

Meeting **BOARD**

Location On Line (Google Meet)

Date / Time Monday 07 August 2023 – 17:00 – 19:00

Present Mark Davies (MD)

 (Chair) Alastair Marks

 (AM)

 Kate O'Sullivan (KOS)

 Liz Behnke (LB)

 Nick Hubble (NH)

 Tina Kokkinos (TK)

 Karena Vleck (KV)

 Chris Conway (CC)

 Martin Claxton

 (MC)

 Rebecca West (RW) – Minutes

Other Attendees: For items 6.2 Ian Edmonson and Rachel Dulai attended

 For items 6.3 Rachel Dulai attended

Apologies Simon Reeves (SR)

 Peter Milhofer (PM)

 Clare Briegal (CB)

 Mohamed Sbihi (MS)

I.	<p>CHAIR'S INTRODUCTION</p> <p>MD welcomed all to the meeting.</p> <p>He congratulated fellow Board member CB for the results in South Africa at the Netball World Cup, with England reaching the final.</p> <p>MD also commented on what a great result the U19s and U23s had at their World Championships, especially the U19s, who have recorded the best-ever results at that level, with every female athlete on the team returning with a medal.</p>
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2.	<p>APOLOGIES FOR ABSENCE AND QUORUM</p> <p>Simon Reeves, Clare Briegal, Mohamed Sbihi and Peter Milholfer sent apologies. The Board meeting was announced as quorate.</p>
3.	<p>DECLARATION OF INTEREST</p> <p>No new declarations were raised.</p>
	<p>APPROVAL OF MINUTES from the previous Board Meeting</p> <p>The following amendments were raised for the draft minutes from the July Board Meeting:</p> <ul style="list-style-type: none"> - Page 2 – Action Tracker – the action needs to be changed to 'NH and AM to have a meeting to discuss plans to increase capacity (e.g. new races, more races on the same day) by Autumn 2023 to be included in next year's calendar and P&L. - Page 3 – 6.3 OKRs – an approval to be added to clarify the Board approved the OKRs. - Page 5 – 7.2 Risk Register – the word action needs to be replaced with risk. - Page 5 – 7.2 Risk Register – the third paragraph to be changed from 'it felt' to 'it was suggested' - A sentence to be added that the Principles of the Governance Structure was discussed but not the proposed Board Structure. - Action to be added regarding the Safeguarding plan, with the delivery dates and a 'path to green'. It was asked that details to be circulated by email ahead of the next Board Meeting. - Page 6 - 7.4 – Safeguarding Committee Report and Role and Remit of the CMG – the action to be changed to 'An external audit should take place at some point in the future'. - 7.1 – Affiliation and Resignations – the Board needs to note the resignations; they do not need to approve them. <p>KOS raised the question around if anyone else remembered Peter Melrose presence being cited at the meeting. She explained she had no objection with him attending the September meeting but requested for the Board to receive a terms of reference for the session and his role.</p> <p>Approval: Following the above changes the Board approved the minutes.</p>
	<p>ACTION TRACKER</p> <p>Action 3 – Has now been added to the Board Pack Action 8 – Has been done; however, it needs to be circulated.</p>
<p>DISCUSSION ITEMS</p>	
	<p>CEO UPDATE</p> <p>AM updated the Board on various key elements in the business between the Board Meeting in July and today's meeting. Explaining the following:</p> <ul style="list-style-type: none"> - BR Outdoor Events season has now closed, and indoor events will happen in

	<p>December.</p> <ul style="list-style-type: none"> - Events forecast a surplus. - Entries for BR Events have seen a significant increase. - U19s had a very successful event in Paris. <p>The feedback on the transgender policy directly to the CEO post publishing has been limited and of the limited feedback it has been mainly positive. We will continue to explore the possibilities of further research into this area to inform further thinking.</p> <ul style="list-style-type: none"> - BRIC risk has decreased due to it being linked to a fitness event. The event will be held in Birmingham rather than London. Entries are now live—review in September to determine viability.
<p>Ian Edmonson and Rachel Dulai joined the meeting</p>	
	<p>EVENTS CONSULTATION INTERIM REPORT AND DIRECTION OF TRAVEL</p> <p><i>Summary of Agenda Item</i></p> <p>IE and RD gave the events consultation interim presentation to the Board.</p> <p><i>Key Discussion Points</i></p> <p>The Board had an open discussion about the report and raised some key points, including whether the event would be a one-day event bolted onto the Junior Championships, whether venues would have the capacity to host the event, why it was felt post-Henley would be better than pre-Henley for this event and the finances of the event.</p> <p>The consultation also raised broader questions such as how we increase the number of volunteers and umpires, in order to give our events program greater flexibility.</p> <p><i>Actions</i></p> <p>IE and RD to work on how to include the celebration of the Olympics within the Championship Event.</p> <p>MD asked RD and IE that when they bring the strategy in November they should come ready with a communication package so that, not wanting to pre-empt board, we do not have to wait for months in the event that it was agreed. The aim is to give people as much notice as possible of the agreed date and format of the champs and the desire is to approve it at the November meeting and announce it immediately.</p> <p>A draft of what will be presented to the Board in November should be reviewed at the next ARC meeting.</p> <p>The Board wants stress testing on the finances and a forecasting model. This forecasting should also examine how resources, including staff, will be impacted.</p> <p><i>Approvals</i></p> <p>The Board agreed on the direction of travel for this piece of work.</p>

	Ian Edmonson left the meeting
	<p>ESG STRATEGY UPDATE <i>Summary of Agenda Item</i> RD presented the Sustainability Strategy Progress Report to the Board, this paper was for the Board to confirm they were happy with the direction of travel of the piece of work.</p> <p><i>Key Discussion Points</i></p> <ul style="list-style-type: none"> - The focus of year 1 is on small wins, with the wins looking to increase in impact effect each year. - There is a working group across each directorate within the business, with the performance team having a sub-group attached to the working group. - This work is being done with the support of UK Sport, and a big part of this work is working with multiple stakeholders to create good partnerships. - There was a question raised about engaging members and the community. It was answered that the efforts would focus on engaging the five hubs; however, there is the potential to broaden the work to more members. - MC raised the point that it was unclear why travel and camps were not within scope given that these could be major contributions to our carbon footprint. It was highlighted that performance will not be compromised through this work, however, where possible alternative ways of travel would be looked at. It was also suggested that consideration should be given to the merits of BR gaining accreditations to ISO14001. <p><i>Approvals</i> The Board noted the paper and felt the direction of travel was positive. They looked forward to seeing the strategy in November.</p> <p><i>Actions</i> RD to look at how the members could be engaged with the ESG Strategy.</p>
	Rachel Dulai left the meeting
	<p>AUDIT UPDATE (ARC SUMMARY) <i>Summary of Agenda Item</i> This paper was to provide an update from the July Audit and Risk Committee Meeting.</p> <p><i>Key Discussion Points</i> CC explained to the Board that they had received a "clean" audit, with no significant deficiencies in the company's systems having been identified. The group deficit remains as reported to the Board at the May meeting.</p> <p>It was explained to the Board that Note 23 was removed as it was an optional note and the Finance Committee felt the transparency to members was better served through the publication of how we spend the money document which would be a separate document published at the same time as the stat accounts, in addition supplementary details on</p>

	<p>income had been added to note I to the accounts.</p> <p><i>Action</i> Note I is to be taken to the Finance Committee for their review when they review the paper 'Where the Money Goes', in order to ensure consistency of assumptions and approaches throughout our publication</p> <p>ARC to provide commentary ahead of the AGM to Board Members as to the rationale for why we have changed the format for the P&L in the accounts.</p> <p><i>Approvals</i> The Committee were happy to note this paper.</p>
	<p>CLUB DISCUSSION</p> <p><i>Summary of Agenda Item</i> This paper related to a club in breach of British Rowing Affiliation Requirements and Regulations. It was brought to the Board to discuss and consider the appropriate next steps.</p> <p><i>Key Discussion Points</i> The Board discussed the paper and supporting documents, with each member sharing their views on the best course of action for the club.</p> <p><i>Approvals</i> The Board decided that they felt the best course of action would be for the club to be given a set of requirements that the British Rowing Governance Team expected to see changed. It felt that the club should be given one month to comply with these requirements, otherwise, action would be taken to disaffiliate the club.</p>
<p>FOR APPROVAL</p>	
	<p>FINANCE COMMITTEE REPORT</p> <p><i>Summary of Agenda Item</i> The purpose of this paper was to:</p> <ul style="list-style-type: none"> 1) Approve the approach to UKS new requirement for Board approval of periodic financial reporting to UKS. <p>The Board noted the update from the Finance Committee on the Q1 financial performance across legal entities which included a breakdown of UKS and SE funded activity.</p> <p><i>Approvals</i> Subsequently to the writing of the report it was confirmed that the UKS comms was not a new requirement but a reminder and so no Board approval was needed and the Board approval request was withdrawn. It was noted that BR already satisfies this requirement through the approval of quarterly reporting by AM as Accountable Executive and the review of financials by the Finance Committee and the Board periodically.</p>
<p>AOB</p>	

	<p>Club Census</p> <p>The Board was happy to see the Club Census information; however, questions were raised about coaches' qualification and what work was being done around ensuring coaches had qualifications.</p> <p>AM explained to the Board that the information is captured through the system. However, there is a need to follow up with a number of clubs due to not being given the right information.</p> <p>LB asked to discuss the recent transgender comms process and in particular comments attributed to a Board member in an article published the night before. The Board were assured through this discussion that there were minimal comms concerns and the specific comment from a Board Member was in publicly available minutes of a prior Board meeting. Our info security principles were reminded including the need to know the principle of sensitivity data which applies to both written and verbal in all we do. No further follow up was needed and the discussion concluded.</p>
	<p>DATE OF NEXT MEETING: Monday 25 September 2023: Hammersmith – 12:30 – 16:30</p>