strategic direction.</p> <p>Also</p> <p><b>Workforce / qualifications</b> – Annual schedule of courses based around workforce ecosystem.</p> <p><b>Home sports council development grants</b> – Deliver 21 / 22 outcomes and make case for substantial investment in 2022 – 2025. All conversations point to a 'big ask' for April 22 and beyond.</p> <p><b>Education Partnerships</b> – Annual schedule of teacher CPD courses.</p> <p><b>Shared services</b> – Long term partnerships with other governing bodies which maximise government investment.</p> <p><b>Facilities / park installations</b> - Consultancy role in the design and build of Parkour parks.</p>	

The board discussed the approach and agreed to the concept of two clear areas / budgets; develop / maintain the governing body and grow the sport. Over the next 15 months we need to gather the evidence and build the case studies for our 'big ask' of stakeholders and funders.

Continue to prioritise areas highlighted in survive / stabilise. (DN)

<p>4. Governance</p>	<p><b>Governance Action Plan</b></p> <p>The board were updated on a 24-point action plan has been prepared to meet the requirements of tier 2a in the code for sports governance and lay the foundation for tier 3. A governance oversight was suggested and agreed and will meet in December and January to consider the required documents. The group to consist of DN, SM, RM and HH.</p> <p><b>Board Appraisals</b></p> <p>The board were informed of the intention to complete appraisals for all board members review of the board from the perspective of the community and stakeholders. The process would be completed in November and December with the outputs feeding in to a board development session in January 2021.</p> <p><b>Resignation of Duty of Care Lead</b></p> <p>The board were updated that Kasturi Torchia has handed in her resignation as Duty of Care Lead for Parkour UK. Kasturi intends to continue in the role of Mental Health Lead.</p> <p><b>Termination of Directorship of Elected Director in Northern Ireland</b></p> <p>The board were updated that Paul Allen Directorship had been terminated on the 17 November due to lack of engagement.</p> <p><b>Parkour UK Structure / Potential Scheme of Delegation</b></p> <p>The board considered an approach to develop a structure through which we can ‘build the governing body’ and ‘grow the sport’ and fulfil the ambition of being a modern, progressive governing body that is customer facing and works collaboratively to co-produce with and through the community. Some of the principles that have emerged include firstly the need to build a structure that is underpinned by voluntary effort through which professionals / specialists add value. Secondly, to work in collaboration with likeminded and similarly motivated organisations to share services and contribute to a modernised sports sector which is more financially sustainable, better uses resources and relies less on government / lottery funds.</p> <p>The structure being considered includes the following areas; workforce, digital, storytelling, economy, life course, space / place, diversity &amp; inclusion and mental health. Agreed next steps were to identify members of the board / executive team to champion the areas outlined, recruit members of the community to support the areas outlined, set up subcommittee’s / working groups for each area to set the agenda and secure resources / capacity to drive the agenda forward.</p>	<p>Convene Governance Oversight Group for December &amp; January (DN)</p> <p>Appraisals &amp; review to be completed (DN / SM / TC)</p> <p>Progress steps within ‘Parkour UK structure (DN)</p>
<p>5. Diversity &amp; Inclusion</p>	<p><b>United we stand...2020 and Beyond</b></p> <p>On the 11 November we held a consultation event with 20+ members of the Parkour community on equality and diversity. The session was chaired by Natasha Preville and Omar Jackson, and Women in Sport, Stonewall, Sporting Equals and UKEMI gave presentations on their work. The session was summarised in a <a href="#">blog</a> written by NP.</p> <p><b>Brains Trust – 14 December 2020</b></p> <p>We are inviting organisations working in the sports sector to a session on the 14<sup>th</sup> December which will shape our ambitions and plans. Ten organisations have signed up to attend the session. The board praised the programme and await the outputs.</p>	<p>Deliver ‘brains trust’ session in December (DN)</p>
<p>6. Workforce</p>	<p><b>Sub Committee Recommendations</b></p> <p>The board considered the recommendations that were made at the November workforce subcommittee meeting which related to legacy follow up, structure and content of qualifications &amp; teacher’s CPD and improved workforce. The board were supportive of each recommendation on the proviso that funds were in place to manage.</p>	

7. Digital	<p><b>7 League / Digital Strategy</b></p> <p>The board were updated that the executive team continue working with 7 League on the development of a digital strategy. The work is part of a digital leadership programme commissioned by Sport England and CIMSPA.</p> <p><b>Stack Sports / GameDay</b></p> <p>The board were updated on discussions that have taken place with Stack Sports since the beginning of the year, working together to consider our needs as a developing governing body and the digital services required to underpin our ambitions. Consideration was given to the Stack Sports recommended 'Game Day membership and events platform' and the board and subject to funds were supportive.</p>	
8. Finance	<p><b>Loan</b></p> <p>The board were updated on research that had been undertaken about taking out loans to support the Parkour community to recover from COVID. An analysis of the bounce back loans and C-BILS from Metro Bank was considered. Direction was given to the executive team to pursue a the bounce back loan which is 100% backed by government.</p> <p><b>Implications of item 2 (COVID Response), item 6 (Sub Committee Recommendations) and item 7 (Stack Sports)</b></p> <p>Building on the discussions within items 2, 6 and 7 the board considered allocating funds from a loan to the areas of:</p> <p><b>COVID Response</b></p> <ul style="list-style-type: none"> <li>• <b>Requirement</b> - COVID Relief support package to protect the Parkour companies.</li> <li>• <b>Impact</b> – Support the recovery of Parkour coaching companies from COVID and enable the community to build back better.</li> </ul> <p><b>Workforce</b></p> <ul style="list-style-type: none"> <li>• <b>Requirement</b> – The employment of a Lead Tutor to support course delivery and provide additional executive capacity.</li> <li>• <b>Impact</b> – Security for the tutor workforce and additional executive capacity to drive the work of workforce subcommittee.</li> </ul> <p><b>Digital</b></p> <ul style="list-style-type: none"> <li>• <b>Requirement</b> – Funds to cover a three year agreement.</li> <li>• <b>Impact</b> – Benefits of GameDay Membership &amp; Events Platform.</li> </ul> <p>The board were supportive of all three areas.</p>	<p>Work with Metro Bank to secure a Bounce Back loan (DN)</p> <p>Work up spending plans for COVID response and workforce (DN)</p>
6. AOB	None	
Proposed dates for next meetings	<p>28 January 2021 between 1330 – 1630</p> <p>25 March 2021 between 1330 – 1630</p> <p>27 May 2021 between 1330 - 1630</p>	