



Minutes – March Board 2015

Date of Meeting	26/03/2015
Location	Beazley
Present	Chair, T Cadman, J Campbell, A Orge, G Palmer (on phone), G Paul, B Speight, P Abrahams, C Oliver, J Troiano
In attendance	CEO, D Moseley (Finance Item Only)

1. Introductions & Apologies/New Declarations of Interest

The Chair welcomed everyone to the meeting. He noted this was a “Directors only” meeting, for which he suggested there should be an informal style. CEO proposed, and the Board agreed, that the minutes should deal with Action items only.

DT apologised for the absence of David Sales, who was invited to attend, but who apologised for a diary error. A further invite will go to DS for the May Board meeting.

There were apologies from CH, AO and WP.

Action – Chair to arrange future attendance of DS as appropriate.

2. New Declarations of Interest/New Risk Management Items/Urgent catch up items

One new Declaration of Interest came from CO, who has applied to work on a project for BF; the CEO and Chair were aware and advised that the conflict can be managed. The CEO noted that the supplier identification and selection process is being carefully managed with advice from NomCom and UKSport.

There were no Risk Management or Catch up items.

GU drew attention to the lack of responses by Directors to her request for Board members to sign off on their induction - ie that they had read and understood various BF policies; only JC had returned her form. She explained the task clearly, stressing that this was part of Director duties; all agreed to respond urgently, and PA and JT returned their forms during the Board meeting. JC noted that the title of the form implied the form would only ever be completed once and the Board agreed that members should sign a document like this on a periodical basis, irrespective of when they had completed an induction.



BRITISH FENCING

Action – Remaining Board members to return their forms

Action – CEO to create a newly titled version for periodical sign-off

3. Finance - BF Budget 2015-16

DM took the Board members through the various sections of the budget. He drew attention to specific changes from previous budget drafts. Directors discussed and agreed the need for membership fee increases during the year, but noted that it remained impossible yet to predict when proposals could be finalised - or to assess the impact of changes to the membership scheme.

On JT's proposal, on behalf of the AGRC, the Board agreed to increase the draft budget to reflect staff pay increases and the continuation through the year of the administrative support for the CEO.

Also on behalf of the AGRC, JT proposed that the Board accept the budget as revised; this was agreed by the Board.

On the Board's behalf, the Chair thanked the CEO, DM and staff, and the AGRC, for the hard work on BF finances and budgeting.

Action: DM to amend the budget as agreed by the Board.

4. Development

Directors had a free discussion of the recent Board Awayday, at Cranfield; all agreed this was an excellent experience, which brought very good outputs. CEO brought members up to date with progress on the strategy, from which there will be one page summaries of each part of the strategy available for the June Board meeting. Directors agreed the Board should have an annual Awayday, to review strategy and progress; the Chair said he and the CEO would prepare this for January 2016.

Action: CEO to create 1-page strategy summaries

Action: Chair/CEO to plan for January 2016 Awayday.

5. Performance

JT and CEO noted that the Beazley risk had become reality; the Log would be adjusted.

At JT's request, the CEO agreed to reorder the Risk Log in order of probability; CEO will circulate to the Board the revised document.

Action CEO to amend Risk Log and re-order.



6. CEO Report

GU picked out items from her report - progress with Sport80; the Leadership training, now funded by UKS; Safeguarding, where the Board noted that BF had passed the Advanced level (with caveats);

The BF Board noted the current-high level organizational structure and after a brief discussion agreed that it was fit for purpose and that the details of staffing were a CEO/exec responsibility.

The Board noted the format of the CEO report.

7. AOB

At the CEO's suggestion, the Board reflected on its own diversity and how representative the BF Board was of the community it serves. The Board concluded that for now it was in effective shape, based on the information currently available. The Board requested that the topic be tabled for a future Board agenda once the 2015 Equality survey results were available.

Action: Chair/CEO to plan future Board discussion, with appropriate insight and data.

Chair thanked everyone for their attendance and closed the meeting at 20.02.

Date of next meeting – 20th May 2015, 2 pm at OfCom
(Safeguarding training at 12.30pm, Grow Group 11am)
