

ACTIVE PARTNERS TRUST ("APT")

a company limited by guarantee: 10876876

Board Meeting

to be held in at the Offices of Geldards LLP,
Number One Pride Place, Pride Park, Derby DE24 8QR,
between 15.30 and 17.30 on Friday 8 December 2017

Agenda

	Agenda Item	Lead	Time
1.	Opening Remarks	Chair	3.30 pm
2.	Apologies for Absence & Confirmation of Quorum	Chair	
3.	Minutes of the APT Board Meeting on 30 October 2017 a) Review and Approval of Minutes (attached) b) Any Actions Arising not otherwise covered in the Agenda	Chair	
4.	Declarations of Interest a. Any Declarations of Interests relevant to the Meeting	Chair	
5.	Formal Record of Previously Agreed Company Set-Up Decisions a) APT Board Skills, Experience & Knowledge Matrix (attached) b) Transition & Succession Plan from initial to full APT Board (attached) c) Written Resolution to confirm 6 APT Board Director Appointments (attached) d) Role descriptions for 4 Vacancies on the APT Board https://www.activepartnerstrust.org.uk/our-jobs	SLF	3.45 pm
6.	Progress Updates on Company Set-Up a. Recruitment of Strategic Directors for Active Derbyshire and Active Notts b. Re-structure of APT Staff Positions c. Legal Agreements for Transfers of Funds & Assets from DCC and NTU d. Funding Agreements for APT with Sport England	IF	3.55 pm
7.	Key Next Steps for Company Set-Up a. Recruitment of 4 additional APT Board Directors b. Change of APT Financial Year/Accounting Period End to 31 March 2018	SLF	4.10 pm

	<ul style="list-style-type: none"> c. Registration with Charity Commission for England & Wales d. Outline of Plans for APT Board & Senior Staff Away Day in January 2018 		
8.	<p>Operational Reports</p> <ul style="list-style-type: none"> a. Directors Report - Progress against Operational Delivery Plans for APT, Active Derbyshire & Active Notts (paper included) b. Status of APT Premises Lease (NTU) & Licence (DCC) c. Progress of APT Financial Management implementation with CA Plus d. Progress of IT Systems implementation for APT with Microtrading e. Progress on set up of Pension Scheme for APT staff through Punter Southall f. Progress of APT Gift Aid Registration with HMRC 	IF/MB	4.25 pm
9.	<p>Governance Matters</p> <ul style="list-style-type: none"> a. Code for Sports Governance - APT Compliance Action Plan b. APT Diversity Action Plan c. Draft Terms of Reference for APT Audit Committee (attached) 	SLF	4.40 pm
10.	<p>Approval of Company Policies</p> <ul style="list-style-type: none"> a. APT Diversity Statement 	SLF	4.55 pm
11.	<p>Identification of Service Providers for APT</p> <ul style="list-style-type: none"> a. Appointment of Independent External Auditors for APT 	Chair	5.05 pm
12.	<p>Risk Management</p> <ul style="list-style-type: none"> a. Review of Updated Risk Matrix & Mitigation Actions for APT (attached) 	IF	5.15 pm
13.	Any Other Business	Chair	5.25 pm
14.	Close		5.30 pm
Date and time of future meetings:			