



**DRAFT**

**MINUTES OF THE ARCHERY GB BOARD MEETING**

**22nd September 2023**

**held at the Holiday Inn, Telford**

1.30pm to 5.00pm

<b>Present:</b>	Mark Briegal	MB	Chair
	Victoria Barby	VB	Elected Director
	Helen Bierton	HB	Elected Director
	Elisabeth Bellamy	EB	Independent Director
	Lizzy Rees	LR	Elected Director
	Andrew Stanford	AS	Elected Director
	Scott Smith	SS	Independent Senior Director
	Steve Tully	ST	Elected Director
<b>In attendance:</b>			
Full Agenda	Arran Coggan Tom Duggan Ruth Hall Emma Kasprzak Wendy Stead	AC TD	Director of Participation Performance Director Chief Executive Head of Communications Director of Finance and Business Operations
<b>Apologies:</b>	Kienda Hoji	KH	Elected Director

**1. Welcome and Apologies**

The Chair welcomed all to the meeting.  
Apologies received from Kienda Hoji were accepted.

**2. Declarations and Conflicts of Interest**

Scott Smith wished to disclose he had recently been appointed to the board of Race Club Media Group; Jockey Club Services is a member of the group. The contract between Jockey Club Services and Archery GB for outsourced financial services would expire in April 2024. Scott Smith's amendment to the Register of Interests was noted.

**3. Approval of Minutes of the Meeting of 13th May 2023**

The minutes of the meeting held on 13<sup>th</sup> May were reviewed with the following amendments noted:

- Amend in the participation report 'organic' to 'organic growth'.
- Safeguarding: add 'the board wished to note safeguarding as a key priority'.

**The minutes of the Archery GB Board Meeting held on 13<sup>th</sup> May 2023 were approved as an accurate record of the meeting.**

**4. Matters Arising**

The Action Points of 13<sup>th</sup> May 2023 were reviewed; the register was updated.

## 5. CEO Report

Report received.

The first 4 months of the CEO's appointment had focused on understanding the Executive Team's experience, roles, and priorities; to support their development and department plans. Unplanned reporting from SE such as the People Plan and DIAP had taken up valuable resource with short delivery times, the Executive Team would carefully prioritise projects alongside these requests.

Key projects commenced since joining AGB included an HR audit, organisation design, implementation of a management framework and improved management reporting.

Stakeholder engagement had included meetings with Sport England on 'Tackling Racism' and meeting with DCMS as a member of the Physical Activity Taskforce, in addition to meeting and connecting with sponsors and potential commercial partners.

The CEO and Chair had attended the World Archery Congress 2023 in Berlin, also attended by Hilda Gibson, International Relations Lead for AGB.

ESport as an opportunity was discussed; ESport had been reported at the recent World Archery Congress when it was noted Archery had ranked first in popularity. Commercial opportunities and sponsorship linked to ESport would be explored.

Report from World Archery on Transgender Eligibility received.

- **Action: ELT to review the Transgender Policy following World Archery Guidance involving the Home Nations in plans and communications; WS to report back at November Board.**
- **Action: Circulate reviewed Transgender Policy to the Board.**
- **Action: Add Transgender Policy to next Board agenda (Nov).**
- **Action: EK to draft a statement response on the Transgender Policy for the website.**

## 6. Business Operations and Finance

Report received.

Competitions and events held at Lilleshall had been limited due to capacity at the venue; alternative venues would be researched, factoring in sustainability and inclusivity, considering travel infrastructure and accessibility of the site.

**Action: WS to consider alternative competition venues with EDI and sustainability as a priority.**

Problems experienced using Sport80 were discussed; an apology had been received. An explanation would be circulated to Members.

### 6.1 Office Rental Agreement

A draft Rental Agreement was received together with draft Performance Centre Lease for information.

**Action: WS/RH to refer back to the facilities (Performance Centre) email of November 2022 to correlate current terms and facilities detailed in the draft agreement and lease.**

**Action: Forward draft office Rental Agreement and Performance Centre Lease to solicitors for advice.**

**Action: Review usage agreements in Lease.**

### 6.2 Facilities Report

Report received. Progressing to plan.

The construction of the new Performance Centre was ongoing. An opening event would be planned.

## 7. Review of KPIs Against Strategy

Report received.

### 7.1 Safeguarding

The Safeguarding Officer role had been advertised.

The Safeguarding Action Plan annual audit by the CPSU was completed. From the last audit, 'behaviours' was noted; as a result, a Lower Level Concerns Policy had been introduced and used in webinars recently. RDOs would be fundamental in rolling out the Welfare Officer requirements across

the affiliated club structure, together with embedding the safeguarding framework. It was noted that Judges were not currently required to hold safeguarding certification; this would be reviewed.

**Action: WS to bring the updated safeguarding strategy and action plan, the approach and framework for managing it to the next Board meeting.**

**Action: WS to circulate the Independent Safeguarding Report from the Independent Chair to the Board each quarter.**

**Action: WS/RH to report at November Board meeting the safeguarding policies, procedures and gap analysis in place, in particular at club level.**

**Action: WS to invite Board Members to the AGB Safeguarding Webinars.**

**Action: WS to review non requirement of safeguarding certification for Judges.**

## 8. Operations Report

### 8.1 Participation Report

Report received.

The strategic investment in recruitment of RDOs was noted. Impact would be recorded and measured. EDI in participation was discussed, in particular Project Rimaya, which had been successful across the UK with the establishment of 3 new clubs and 59 new members.

It was noted that clubs sought the support of AGB as the NGB; the issues raised could often be solved at club level. Training sessions such as dispute resolution would be explored.

**Action: AC to report the number of clubs that had lost grounds and new clubs formed.**

**Action: AC to review the reasons clubs seek support from the NGB to inform future training needs.**

### 8.2 Performance Report

Report received.

Recent performance was discussed, together with the re-structured programme and selection process within the pathway.

### 8.3 Communications Report

Report received.

## 9. Finance

### 9.1 Finance Report

Report received.

**Action: WS to separate out funding for Compound and Field in the Management Accounts.**

The forecast outturn for the full year had been reduced following adjustments to the deficit reported. Revenue was delivered slightly ahead of forecast for the year. Impact on reserves had been reported in line with Board approval; reserves remained above the minimum reserve level. It was noted that a pricing strategy would be developed in future as part of the commercial plan.

### 9.2 Budget 2023/24

The budget presented was accepted as an interim budget. The 2023/24 budget would be presented for approval at the November Board meeting.

## 10. Audit and Risk Committee Report

The Chair of the Audit and Risk Committee summarised the discussions and recommendations arising from the recent meeting held on 14<sup>th</sup> September 2023:

- The A&R Committee recommended the Board defer the Budget 2023/24 approval until the November Board meeting.
- The Board Strategy Day should be moved to June to give opportunity for debate before the year end and budget setting process.

**Action: To move the date of Board Strategy Meeting in 2024 to June 2024.**

- **Action: The risk register would be updated and aged risks archived; a new format would be drafted for review at the A&R Committee meeting followed by the Board at the meeting in November.**

#### **11. Board Risk Report**

The Board was appraised of all items on the Risk Register and in particular the significant strategic risks.

#### **12. Nominations and Remuneration Committee Report**

The Nominations and Remuneration Committee met on 11<sup>th</sup> September 2023. The Committee noted the following actions:

- Four members' terms would be ending, with two eligible for re-election.
- The skills matrix was complete; safeguarding should be added to the matrix.
- The recruitment process for an Independent Director was agreed in preparation for an upcoming vacancy.
- In April 2024, there would be an election for the Elected Director seats; 2 members would stand down and 2 members would be eligible to stand for re-election.

**Action: Election notices would be sent out in October 2023.**

- The Board discussed the composition of the Board; a review of the Articles of Association in line with the Code for Sports Governance, would inform EDI in Board appointments and elections.

#### **13. Policy Register Review**

The full register would be reviewed, updated, and reported regularly at Board meetings.

#### **14. Board Committees and Champions**

It was agreed to reconsider the appointment of Champions and Committee composition after the appointment on the new independent director and the election of the four directors in April.

#### **15. Election of Archery GB President**

**Action: WS would confirm the procedure to be followed for the appointment of Archery GB President.**

#### **16. AOB**

No AOB items were raised.

#### **17. Date of Next Meeting**

**25<sup>th</sup> November 2023**