

Minutes - March Board 2017

Date of Meeting	22/03/2017
Location	Eversheds
Present	Chair, P Abrahams, T Cadman, C Halsted, C Oliver, G Palmer, A-C Sallaba, B Speight, J Troiano, P Wedge
In attendance	CEO, D Moseley, K Robinson

1. Introduction

Apologies received from Janet Campbell.
There were no new Declarations of Interest.
There were no interim Board decisions.
All documents available in dropbox.

Board Action Items:

Item 2 - done, 5 - done (BS suggestions to go in the next club digest), 6 - up to date until December 2016, 7 - to do, 8 - to do, 11 - to do.

Minutes of last meeting agreed and actions carried forward.

2. Finance

Part 2. 17-18 Budget

Budget has not changed from the last Board presentation it is on the agenda so Board can formally pass it.

The deficit remains just under £8,000.

JT agreed the budget is a terrific budget, which is testimony to the staff who have worked on it.
CEO - we have mitigated the effect of the reduced Sport England funding by profiling a year in year reduction in the expenditure over 4 years. The pressure is on to replace this income to sustain the organisation and potentially plan for a significant reduction in SE funding from 2021.

Management accounts - no material change. The year-end figures will be finalised in a few months, we are on course to achieve a small deficit as reported and agreed in the last meeting.

We have received our signed letter of intent from Sport England.

Talent; BF have been awarded half a million for the first two years. The Talent Programme will be measured on results including athlete results over that period. If the programme does not deliver results funding will not be continued. This needs to be taken into account in our approach to our Junior programme. We need to be explicit to the membership on this.

The next stage is to agree the KPI's, which will be agreed in June. We are investing across all six weapons.

Part 2. Transition update

This is progressing in line with the agreed transition arrangements with UK Sport team. There are no major concerns or liabilities to the organisation.



3. Coaching & Workforce Development Strategy: Coaching Development - The Coach's Journey

Steve Kemp/Coach Development Manager then presented the new Coaching Development Framework and talked through the coach's journey.

Board agreed the work is a great piece of work.

There then followed a discussion on the work and the practicalities and positives of it.

The Board thanked Steve for a great job.

CEO informed the Board that the work in this area continues to be funded by Sport England and will have associated KPI's to be agreed with Sport England.

4. 2016 On-site Governance Audit Results

Moore Stephens document circulated to the Board
Highlights are we have achieved a green audit status for the first time.

Follow up actions that were identified by the auditors.

1. Improve the appointment process of elected Board Directors to ensure appropriate skills are present
2. Add a reputational risk to the risk log, regarding Director behaviour

3. Consider production Monthly management accounts

The new finance system will address this, once in place Board will receive monthly management accounts.

4. Include a balance sheet as part of the Board package

This has already been addressed and done.



Board noted the Governance Action plan.

5. Governance Items

TM, CH, PA left the meeting for the next item.

Elections Timetable and Announcement

Vision Mission and strategic objectives updated.

The Board discussed the equality, diversity and skills and experiences make-up of the Board.

The Board agreed that efforts should be made to ensure that the Board retained or improved the gender balance. Currently 40% of the Board is female.

The Board agreed that efforts should be made to increase Board representation from ethnic minorities and the 18-35 age group.

Based on the Board skills matrix, the least represented skills and experience areas (once standing down Directors are discounted) are legal, marketing and communications, education and volunteer management, medical, welfare and disability sport.

The skills matrix spreadsheet is on Dropbox for Directors review – comments and updates to be sent to Head Office.

The Board was asked to agree the timescale, the Election announcement and to formally approve the reappointment of Teddy Bourne BF Electoral Officer.

Risk Log

The risk log had been circulated – New risk already discussed under on-site audit.

Insurance Proposals

There was an in-depth review of insurance arrangements 12 months ago done with the support of Directors. A new insurance broker was found and new policies put in place with new underwriters. The CEO recommended the current arrangements with Bluefin should continue. There will be a small reduction in cost taking into account the end of the WCP.

Conflicts

Action - All Board members to review the log and send confirmation/changes by Wednesday 29th March 2017.

Equality & Welfare

The Equality Surveys will be sent around prior to the next Board meeting. All Board Directors should ensure that they complete the survey when it is sent around. [REDACTED]

Financial and Reserves Policies, Delegated Authority

All policies have been rebranded. The business continuity plan had been updated to reflect the loss of the WCP.

Board is being asked to approve the policies.

Decision - The Board approved the policies and agreed the delegated authority to the CEO

Organisation Chart

The CEO presented the organisation chart which reflects the Board strategies and strands.

We will be appointing a marketing and communications intern to manage day to day social media and community engagement.

Chair noted that there had been a lot of change, the CEO and her team is stretched. The Board needs

to be sensitive to that and work together to prioritise strategic initiatives at Board level.

6. Break

7. Board Strategy Communication

Chair asked the Board if they were happy that the Performance Pathway communication reflects the strategy.

[REDACTED]

[REDACTED]

Board agreed that BF should communicate the document through a membership and club email and on the website.

8. Board Priority Strategies and Tactics

The Chair noted that it was the last Board meeting of the financial year. The success at the end of next financial year will depend on how well we perform against the 12 key strategic points/objectives, which will also be the CEO's objectives for the year subject to a discussion.

Governance

Governance Code – little to report. Waiting for questions from Sport England.

Communications Strategy - 90% documented, CEO will send draft to PA and then to Board for wider comment

Action to change elections is with the 3 Directors concerned.

Updates for nominations committee TOR will be at next AGRC.

Events Update

Events – We are close to having a sponsor for the Nationals, positive discussions via email and waiting on a signed agreement. It will be the <Company Name> British Championships. It has not been finalised as yet.

Camden International will be privately funded, run by Camden but still badged a BF event.

School Games – BF have handed over the School Games to the Home Countries and will no longer be involved.

Proposal from PA

PA presented his proposal designed to reduce loss in events by looking at ways to encourage more people to attend events. The proposal is no there should be no cut in the Junior and Cadet Nationals this year and next year we increase the fees by £5.00.

CEO – The exec team have already implemented a number of changes as agreed by the Board and propose to run with what we have in place this year to see the effect of these changes, then look ahead for changes next year. At this moment we do not know what affect this proposal would have on the timetable and entry limits.

JT agreed we should see what happens this year but be open minded next year.

Chair – can we plan ahead and look at the pricing going forward.

Sustainability including Commercials

Commercial products and services are moving along.

SE Funded Participation & Projects

SE funding has already been discussed.

Club & Membership

Club and Membership – a new competition and ranking model is being worked on.

Will table a proposal to membership on the automated rankings.

The proposal to have different ranking lists: an A rankings for fencers seeking Euro and World selection, a National Division 1 and a National Division 2 then a regional rankings. We will also introduce classification but need a consultation on how we introduce it.

Working with the Home Countries on a GB cup competition geared towards regional fencers.

If Board Directors have questions please speak with the CEO outside of this meeting.

CEO will work with PA and Peter Howes to put together a detailed proposal.

9. CEO Information Items

10. AOB

Crowd Funding has raised £15,000 so far.

President's candidature for EFC commission will be taken off line.

Awards dinner – request circulated.

PW asked the Board to minute thanks to the WCP Team and for all the work they had put into making the programme a success. Board thanked the WCP team.

CEO thanked FIE for the award of another World Cup in the form of the women's foil event to add to the men's foil event.

The meeting closed at 20:15