****

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**

**9 June 2018**

**Burlington Hotel, Birmingham**

09.15-11.30

|  |  |  |  |
| --- | --- | --- | --- |
| **Present:** | Erik Rowbotham | ER | Elected Director |
|  | Julie Ryan | JR | Elected Director |
|  | Lis Bellamy | LB | Independent Director |
|  | Lizzy Rees | LR | Elected Director |
|  | Mark Davies | MD | Chairman & Independent Director |
|  | Neil Armitage | NA | CEO |
|  | Pippa Britton | PB | Elected Director |
|  | Steve Tully | ST | Elected Director |
|  | Yakoob Ali | YA | Co-opted Director |
|  |  |  |  |
| **In attendance:** | Bob McGonigle | BM | Company Secretary |
|  | Sue Walford | SW | Board Secretary |
|  |  |  |  |
| **Apologies** | Catherine Wilson | CW | Elected Director |
|  | Trish Lovell | TL | President |

**Section A: Matters for note/approval not likely to require significant discussion**

**General**

**AG1: Chair’s Action, Opening Remarks, Apologies for Absence**

* Apologies were received from CW, TL
* Welcomed Yakoob Ali

**AG2: Declaration of Interests**

None

**AG3: Approval of Minutes**

* **Board Approved Minutes of 21 April 2018**

**AG4: Actions from last Board & Matters Arising not otherwise covered by the agenda**

* The Board noted all actions were up to date

**Action 01: Staff Survey to be arranged to be sent out on 15 December 2017**

**Action 02: NA to discuss and review the Complaints Procedure with the Consultant (Ombudsman)**

**Policy & Governance Matters**

**AP1 AGM Review**

* The Board discussed the voting at the previous AGM and was asked if it wanted to move to a one person, one vote. The Board endorsed this recommendation.

**Action 01: BM and NA to liaise regarding the wider impact and BM to start to prepare a paper on one person, one vote**

**AP2 Membership Terms of Reference Document**

* It was brought to the Board’s attention that there was a gap on the website relating to an Equality Safeguarding statement or access.
* The Board was generally content with the document but it was not seen as a creative way of presenting membership benefits. It was agreed to ask the Executive to outsource to produce more aesthetically pleasing document for the website.

**Action 02: PB to suggest wording to FC for an Equality statement to go on the website and in the document**

**Action 03: NA to arrange for the Executive to outsource the Membership Terms of Reference for a more graphic document for the website**

**AP3 Annual Risk Management and Control Systems Assessment**

* The Board received and noted the document submitted by the Chair of A&R

**AP4 Diversity Targets**

* The Board received and agreed the paper to be the basis of the Diversity Plan (with recommendations) and to be prepared for the September Board but were not in favour of the ‘targets’ look
* The Board discussed whether candidates for positions on the Board should from the next AGM be identified only by skillset, rather than by name, to prevent people being elected (or not) on the basis of prejudice rather than ability. It was agreed that while there were some advantages to anonymous system, voting members had a right to know who they were voting for, and therefore candidates should be named.

**Action 04: PB to prepare the Diversity Plan paper for the September Board Meeting**

**Sport Code Compliance**

**AS1 Project Progress**

* The Board noted that there were no changes on the Project process this time

**Scrutiny**

**BS1 Risk**

* The Board noted the concern relating to decreasing memberships numbers and income and requested to know why this was. The CEO reported that there was currently a lack of insight and said that the failure to carry out data analysis was due to a lack of resources
* The Board noted and agreed that as it was not necessary to use £100K to continue to fund the Podium, due to winning back funds (£630K) from UKS for the Olympic Medal Support Plan for Tokyo, the sum could be released and put to work on other areas

**Action 06: NA to prepare an update at the next (July) Board meeting on declining numbers and a paper for the September Board relating to declining numbers based on insight and data analysis**

**BS2 CEO Report**

* The Board noted that the contract with Sport Collective to assist with the Commercial Strategy had been terminated due to lack of results, and that the commercial area was difficult for all sports at the moment
* The Board asked that the KPI dashboard be reformatted to show numbers and where we are now. The Retention should be green and increased to 2021 (4-year cycle) and clarification requested for the Membership Satisfaction numbers. Clarity was requested on the traffic light colour code parameters

**Action 07: NA to liaise with ER regarding reformatting the KPI dashboard**

* The Board noted the Coaching papers and were advised of the coaching consultation on-going involving SAGs, which would be completed in December. Once completed all coaches will need to complete the required level of qualifications.

**Action 08: NA to provide an update on Coaching progress in October and a final paper following the end of the consultation period**

* Data analysis was requested on who is in the performance development strand, to highlight who needs early intervention for the future

**Action 09: NA to add data to the next CEO Report, relating to the performance development strands to look at possible early interventions**

**BS3 GDPR Update**

* The Board were comfortable with the guidance and training given to Staff, Regions, Counties and Club Secretaries on GDPR (using Sport & Recreation Alliance templates) and the AGB privacy notice had been updated and circulated
* Following the GDPR deadline on 25 May, the Board noted that 3rd party contracts were still being reviewed and we would use ICO check list going forward
* The Board noted that complaints to AGB and SARs would be outsourced to an independent in future (Sports Resolution)

**BS4 Volunteer Survey**

* The Board noted this was being carried over to the July meeting

**Action 10: BM to add the Volunteer Survey to the July Agenda**

**BS5 Finance**

* No further comments

**BS6 World Indoor Cup Bid 2018**

* The Board noted that the 2018 bid had been withdrawn in order to prepare a better bid based on a Tier 3 commitment. Agreement was sought to write a bid for World Cup Stage 2019, using a professional team including Staff, Sport England, SAGs, Finance (including Audit & Risk Committee), for a lower Bronze event at Stoneleigh.
* The bid would look at a modest sale of tickets (but could be increased) to provide a profit and flexibility to withdraw remaining years if not viable to run or extra days added if successful
* The Executive was complimented on the quality of the paper
* Concerns were raised by the independent directors about the strength of AGB’s finances ahead of making a bid. Rather than agree that a bid could be submitted, the Chair put the proposal to a vote based on a new paper being produced but suggested that it be brought to the Board on a World Cup Stage 2019 bid to World Archery before being submitted.
* **Carried**

**Action 11: NA to prepare a World Indoor Cup Bid for 2019 to World Archery using a specialist expert team and bring back to the Board as soon as it is ready**

**BS7 Response to Sport Resolution tracking**

* The Board members were requested to contact the Company Secretary by 16 June regarding amendments

**Action 12: BM to update the Sport Resolution Action Plan tracking once responses had been received and bring back to the Board**

**Section 3: Matters for report / information only**

**C1** **Procurement Procedures**

**C2 Board attendance and budget 2017-18**

**C3 Safeguarding Report**

Above items noted by the Board

The meeting closed at 11:40

The next meeting will be on 21 July 2018, in London

**Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| Item |  | Action | Completed |
| 1 | **BM and NA to liaise regarding the wider impact and BM to start to prepare a paper on one person, one vote** | BM/NA |  |
| 2 | **PB to suggest wording to FC for an Equality statement to go on the website and the document** | PB |  |
| 3 | **NA to arrange for the Executive to outsource the Membership Terms of Reference for a more graphic document for the website** | NA |  |
| 4 | **PB to prepare the Diversity Plan paper for the September Board Meeting** | PB |  |
| 5 | **NA to arrange for all current and new staff to receive Safeguarding training** | NA |  |
| 6 | **NA to prepare an update at the next (July) Board meeting on declining numbers and a paper for the September Board relating to declining numbers based on insight and data analysis** | NA |  |
| 7 | **NA to liaise with ER regarding reformatting the KPI dashboard** | NA |  |
| 8 | **NA to add data to the next CEO Report, relating to the performance development strands** **to look at possible early interventions** |  |  |
| 9 | **NA to provide an update on Coaching progress in October and a final paper following the end of the consultation period** | NA |  |
| 10 | **BM to add the Volunteer Survey to the July Agenda** |  |  |
| 11 | **NA to prepare a World Indoor Cup Bid for 2019 to World Archery using a specialist expert team and bring back to the Board as soon as it is ready** | NA |  |
| 12 | **BM to update the Sport Resolution Action Plan tracking once responses had been received and bring back to the Board** | BM |  |

Archery GB is the trading name of the Grand National Archery Society, a company limited by guarantee no. 1342150 Registered in England.