



Title of Meeting:	Inspire Main Board –Minutes
Location:	Zoom Meeting
Date:	Tues 21st Sept 2021
Time:	5 to 6.50pm
Attendees:	<p>John Cottee – County Council Nominated Director (Chair) Kofi Dennis – Member Elected Director (to be appointed Oct 2021) Liz Guildford– Staff Elected Director Peter Gaw – Chief Executive Officer, Inspire Glynn Gilfoyle - County Council Nominated Director Carol Hanley – Member Elected Director Claire Henson – Member Elected Director Jackie Hewlett-Davies – Member Elected Director (to be appointed Oct 2021) John Hess – Member Elected Director Liz Howell – Co Opted Director (Vice Chair) Margot Madin – Co Opted Director Peter Ware – Co Opted Director</p>
Invited:	<p>Mick Allen – Group Manager Place Commissioning, Place & Communities, NCC Helen Beckett – Chief Finance Officer, Inspire Kirsty Blyth – Assistant Chief Executive Officer, Inspire Katharine Say – Executive Officer & Board Support, Inspire</p>

Agenda No.	Agenda Subject	Action
1.	<p><u>Welcome and Apologies</u></p> <ul style="list-style-type: none"> • Welcome to newly elected members Kofi Dennis and Jackie Hewlett-Davies. • On behalf of the board, JC thanked retiring member Claire Henson for her support and contribution over the last 3 years. All wished her every success in the future. • Apologies received from: <ul style="list-style-type: none"> – Derek Higton – Service Director Communities and Place, NCC 	
2.	<p><u>Minutes of the last meeting and matters arising</u></p> <ul style="list-style-type: none"> • Members agreed that the minutes from 11th May 2021 were a true and accurate record and were happy to approve. Proposed by LH and seconded by MM. • Matters arising – none. 	
3.	<p><u>Declaration of Conflicts and Interests</u></p> <ul style="list-style-type: none"> • In a previous role Liz Howell was involved with BBC Weather Watchers which, as part of the BBC’s Make it Digital campaign, was in partnership with libraries across the UK. • Peter Ware works for Browne Jacobson and provides legal services to Inspire. PW supported the organisation in the initial contract negotiations but has not been involved in the renewal process. 	
4.	<p><u>Board Membership</u></p> <ul style="list-style-type: none"> • PG welcomed Kofi Dennis and Jackie Hewlett Davies to the meeting as observers until they are formally appointed at the AGM in Oct 2021. • A schedule of meeting dates for 2022 will be issued shortly along with committees available for board members to join. 	<u>KS</u>

5.	<p><u>CEO Update</u></p> <ul style="list-style-type: none"> PG presented an update on the health and wellbeing of the organisation against the six priorities of the Forward Plan 2022. Highlights included: <ul style="list-style-type: none"> Progress is being made on the disaggregation from NCC ICT systems and work is taking place across the organisation on scoping a Customer Relationship Management system that will improve the Inspire customer journey. The Board will be meeting on 18th Nov for development session and GG is the interim chair of Learning & Skills committee. ESFA have awarded Inspire Learning an additional £224K for accredited adult learning in 2021/22. Inspire has implemented a smarter working protocol moving away from presenteeism and focusing on productivity allowing for greater flexibility around serviced office bases and home working. Majority of services have now returned to normal and customers are slowly returning. An Ofsted inspection is likely to come at end of this year or early 2022 so increasing preparations. Recovering loss of income is going to be a slow process. Inspire is applying for funds including Arts Council NPO and financial planning for the next four years. A recovery plan and dedicated marketing officer are also in place to increase footfall in level 1 libraries and recruitment of adult learners Community Makers – Inspire’s new volunteering programme will be officially launched on 30th Sept at the Inspire Awards evening – www.inspireculture.volunteermakers.org/ JH asked what lessons should be learnt by Inspire regarding the 3 year delay to separate itself from NCC ICT. PG responded that self-management of IT was definitely the best option for Inspire and that a lot of work had already been done. <p>The board noted the content of the CEO update.</p>	
6.	<p><u>Covid Support Approach to Repayment</u></p> <ul style="list-style-type: none"> KB explained that a version of this paper has already been taken to the Finance & Audit committee. The financial impact of Covid continues and the future is still very uncertain. An analysis of lost income for 2020/21 and forecast for 2021/22 has been carried out which shows the continuing impact on Inspire over time. At previous meetings, members have agreed that where services are funded with public money and income from customers and JRS results in a surplus then this should be returned to HRMC. KB proposed that Inspire should continue to analyse the impact over time and if after review Inspire has made a profit then the organisation would follow requirements and return the surplus. <p>John Cottee, Liz Guildford, Peter Gaw, Glynn Gilfoyle, Carol Hanley, Claire Henson, John Hess, Liz Howell, Margot Madin and Peter Ware noted the financial impacts of Covid and approved the position in relation to repayment of some or all of the JRS.</p>	<u>KB</u>
7.	<p><u>Finance Update and Statutory Report & Accounts 2020/21</u></p> <ul style="list-style-type: none"> HB presented the provisional accounts and financial statements for 2020/21 and confirmed that the surplus remains at £1M including grants and JRS and reduction in expenses from activities. Balance sheet shows a £19M liability overall after the pension scheme and a healthy £5.7M without pension liability. Restricted and Unrestricted Reserves – £2M in Restricted and £1.3M in Unrestricted. Inspire’s Financial Regulations state that the organisation should have funds of £850K so positive news that Inspire has now achieved this. Whilst Covid is continuing, last year’s surplus will help the organisation with the deficit we have budgeted for in this financial year. 	

	<ul style="list-style-type: none"> • Cash Flow for April to July 2021 – overall there is less income and lower expenditure, increased surplus so far but after analysis HB expects these figures to revert to budget. • PG added that for the current financial year, Inspire had set a deficit worst case scenario as Covid has made normal forecasting process unpredictable. • MM noted that the Finance & Audit committee considered these figures at committee and went through them rigorously. There are still so many uncertainties but monthly management reports are being produced and scrutinised and the organisation is still expecting a deficit. • HB confirmed that the audit went better than last year and that the auditors were happy with the work and that there were fewer matters to be brought to the attention of the committee. • JC thanked the auditors, MM HB and the finance team. <p>John Cottee, Liz Guildford, Peter Gaw, Glynn Gilfoyle, Carol Hanley, Claire Henson, John Hess, Liz Howell, Margot Madin and Peter Ware noted the Finance and Audit committee’s recommendation and approved the Inspire Accounts and Financial Statements. The members also noted the July 2021 position FY2021/22 and the Covid position.</p>	
8.	<p><u>Matters Reserved to the Board</u></p> <ul style="list-style-type: none"> • As part of Inspire’s ongoing governance review, PG presented to the board an updated table of delegated and reserved authority for their approval. The amendments were made with reference to best practice from The Chartered Governance Institute. <p>John Cottee, Liz Guildford, Peter Gaw, Glynn Gilfoyle, Carol Hanley, Claire Henson, John Hess, Liz Howell, Margot Madin and Peter Ware approved the amended and updated table of delegated and reserved authority.</p>	
9.	<p><u>Role Descriptors</u></p> <ul style="list-style-type: none"> • One of the items from the Governance action plan is taken from a suggestion in the Charity Governance Code that the board should have role descriptions defining responsibilities for all directors. KB reviewed and condensed the descriptions for Director, Chair and Vice-Chair which should be of benefit to all members especially new trustees. <p>John Cottee, Liz Guildford, Peter Gaw, Glynn Gilfoyle, Carol Hanley, Claire Henson, John Hess, Liz Howell, Margot Madin and Peter Ware approved the role descriptors.</p>	
10.	<p><u>Inspire Policies</u></p> <ul style="list-style-type: none"> • KB proposed the removal of Access to Personal Files as this has now become moribund with the development of data protection legislation. All HR policies have been approved by trade union representatives. <ul style="list-style-type: none"> – Advertising & Sponsorship Policy – approved – Complaints Policy – approved – Code of Conduct Policy – approved – Prevent Policy – approved – Safeguarding Policy - approved • KB highlighted the importance of the Safeguarding & Prevent policies and these will continue to be reviewed annually as they are continually being updated. • JH commented that the policies were all very detailed and thorough and wanted to know the mechanism for communication with staff. KB explained that all policies are tracked on a spreadsheet and all policy updates are included in the staff bulletin as well as being updated on the Inspire intranet. The board discussed ensuring staff remain up to date and whether staff were given guidance on safeguarding issues such as an unsupervised young child. KB explained that in this regard Inspire use guidance issued by ASCEL (Association of Senior Children’s & Education Librarians) and if staff have any concerns then they escalate through the appropriate channels and that staff are 	

	<p>empowered to raise any concerns. LH noted that the Safeguarding & Prevent training would be beneficial for new board members and KB confirmed that it is already part of their induction programme. Members agreed the training was extremely useful for all and should be updated regularly.</p> <p>John Cottee, Liz Guildford, Peter Gaw, Glynn Gilfoyle, Carol Hanley, Claire Henson, John Hess, Liz Howell, Margot Madin and Peter Ware approved the policies and agreed to the removal of the Access to Personal Files policy.</p>	
11.	<p><u>Buttermarket Learning Centre</u></p> <ul style="list-style-type: none"> • PG presented a business case regarding the opportunity to lease space at the Buttermarket with the objective to create capacity to increase Inspire’s delivery in the Newark area. There is unmet and growing demand for additional learning and cultural programmes. The building is serviced and allows for an evening programme. • Courses will be offered from April 2022. A manager will be appointed to oversee the Buttermarket and Towns Fund projects in Kirkby In Ashfield and Sutton In Ashfield. • Opportunity to use Inspire’s reputation to gain new audiences. • Inspire have considered the range of courses already offered by Newark College so the Inspire’s offer is not in competition and meets the needs of the community. Inspire are looking to fill unmet demand, high levels of adults with no paper qualifications so looking at offering non accredited courses that will provide access to higher levels of learning. Inspire are also working with colleagues at YMCA and NC so not in a competitive relationship and already starting to refer learners to one another. • PG explained that the loss of income from the library meeting room will be quickly made up as there is a waiting list for community use. • GG noted the importance of the research done by IB (report made to Inspire Leadership Team in Aug) to support which courses will be offered and why. • JH asked whether there will be scope for performance space. PG stated that the current plan will allow 3 large classrooms and probably be for small group work but be available to young people from Inspire Youth Arts and Inspire Music. <p>John Cottee, Liz Guildford, Peter Gaw, Glynn Gilfoyle, Carol Hanley, Claire Henson, John Hess, Liz Howell, Margot Madin and Peter Ware agreed to a lease with NSDC to run for four years (April 2022 – March 2026) coterminous with the Inspire contract with NCC and to create a single identity for the centre and provide a range of learning courses and other cultural and community activities.</p>	
12.	<p><u>Safeguarding Incident Report</u></p> <ul style="list-style-type: none"> • An action from the February board meeting was to align Safeguarding reporting with a review of policy. KB presented a report on the last 6 months and from now on the report and policy review will be aligned and annual. • The latest report details similar outcomes to those listed in February. All reported incidents were in Inspire Learning and are largely related to mental health, well-being and relationship issues. • There is ongoing work to monitor trends and keep developing skills of tutors in order to respond and meet the needs of the young people. • Andy Ashley – Safeguarding Lead has met a couple of times with GG and the Safeguarding working group are looking at packages specifically for music teachers and suitability for expansion in other areas of Inspire. GG agreed that meeting with AA prior to board meetings would be useful in order to bring any matters to members’ attention. • Inspire also looking at Ofsted report on systemic abuse of young people throughout education. Expect this to be an area of focus at next inspection. Inspire must continue to be proactive and work with learners to make sure they know there are safe ways to report. 	

	<ul style="list-style-type: none"> CHenson informed the board that her area of work was with young people and mental health of young people and that there is a whole network of support and advisors. CH to share details. <p>The board noted the content of the report.</p>	
6.15pm	JC had to leave so LH vice chair continued.	
13.	<p><u>Changes to Inspire Rules of the Society</u></p> <ul style="list-style-type: none"> KB proposed minor changes to Inspire’s Rules of the Society to enhance clarity over regulation. It is proposed that this, along with the rule change allowing for the Board to agree a third term of office for an Elected or a Co-opted Director in exceptional circumstances (approved at May 2021 meeting), will be put to the members for approval at the Inspire AGM on 13th Oct 2021. CHanley suggested some notes in the AGM papers might help clarify the position to members. KB has provided JC with a script on the night but will review again in light of comments from this meeting to ensure members are informed before voting. <p>Liz Guildford, Peter Gaw, Glynn Gilfoyle, Carol Hanley, Claire Henson, John Hess, Liz Howell, Margot Madin and Peter Ware agree the changes to the rules, that the proposals are put to the AGM to be passed as an extraordinary resolution (requiring 75% of those present to agree) along with the proposed rule change regarding number of terms of office and the changes are then registered at FCA</p>	<u>KB</u>
14.	<p><u>Inspire Learning Overview and Update</u></p> <ul style="list-style-type: none"> IB provided members with an update on Inspire Learning activities giving a service breakdown and matching Ofsted reporting headings. Note that the figure on p151 of should be Programmes for Young People = £1.2M pa Inspire Learning is governed by Ofsted and currently holds a ‘good’ rating but Inspire can’t be complacent as the new education inspection framework will require more effort to keep the good rating. IB highlighted the three elements of the new IEF that the service considers: <ul style="list-style-type: none"> – Intent – why are we doing the courses, who’s needs are we meeting? – Implementation – how do we know they are learning? – Impact - what difference has the learning made on people’s lives The committee responded very positively to the report and the learning that the service delivers. There were 240 young learners last year and around 4,000 adult learners, in comparison to a normal year of around 7,500. Members asked how the service had responded to the July 2021 Ofsted Inspection of the Apprenticeship provision rating of ‘requires improvement.’ Staff are now working through the key findings and creating a focussed and responsive action plan. Ofsted will revisit early next year to check on progress but will not regrade. GG commented that it was a good development to have a Learning and Safeguarding lead but that involvement of other board members is also key. He urged members to work with IB to see courses, visit learning sites and to record this. Members agreed that experiencing learning and other Inspire activities should be part of their board duties and also included in their induction. PG agreed that participating is a fantastic way to see the impact Inspire has, involvement with Inspire committees is just one way to get involved. KD happy to facilitate any workshops. <p>The board noted the content of the report.</p>	
15.	<p><u>Risk Log</u></p> <ul style="list-style-type: none"> The only change to the Strategic Risk log was the addition of the Ofsted inspection and the outcome is less than good. Actions have been taken to mitigate this and an update highlighting the learning provision will be presented at the next meeting to keep members apprised of progress. 	

	The board members present noted the content of the Strategic Risk Register.	
12.	<u>Committee Minutes and Reports</u> <ul style="list-style-type: none"> • TOR been reviewed and updated – approved • Music, Culture & Heritage Committee - noted 	
13.	<u>A.O.B</u> <ul style="list-style-type: none"> • None 	
14.	<u>Forthcoming meeting and events</u> <ul style="list-style-type: none"> • Board Development - Thurs 18th Nov, 4 to 5.30pm, venue TBC • Main Board meeting - Tues 23rd Nov, 5 to 7pm, venue TBC • An Inspired Christmas Concert – Mon 6th Dec, 7 to 9pm at Royal Concert Hall, Nottingham and online 	
15.	<u>Meeting Review</u> <ul style="list-style-type: none"> • Opportunity for chair/vice chair to discuss all aspects of the board meeting – timeliness, communication, quality of papers and opportunity for discussion and debate. • First blended meeting went well apart from those members all in the room being able to raise their hands in the same unobtrusive way as on Zoom. 	