

## Record of GBWR Board of Management Meeting dated 18 October 2017

Present: David Pond CEO DP  
Kirsty Clarke National Development Director KC  
Lucy Jones Head Fundraising (LJ)

1. Apologies Nil

2. Minutes of meeting dated 20 June 17

2.1 Approved

3. Actions arising not otherwise covered on the Agenda

Carried over from 26 April

5.1 DP reported that he had received a letter from Sport England on 17 October outlining the process for its assessment of compliance against the Governance Code and was awaiting receipt of the GBWR action plan with Sport England comment. **Action Complete**

12.1 CPSU confirmed award of Advanced Safeguarding Standard on 17 October. **Action Complete**

14.1 Project group to look at outstanding recognition to be actioned. DP

Carried over from 24 May

6.1 DP reported that the Business Plan was approved by the Board Trustees on 14 Jun. He said it remained a working document and that KC may update the Sport England KPIs post her meeting with SE on 9 July. **Action Complete**

20 Sep

7.5 LB to contact DH and get company details of the providers of data base **Action Complete**

8.1 DP to fix website workshop in Cornwall for 21 Sep **Action deleted**

9.1 LJ to explore shared files options

12.1 KC to provide DP with details of work ongoing with Premiership Rugby **Action Complete**

14.4 LJ to explore shirt options for LMAX

4. AGM.

4.1 AGM details agreed as follows:

AGM to be held at 1700 in Twickenham Room to be booked DP

DMG to be held the same day Room to be booked DP

Calling Notice and Papers out on 1 Nov DP

Papers to be uploaded to website DP

Management of Proxy Votes DP

Presentation DP/KC/RA/PS



5. [September Management Accounts](#)

5.1 The accounts had just been received from Wilkins Kennedy. A quick review indicates that there are a number of adjustments to be made. It was agreed that the management team should aim to meet with WK on 1 Nov to go through the accounts in detail. It is important that these accounts are fully reconciled as they represent the half year position against which future decisions are taken. Focus should be on this rather than the October accounts which can be dealt with alongside November.

**Action: DP**

6.0 [Office Function](#)

6.1 The team discussed the management of the office following the departure of the Corporate Secretary. DP explained that recruitment to the new post will begin immediately. In the meantime DP will write a note to the Membership and DMG apologising for any errors and explaining that the process of recruiting to the position has started but that in the meantime there will be a delay in responses.

7.0 [Safeguarding Update](#)

7.1 Confirmation that we have met the CPSU Advanced Standard of Safeguarding was received 17 October and formal letter awaited. It was agreed that we would continue contracting as necessary with the consultant we have been using. RFU additional support will form part of the discussion of 'asks' with the new CEO, RFU. GBWR has worked with CPSU to develop a bespoke 'Time to Listen' package for wheelchair rugby which will be piloted with a small number of clubs over the coming weeks prior to a full roll out to all clubs.

8.0 [Supporting Local Fundraisers](#)

8.1 LJ explained the importance of ensuring we have the right governance and compliance in place for fundraising activities. She confirmed she was taking action to register GBWR with the Fundraising Regulator and to ensure we are licenced to operate raffles. She said she was putting together a package which would act as a standard offer for anyone who wants to fund raise on our behalf. The key to this is to ensure that this is presented as fundraising on behalf of GBWR rather than as GBWR so action is required on logos and marketing materials.

**Action: LJ**

9.0 [Director Updates](#)

9.1 Head Fundraising

- Lloyds event planning going well with large sum already committed ahead of the event. Invites out this week. Comms plan being worked on. DP said he had asked Onshore to lead for GBWR.
- Sevenoaks planning also on track. DP to write programme and confirm inserts. LJ to provide action plan. Lee leading on accommodation
- Gloucester more work to be done. LJ meeting with Gloucester team in the next week
- CBRE awaiting feedback following meeting



- DP to send details of WWRC15 to LJ
- DP asked LJ to follow up on Formula 1 contact
- LJ to investigate T shirts and goodie bags for Lloyds

#### 9.2 Development Director

- Tom Rogers now in post as RDO Wales – part time with DSW. Currently working with Scarlets
- Delivery sessions in Reading going well with Paul Arnold in the lead
- Safe Sessions being delivered at London Irish. GBWR playing a role as part of 'PROJECT Rugby' – Premiership Rugby initiative. Potential for a Youth team.
- RDO North has run sessions at Tyne and Wear and 9 classifiable players have been found
- New club Bristol Bears is up and running
- 4-5 Nov will be the next Level 2 coaching course
- Looking to launch the Variant on 10 Dec at Stoke Mandeville followed by a Taster session in Bristol on 12 Nov involving Dorset, Ospreys and Hawks

#### 9.3 Corporate

- Current focus is getting end of year Financial Report and Statements finalised and AGM prepared
- Head Office issues to be addressed
- September Financial position to be reconciled – a priority
- Planning for 4 nations international tournament has started. Confirmed for 9-11 March at Leicester Arena. Martyn Salt to be event director
- Planning for Board Strategy day in January to start
- Focus remains on further increasing sponsors and fundraising opportunities

#### 10.0 [Strategic & Operational Milestones](#)

10.1 Version 006 agreed

#### 11.0 [Communications/Social Media](#)

11.1 The team received a brief via Skype from Phil Hawkins at Colourmesocial on maximising social media.

11.2 KC briefed that she had been evaluation Go Membership and would be meeting with them on 20 Oct. Although Upshot was used by Lord Taverners and is also valuable as it produces reports very easily it does not have the capability to support the business/Membership activities required. KC to report back following her meeting. DP sees this as a priority to get into place.

**Action: KC**

11.3 Following discussion it was agreed that we would continue to use Onshore for any major media requirements especially those requiring a national focus. For local and smaller requirements Nathaniel will be approached with a view to increasing his number of days to



2. This would also be to lead on a more systematic approach to social media. KC to discuss with Nathaniel.
- 11.4 DP thanked KC for the work she had done on reviewing the website and LJ for her contribution. He said that the updating of the site was a key priority. It was agreed that he would lead on arranging a meeting with the website developer with a view to a new face to the site. In the meantime all areas are to identify content changes. DP will see if it is possible for in-house management of some of the content work.
12. [AOB](#)
- 12.1 DP to complete PHC contract
- 12.2 KC to investigate further invoices for GKG
- 12.3 DP to discuss Lord Taverners with BT

#### Date of Next Meetings

- 22 Nov 1000 Twickenham
- 14 Dec tbc Twickenham
- 23 Jan Business/Budget Planning 18/19
- 30 Jan Board Strategy Day
- 7 Feb Business/Budget Planning 18/19
- 14 Feb Business/Budget Planning 18/19