



Record of GBWR Board of Management Meeting dated 2 December 2015

Present: David Pond CEO DP
Kirsty Clarke National Development Director KC
Lorraine Brown Performance Director LB
Daniel Hook DH

1. Apologies Nil
2. Minutes of meeting dated 28 Oct 15
 - 2.1 Approved.
3. Actions arising not otherwise covered on the Agenda

Actions pre-28 July Record

 - 4.2 Wheelpower Activators. Follow Up post WWRC15 **Action: DP**
Actions: 28 July
 - 13.2 Invoice for medical expenses to be forwarded to IWRF by LB. **Action: LB**
Actions: 28 Oct
 - 2.1 List timelines for individual club affiliation and documentation list for GFC.
Action: KC
 - 3.3 Provide completed financial summary for Community Festival. **Action: KC**
4. 2016-2020 Planning Update
 - 4.1 Key dates agreed:

10 Dec	Anticipated DCMS strategy launch
21 Dec	Tokyo 2020 1st submission to UKS
14 Jan	UKS feedback on 1 st submission Tokyo
19 Jan	Board Strategy Day
20-21 Jan	2016/17 Business Planning & Budget
11 Feb	Finalise 2016/17 Business Plan & Budget
14 Mar	Tokyo 2020 Final submission UKS
April	Sport England Investment launch
September	Sport England submission
 - 4.2 Scope of Strategy Day to be produced. **Action: DP**
5. September Management Accounts
 - 5.1 Income:

SE Legacy claims based **KC to confirm** claims will meet agreed budget
GLA claims based **KC to confirm** claims will meet agreed budget
WWRC to transfer £10k Roma funding to GBWR



5.2 Confirm VAT position for league entry fees **Action: DP**

5.3 WCPP:

Liabilities:	WWRC15	22k
	Lillishaw	20k
	Staff /Talent	10k

Risk: Equipment 4k aircraft insurance claim. £6k Mike Kerr Chair

5.4 WCPP forecasting end of year break even position

5.5 NDD:

Forecast overspend lines:	DMG	£1.5k
	Coach Development	£9.5k
	Chair Supplies	£3.0k
	Officials SS1	£2.0k
	Officials SS2/3	£3.0k
	Total:	£19k

Forecast areas of saving total £28k

Difference +£9k

5.6 Corporate:

Forecast saving lines:	Printing	£1.0k
	Photography	£1.0k
	CPD	£2.0k
	Legal	£5.0k
	Audit	£2.0k
	WWRC15	£5.0k
	Fundraising	£8.0k
	Total:	£24k

Forecast overspend lines:	Comms	£3k
	VAT Fees	£10k
	Total:	£13k

Difference: +£11k

5.7 DP to contact Peter Harrison Foundation to discuss potential for funding next cycle.
Action: DP

6. [Business Plan & Budget Submission 2016-17](#)

6.1 Timelines at paragraph 4 above. Templates to use as per 2015/16 (copies attached)



7. Youth Proposal

7.1 KC briefed the BOM on her youth strategy paper. The broad proposal is that young people between ages of 12-18 will be permitted to play in the league subject to a number of conditions:

- Medical certification as fit to play by GP
- Pass Fit to Play Test
- Completed Parental Consent Form
- Safeguarding Assessment by Club Welfare Officer endorsed by NGB Safeguarding Officer
- H&S briefing as part of every session

DP requested that a short policy paper setting out the requirement with explanatory details be produced and that all young people currently playing for clubs have this documentation completed by the end of February 2016. **Action: KC**

7.2 The youth programme will work with young people between the ages of 8-12 and these will be in similarly matched groups. More work will be undertaken to develop the model for mainstream schools where able bodied and disabled young people are involved.

7.3 KC to arrange time to meet with Saracens. DP would like if possible to attend.

Action: KC

8. Safeguarding

8.1 DP reported that he had now completed the Transport Policy paper which had also been approved by the GFC. This will go to the Board on 15 Dec for final approval. There is still a Hosting Policy to be produced which DP will look at over the next week.

8.2 DP said he intends to undertake a complete review of the NGB's safeguarding capability. In particular he wishes to have access to professional safeguarding expertise, either through a joint NGB approach – shared safeguarding officer with professional background or by looking at other ways to provide the function. In the short term there is work to do to prepare for the Advanced Standard but also further work to embed the system that has been put in place now. DP will also discuss this further with Sport England.

Action: DP

9. Onshore Work Programme

9.1 This is now complete and DP will discuss with Onshore as part of a formal review process. **Action: DP**

10. Board Report

10.1 DP requested that key points to add to his CEO quarterly report to Trustees be emailed to him by the end of the week.

Action: LB/KC

11. Mid Year Appraisals

11.1 Dates agreed:



KC 1200 14 December
LB 1600 14 December
DH TBC

12. On Site Audit

12.1 The BOM reviewed the audit guidance and DH was asked to start the process of bringing together the key documents into a file and adding a note with the file link to other documents of interest. DP will also notify those Board members who may be asked to speak with the audit team. **Action: DH/DP**

13. European Championships

13.1 Following the success of BTWWRC15 and discussions between UK Sport Events and DP the BOM discussed interest in hosting the European Championships. Key areas discussed were:

- Bid process
- Potential city/venue interest
- Funding model
- Potential sponsors
- Broadcast interest
- Difference from BTWWRC15

The BOM agreed that it is interested in exploring the opportunity further which DP will lead.
Action: DP

13. Fundraising Talent Squad

13.1 LB WCP presented her fundraising proposal in support of the Talent Squad. This was agreed by the BOM on the condition that individual fundraising initiatives be first cleared with the NGB to avoid the potential of partner conflict. **Action: LB**

14. Membership Rules

14.1 Draft rules have been circulated for comment and amendment. **Action: DP**

15. AOB

15.1 KC reported that a draft statement drawn up by RFU/RFL/GBWR will be available for review in the next week. The document seeks to set out the governing arrangements for all three organisations.

15.2 KC reported that GBWR is supporting Lacrosse who are developing a wheelchair version of the sport. Gloucester and Canterbury Clubs will be giving Lacrosse access to training sessions to enable their players to try the sport.

Date of Next Meeting:

1300 14 Dec 2015. Twickenham.