



## Record of GBWR Board of Management Meeting dated 21 June 2017

Present: David Pond CEO DP  
Kirsty Clarke National Development Director KC  
Lucy Knight Head Fundraising (LK)  
Leigh Boswell Corporate Secretary (LB)

1. Apologies Nil

2. Minutes of meeting dated 24 May 17

2.1 Approved

3. Actions arising not otherwise covered on the Agenda

Carried over from 26 April

5.1 DP still waiting to meet with Sport England re clarification Governance Code requirements

12.1 CPSU formal notification of Advanced Standards still not received. KC will chase

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

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.

4. Update on Final Budget

4.1 DP reported that the Budget was approved by the Board Trustees on 14 Jun. He asked LB to contact Wilkins Kennedy to upload it and to send hard copies of the uploaded budget with codes to individual BOM members.

Action: LB

5. Priorities - September

5.1 DP asked that the team think about and confirm priorities for the first quarter which ends 30 Sep. He reminded the BOM of the top 5 priorities that had been agreed for the year. In response:

Development (KC)

- Support the delivery team to change the direction of travel from the last cycle where the focus was on increasing participation to become more focused on understanding our Membership better particularly around where, how and who they deliver to.



Being more agile and flexible in delivery is the aim and strengthening our capacity to track who is in our sport and to understand how we can best meet their needs.

- Complete recruitment to the new posts and integrate new team members
- The new Workforce Officer has been recruited and will initially focus on officials and classifiers
- Progress the Variant game

5.2 DP expressed some concern about Talent and the capacity of the Talent lead to undertake this work alongside what he saw as a bigger role in the GB programme than originally conceived. Following discussion it was agreed to revisit the resourcing of talent and the GB programme post the European Championships.

Action: DP

5.3 Fundraising (LK)

- Develop the fundraising strategy
- Meet current partners and follow up 'warm' leads
- Develop a Fundraising prospectus

5.4 Corporate (DP)

- Meet requirements of Code of Governance
- Increase financial stability
- Develop a funded GB programme for 2017-18

6. [Safeguarding](#)

6.1 KC reported that 2 candidates had been interviewed but neither were considered suitable. DP reported that Andrew Flatt had discussed the issue with Ealing Rugby Club whose Safeguarding Officer was happy to have a discussion about the requirement.

Action: DP

6.2 DP wished to be assured that the current safeguarding arrangements were satisfactory.

Following discussion it was agreed that:

- DP will discuss the requirement further with SE
- That the RFU will continue to provide support. In particular use of the RFU DBS database for new requirements – LB to ensure she has access
- Continue to use consultancy support and CPSU

7. [Communications, Social Media, Newsletter, Database](#)

7.1 LK asked for clarification about how these services were discharged. KC explained that Nathaniel Holland was now contracted on the equivalent of 1 day per week specifically to undertake comms/social media for the development/membership side of the business. She



said that he could be contracted for other tasks. DP said he would look to use him for some GB business as well as using Onshore where it was considered more effective to do so. In the short term he would approach Nathaniel about attending the Europeans.

***(post meeting note: Nathaniel to attend Europeans from 27 Jun and provide all comms/social media content).***

- 7.2 DP said he would write the press release for the Europeans and contract Onshore to manage this and the release of the Manifesto which would be on 29 Jun.
- 7.3 LB is the corporate lead for social media but LK asked that log ins be provided so that she and agreed others could post from GBWR  
Action: LB
- 7.4 It was agreed that work was required to develop a communication strategy which should also include the update of the website. See below
- 7.5 LB to confirm with Daniel Hook the company details of those who were to present data base options.  
Action: LB

## 8. [Website](#)

- 8.1 DP said he was keen to prioritise the updating of the website. It had already been agreed that no major change was necessary but that it required a refresh and that content needed to be reviewed and updated. Following discussion it was agreed to meet with Push Logic in Cornwall for a day's strategy/planning and to include Myles Pearson, Nathaniel, LK, KC, LB. 21 September was identified and DP will fix  
Action: DP

## 9. [Shared Files](#)

- 9.1 LK asked about the capacity to share files. It was agreed that this is currently limited. LK said she would explore options.

## 10. [Local Funding](#)

- 10.1 LK asked about clubs and local funding initiatives. KC explained that clubs were encouraged to get local partners/sponsors and undertake fund raising initiatives and were supported by RDOs. All clubs are different and London and Crash both have a service contract with a fundraiser. DP said that clubs were asked to let GBWR know if they were talking to any of the larger companies to ensure that there could be no conflict with what GBWR was doing in respect of whole sport fundraising. LK said she would be meeting with clubs to discuss.

## 11. [Review Staff Contracts & New Posts](#)

- 11.1 Update as follows:



- RDO London/East. Advert to go live week of 26<sup>th</sup> with anticipated appointment date of August
- Projects Officer as above
- Talent – review requirement and position of Lee post Euros
- Safeguarding – discuss Ealing and SE

12. [Premiership Rugby/BT](#)

12.1 DP reported that he had a meeting with CEO Premiership Rugby on 12 July. LK will accompany. DP wishes to discuss potential opportunities eg:

- Community rugby - and BT who have been speaking to me
- A pan rugby fundraising day for GB team
- Athlete support opportunities

DP asked KC to provide an update of work we are currently undertaking with the Premiership.

Action: KC

13. [Strategic/Operational Milestones](#)

13.1 The team updated these. DP will issue.

Action: DP

14. [AOB](#)

14.1 [Wooden Spoon](#). DP asked for an update. KC provided overview but explained that it was still not really clear as to the overall direction. DP said that Jai Purwell had now left the chairity and that a Trustee was the lead and he was meeting with him after the summer. DP asked LB to confirm whether the WS invoice had now been paid and if so that Roma was paid for the chairs.

Action LB

14.2 LK agreed to meet with Juliette of WS.

14.3 [Lord Taverners](#). KC reported that she had now presented to the Funding Committee of LT. The proposal is for LT to fund the Youth Programme when BT ceases to fund at the end of the year. The proposal which has been discussed with LT over a number of months was well received by the Committee and KC hopes to hear in the next few weeks.

14.4 [LMAX](#). LK asked what the plan was in respect of the LMAX shirts. DP said that we now needed to just get a supplier and a mock up of the brand placement. This would be a quick fix ahead of a new kit deal which needed to be agreed by the end of the year. LK said she would look into this using her contacts.

Action: LK

[Date of Next Meetings](#)

**Board of Management**  
**Great Britain Wheelchair Rugby**



21 Sep Cornwall (post media workshop)  
11 Oct 1000 Twickenham  
22 Nov 1000 Twickenham  
14 Dec tbc Twickenham