BOARD MEETING

8 AUGUST 2024 (2:00PM-4:00PM)

1. Opening Remarks (JPR)

- Best wishes were passed to Emma Foden.

2. Apologies and Declarations (JPR)

In attendance

- Jules Parke-Robinson (Chair); Emma Calvert, Sam Whale, Kirstin Furber, Chris Hassell, Kevin Analuwa, Joe Bestwick, Clare Griffiths (until 3pm), Frances Kremarik. Justine Baynes (CEO), Ali Smith, Jo Rutavicius and Tina Shepperson (for minutes).

Apologies

- Tanya Harris, Emma Foden, Andy Wright and Diccon Edwards.

Conflicts of interest:

- CH – Coventry; JB - Jaguars and University of Nottingham; CG - Loughborough Lightning and BEAA board member; FK – Referee.

3. Minutes and Matter Arising (JPR)

- Board Minutes 07.05.24
- All matters closed out except for discussions with Emma C about coaching in cricket, NOMS looking at the policy of the reinstatement of members and connecting to discuss security in Paris which are still ongoing. Security will be completed by the end of August and a further action surrounding documents for the club conference is no longer required.

4. Appointment of New Board Member (JPR)

- The board were unanimous in accepting the recommendation of Noms to appoint Andy Wright to the board in the position of Commercial Director with effect from 8th August 2024.
    - *Action – New board appointment to be registered.*

5 RAG report

- The commercial strategy it to be split into two strands – commercial partnerships and trust and foundations.
- A new people plan is being created as the actions on the current one have all been complete. This will link to a piece of work around culture and behaviours for the organisation and the wider WBB community that will be delivered in the final quarter of the year.

- Work on the Digital Architecture project is underway with UK Sport, but JB noted that she is concerned about the time this project is taking. The current licence with PlayWaze ends in July 2025 and so any new system needs to be in place in time for the new membership registration period that opens on June 1 2025. A tender process will be required for this project and CH has offered to support.
- Registrations for teams in the leagues and IAG leagues are going well, with more teams than ever registered to play in Women's League.
- An area of concern is the management of coaching in the pathways – there are now regular coaching camps that are organised well into next year, and interviews will be held next week for coaches for the English regions. However this area remains a risk given the number of coaches that are coming forward – this will be a focus post-Paris.
- There have been large gains in social media with a growth of 84% on Instagram from Jan – June and 44,000 views on TikTok. Facebook is not a growth area for us – it is a channel that we supply but our target market is on Instagram and TikTok.
- JB thanked the board members for their support at National Champs, Junior Champs and Conference – it is very much appreciated by the staff team to have so much support from the board.

6 Dashboard (JB)

- Any changes were highlighted in purple and key points to note are:
  - An extra line has been added in surrounding the work being done on diversity.
  - The international CEO network has been removed as BWB want to focus on other areas of international influence, such as supporting the IWBF with a project to reform their competitions and bidding processes.
  - There are some new control actions around making the reputational risk more targeted.
  - There are no significant changes in risk scores.

7. Sub Committee Updates (JPR/SW/EC)

- NOMS - There is a discussion required as to how subcommittee meetings are communicated to the board. With the new appointment, the board is now full with 12 members. An AGM will be held online before the end of the year and the timing of this will be reviewed for 2025. Work is currently being done on benchmarking renumeration for staff packages. In line with the process for Non-Executive Directors, there is no requirement for Sporting Directors to be nominated by membership in order to be re-elected to board for a further 4-year term.

- PAC – The women are currently in camp, and the men are due in camp next week. There is a lot of clarity on performance goals and the experience that Paris will provide, though some logistical issues are still being worked on. UKS have made a 25% cut in workforce and this is expected to extend to UKSI and a funding shortfall is expected as a result.

There will be a further meeting Sept/Oct regarding HPP's and input from board was requested. There will also be a Paris review in the first week in October.

- FRAG – Details of discussions at FRAG were to be covered later in the meeting. Thanks were passed to AS for her work in condensing the coding system and simplifying it. There has also been a huge amount of work completing in reducing contingency costs.

    - *Action – PAC meetings to be set up for the end Sept/Oct.*

8. Paris Update (JB)

- An update was provided on behalf of Diccon Edwards. The men have all had 4-6 weeks rest, so the first camp was a very positive one and they are shortly off to the Netherlands and then onto Germany. The women are in camp this week and two key players have been given the all clear to do contact training. The women have recently played against the Canadians where they won two and lost one game. Positive comments were made surrounding the fitness of the players and their mindset is also in a great place. Terry Bywater will be completing in his 7th Paralympics and is the only male athlete to achieve this. The feedback from the Juniors playing against the Seniors had been very positive.
- A crisis plan has been developed to cover communications and decision making in the event of a crisis. The BPA would lead on any major event but our own plan covers the actions of our team. A session on scenario planning for potential risks will be undertaken, involving a number of board members.
- A number of board members will be in Paris at different times and TS has coordinated who will be there, and when. JPR to share with the board and meet ups to be planned where possible.
    - *Action – Scenario planning meeting to be set up with SW, JPR, CG, TH and JB.*
    - *Action – Paris meet up to be scheduled.*

9. Budget for Approval (AS)

- The current budget was presented to the board. Restricted funds are being reconciled and further funds need to be added in such as bank charges and marketing. It is currently showing a deficit of £85K and funders will be spoken to with regards to repurposing funds but there are no concerns regarding this. It was stressed to the board that the budget was very accurate and that the 2025 will be brought to board for approval at the next meeting in November. It was suggested that budgets should be linked to outcome more and this will be part of the new strategy.
- **The board were unanimous in their approval of the budget.**
    - *Action – 2025/6 budget to be approved at November board meeting.*

10. Q1 Management Accounts (AS)

- Codes have been reduced from over 1K to 142. The structure of the management accounts has been aligned to agree with the financial accounts. A lot of contingencies have been removed but carry forwards remain high and will be actioned. There has been a significant reduction this quarter in funds held in the bank which is largely due to

National Champs, but this will recover. Further work needs to be done on splitting international competition and training costs. There has been an overspend on the juniors, but this should even out by the end of the year and an underspend on staff costs is also being addressed. Back-office costs are on budget.

11. AOB (JPR)

- A discussion took place on external malicious activity.
- The new strategy has been worked on and the four spokes are now in place. Next step is to create a visual representation of this and also to create a four-year strategy and annual operating plan from April 2025-March 2029.
- There has been an expression of interest put to UKS for hosting the 2027 Euros. This is not a confirmation of a bid but is required in order to secure funding for the bid process. UK Sport run a 5-year calendar for major events so we need to ensure we have this event on the calendar for consideration.
- UKS want to attend a board meeting to present system master planning. The board welcomed this offer.
- Best wishes were passed to both teams competing in Paris.
    - *Action - JB to file report to Charities Commission.*
    - *Action - JB to create visual representation for 12-year strategy.*
    - *Action - 2025-2029 strategy to be developed.*
    - *Action – Paris meet up to be scheduled.*
    - *Action – UK Sport to be invited to Board meeting.*

Date of Next Meeting: 28th November 2024 (in person).

ACTION LOG:

08.08.24	World-Leading NGB	New board appointment to be registered	JB/TS
08.08.24	World-Leading NGB	PAC meetings to be set up for the end Sept/Oct	DE/SW/TS
08.08.24	World-Leading NGB	Scenario Planning meeting to be set up	JB/TS
08.08.24	World-Leading NGB	Paris meet ups to be arranged	JBJPR
08.08.24	World-Leading NGB	2025/6 budget to be approved at November board meeting	JB/AS
08.08.24	World-Leading NGB	JB to file report to Charities Commission.	JB/TS
08.08.24	World-Leading NGB	JB to create visual representation for 12-year strategy.	JB/JPR
08.08.24	World-Leading NGB	2025-2029 strategy to be developed.	JB/JPR
08.08.24	World-Leading NGB	UK Sport to be invited to Board meeting	JB