

<b>Title of Meeting:</b>	<b>Inspire Board –Minutes</b>
<b>Location:</b>	<b>Beeston Library &amp; *Teams Meeting</b>
<b>Date:</b>	<b>Tuesday 25<sup>th</sup> November 2025</b>
<b>Time:</b>	<b>4 to 6pm</b>
<b>Attendees:</b>	Sophie Collier - Member Elected Director Mark Dorrington – Member Elected Director *Vicki Dunstall – Co Opted Director Peter Gaw – Chief Executive Officer, Inspire John Hess – Co-Opted Director *Jackie Hewlett-Davies – Member Elected Director Cllr Dawn Justice – NCC Appointed Margot Madin – Co Opted Director, chair Diana Meale – Member Elected Director Emma Pitchford – Staff Elected Director
<b>Invited:</b>	Margaret Anderson – Chief Finance Officer, Inspire *Chris Chadburn – ICT Manager, Inspire Kirsty Ellis – Assistant Chief Executive Officer, Inspire *Aidan La Mola – Commissioner, NCC Carol Newman – Director of Culture, Inspire Katharine Say – Executive Officer, Inspire Rebecca Streets – Youth Arts Manager, Inspire

<b>Agenda No.</b>	<b>Agenda Subject</b>	<b>Action</b>
1.	<b><u>Inspire Youth Arts Spotlight</u></b> <ul style="list-style-type: none"> <li>Rebecca Streets – Inspire Youth Arts Manager gave a presentation (appendix 1).</li> <li>DM was pleased to see that The Old Library (TOL) in Mansfield is being used and asked if there were any plans for upkeep of the building. PG replied that now the extent of the urgent work is known then Inspire can start to work on a plan and this may be part of future board fundraising work.</li> <li>JH asked if there could be an event like Light Night bringing everyone together for a festival celebrating 10 years of Inspire. PG replied that unfortunately, Light Night has not been funded this year and is in the city, however, 10 year celebration planning is underway.</li> </ul>	
2.	<b><u>Welcome and Apologies</u></b> <ul style="list-style-type: none"> <li>Apologies received from:               <ul style="list-style-type: none"> <li>Richard Darrington – NCC Appointed</li> <li>Claudine White – Head of Communities, Culture and Protection, NCC</li> </ul> </li> </ul>	
3.	<b><u>Minutes of the last meeting and matters arising</u></b> <ul style="list-style-type: none"> <li>Members then agreed that the minutes from 16<sup>th</sup> September 2025 were a true and accurate record and were happy to approve.</li> <li>Matters arising – none.</li> </ul>	
4.	<b><u>Declaration of Conflicts and Interests</u></b> <ul style="list-style-type: none"> <li>DJ noted she is a councillor for Nottinghamshire County Council (NCC).</li> </ul>	
5.	<b><u>CEO Update</u></b> <ul style="list-style-type: none"> <li>PG presented his report for September to mid November 2025 that relates to the Inspire Forward Plan and highlighted some of the many events, activities, results and developments.</li> </ul>	

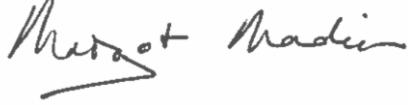
<ul style="list-style-type: none"> <li>• <u>Dynamic Inspire</u> – Learning Management System implemented at the end of August has transformed the learner journey and provided an easy and efficient way of payment.</li> <li>• <u>Inclusive Inspire</u> – process started for Investors in Diversity reaccreditation, helping the organisation to be more open by following the FREDIE principles – Fairness, Respect, Equality, Diversity, Inclusion and Engagement.</li> <li>• <u>Sustainable Inspire</u> – TOL requires significant investment, owned by the Welbeck Estate and leased by Nottinghamshire County Council (NCC). Sutton in Ashfield library has several structural issues, working with NCC to look at a range of options.</li> <li>• <u>Finances</u> – correction the outturn for 2025/26 is a deficit of £89k.</li> <li>• <u>Highlights</u> <ul style="list-style-type: none"> <li>- Inspire Awards - showcases the impact that Inspire makes.</li> <li>- Christmas markets – across 9 libraries.</li> <li>- Knitting Challenge 2025 Celebration</li> </ul> </li> <li>• <u>Health &amp; Safety Executive (HSE) incident at Newark Library</u> - report issued by NCC Health &amp; Safety Advisor and reported to HSE. MM was informed. KE and library team commended for care and response of customer.</li> <li>• <u>Funding Awards</u> <ul style="list-style-type: none"> <li>- Department for Science, Innovation &amp; Technology for development of entry level digital skills.</li> <li>- Discover Creative Careers project to support entrants into archives sector.</li> </ul> </li> <li>• <u>Funding Applications</u> <ul style="list-style-type: none"> <li>- British Library 'Library On' funding bid unsuccessful.</li> <li>- Homes for Ukrainians – NCC has moved to tender process and Inspire intend to bid to supply English for Speakers of Other Languages (ESOL).</li> </ul> </li> <li>• <u>Local Government Reorganisation (LGR)</u> – building on discussions and scenario planning from board development session away day. A full report will be presented at the main board meeting in February.</li> <li>• <u>Board Membership</u> <ul style="list-style-type: none"> <li>- Learning &amp; Skills Committee - EP agreed to chair the Learning &amp; Skills committee and requested a finance session with MA.</li> <li>- Safeguarding Champion - DM agreed to be the board safeguarding lead and will liaise with Michael Reid and Pippa Guthrie.</li> <li>- Vice Chair – MD expressed an interest and members approved.</li> <li>- Finance &amp; Audit Committee – PG requested RD to join, awaiting a response.</li> </ul> </li> </ul>	<b>EP/MA</b>
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**The board noted the progress of the organisation and range of issues.**

6.	<p><b>Finance Update</b></p> <ul style="list-style-type: none"> <li>• MA presented period 6 management accounts for April to September 2025. The reforecast shows a deficit of £89k which is a £38k better position than the originally budgeted deficit of £127k and £20k better than the September reforecast. Savings have been made as a result of restructures, review of Music service offer and staffing savings due to the delay of ICT separation from NCC.</li> <li>• MA asked members to note these figures include the impact of service reviews which will reduce staff costs but in the short term have led to redundancy and pension strain costs which are likely to increase with phase 3 of the Learning service review. Redundancy costs also include the withdrawal of service at Dukeries College and will not be funded by NCC.</li> <li>• These figures include the national local government pay award estimate of 3% so the next set of accounts will include the 3.2% award.</li> <li>• MA noted that Learning is expected to make a substantial contribution to their restricted reserves this year but this is due to one off projects and will even out over the next 3 years. Designated Funds are planned to spend down largely on book fund and Customer Relationship Management (CRM). New Burdens are scheduled to happen.</li> <li>• JH asked for more information regarding Dukeries Library. PG explained that Inspire provides a public service to the college library but usage has declined by 90%. The Dukeries Academy is planning a new school building and will not be including a public</li> </ul>
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	<p>library facility due to security and safeguarding requirements. KE explained that around 60 households will receive letters informing them of the change and opening hours and wide range of activities at Ollerton. ALM added that the local councillor has been briefed.</p> <ul style="list-style-type: none"> <li>• JH asked how the East Midlands Combined County Authority (EMCCA) funding works. PG explained that the adult learning grant comes through NCC plus a range of other streams that we submit on behalf of NCC and College programme funded by Department for Education (DfE).</li> <li>• MA presented the Medium Term Financial Plan through to March 2028 and explained that the biggest change relates to Music Teaching. Previously the service had a bleak outlook however, Lucy Reid (Music Teaching Manager) has identified ways to improve the financial situation which has resulted in a much improved outlook. PG added that the new music booking and pay system has increased efficiency, cash flow and instrument loan.</li> <li>• PG advised that MA will be working on clearly identifying where the reserves will be used.</li> <li>• The Education Library Service (ELS) manager and team are hoping to see improvements by reworking the school offer. JH asked about getting buy in opportunities from schools for library and music services. KE explained that the organisation has done work on the whole school offer and the new ELS manager, Music Manager and CN will be looking at promoting opportunities together.</li> <li>• JHD enquired about the news item that each school will receive £1,400 to invest in books and asked if there were any opportunities for Inspire. PG assured that Shamara Sadler (ELS Manager) will be aware and following up on any options to grow the service.</li> </ul> <p><b>The board noted the contents of the report.</b></p>	
7.	<p><b><u>Risk Log</u></b></p> <ul style="list-style-type: none"> <li>• KE explained that each risk area is reviewed by the leadership team every quarter and summary report presented at each board meeting.</li> <li>• Members reviewed the risk log and noted: <ul style="list-style-type: none"> <li>- Lowered - Financial risk, impact of changes in Teachers Pension contributions rate and reduction in funding and impact on recruitment and retention.</li> <li>- Raised – Potential impact of LGR.</li> </ul> </li> </ul> <p><b>The board noted the risk register.</b></p>	
8.	<p><b><u>Environmental Sustainability Update</u></b></p> <ul style="list-style-type: none"> <li>• KE presented the annual report and explained that sustainability is one of the organisations' four main themes and is expected from some of Inspire's funders, particularly Arts Council England (ACE).</li> <li>• KE explained that the policy is still fit for purpose and a sustainability and environment action plan sets out Inspire's approach to reduce consumption of energy and resources and raise awareness of environmental issues. There are green champions and recycling facilities across the service and KE attends NCC's Sustainability board.</li> <li>• JH enquired if Inspire uses solar panels. KE confirmed there are some at Arnold, Archives Sutton in Ashfield and Inspire HQ.</li> </ul> <p><b>The board noted the contents of the report.</b></p>	
9.	<p><b><u>Cyber Governance Presentation</u></b></p> <ul style="list-style-type: none"> <li>• Chris Chadburn - ICT Service Manager gave a presentation (appendix 2).</li> <li>• Board members have read the Cyber Governance Code of Practice. CC and Ruth Imeson provide an annual Cyber, Data and ICT Assurance report to the Finance &amp; Audit Committee.</li> <li>• EP suggested it would be very useful to share the report and risks with staff. SC added that she had found fake phishing challenges sent by ICT department an effective way to increase staff awareness and change behaviours.</li> </ul>	

10.	<p><b><u>NPO Investment Principles</u></b></p> <ul style="list-style-type: none"> <li>• CN presented a report on the 2025/26 Investment Principles Plan. As part of NPO funding Inspire is required to support 4 principles adopted by board in 2021. Members were asked to review progress made in quarter 2. CN explained ACE require the plan for release of funding payment and that each year Inspire sets ambitions and actions which are brought to the board for discussion and approval.</li> <li>• CN informed members that good progress had been made against 3 of the 4 principles apart from Dynamism which is due to the delayed CRM but will be put out to procurement in January 2026.</li> <li>• Members noted: <ul style="list-style-type: none"> <li>- Commencement of a project to review the deployment of the mobile library service.</li> <li>- Election of a new Staff Elected Director - Emma Pitchford, and appointment of a new Co-Opted Director - John Hess, to the Inspire board.</li> <li>- Commencement of process for reaccreditation for Investors in Diversity award.</li> </ul> </li> </ul>	
14.	<p><b><u>Committee Reports and Minutes</u></b></p> <ul style="list-style-type: none"> <li>• Culture &amp; Heritage Committee – 22/09/2025</li> <li>• Nottingham &amp; Nottinghamshire Music Hub Partnership Board – 29/09/2025</li> <li>• Learning &amp; Skills Committee - 13/10/2025</li> <li>• Staffing &amp; Standards Committee – 05/11/2025</li> <li>• Finance &amp; Audit Committee – 18/11/2025</li> <li>• PG confirmed that JH will provide feedback, including finances, from the music hub partnership board to the main board as Inspire is the Hub Lead Organisation (HLO).</li> </ul> <p><b>The board noted the reports.</b></p>	
15.	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	
16.	<p><b><u>Forthcoming meeting and events</u></b></p> <ul style="list-style-type: none"> <li>• Tues 10th Feb 2026, 4 to 6pm – Notts Archives &amp; Teams</li> <li>• Tues 12th May 2026, 4 to 6pm – Beeston Library &amp; Teams</li> <li>• Tues 15th Sept 2026, 4 to 6pm – Worksop Library &amp; Teams</li> <li>• Tues 24th Nov 2026, 4 to 6pm – Beeston Library &amp; Teams</li> </ul>	
17.	<p><b><u>Meeting Review – opportunity for chair/vice to discuss all aspects of the board meeting</u></b></p> <ul style="list-style-type: none"> <li>• As a new member to the board, EP commented that there is a lot to digest in a short space of time. MM advised that questions can be sent directly to the author of a report. PG encouraged all members to raise any questions and advised that the service spotlight may be moved if more time required on another agenda item.</li> <li>• MD noted that the cyber governance report was very informative.</li> </ul>	

<b>Noting of approved minutes</b>	
Name:	Margot Madin
Signature:	
Title:	Chair of Inspire Board
Date:	22/12/2025