

## Record of GBWR Board of Management Meeting dated 25/26 February 2013

Present: David Pond CEO  
Kirsty Clarke Head of Operations KC  
Lorraine Brown LB (via skype for day 2)  
Daniel Hook Corporate & Membership Secretary DH

1. Apologies None
2. Minutes of meeting dated 18 Dec 12
  - 2.1 Approved. Although there had not been a formal BOM since December, there was a Strategic Plan Development Day held on 14 Jan 13, a 4 year budget planning meeting held on 16 Jan and a 13-14 Business Plan Meeting held on 25 Jan.
3. Actions Arising
  - 3.1 All actions complete or in progress
4. Strategic Plan 2013-2017
  - 4.1 The BOT approved the plan on 13 Feb subject to any changes resulting from the final website consultation process which took place between 14-22 February. Only one comment had been received during this phase and that had been actioned. The plan has been subject to consultation through telephone interviews with selected Members; a Member forum also attended by a Trustee; through the DMG and through the BOT. The BOM approved the Plan as final.  
  
Action: DH to provide photos and graphics ready for print.
5. 2013-2017 4 Year Budget
  - 5.1 Much early preparation work had been completed prior to the BOM. In particular KC had submitted a detailed 4 year plan as part of the Sport England submission and there were few significant changes to this. LB had also now completed the majority of the background work required to underpin the WCPP 4 year plan. UK Sport and Sport England awards are confirmed so these income lines set though there are some bonus opportunities around the SE funding for years 3 and 4. DP has set a target of £50k sponsorship and £50k fundraising per year to fully resource the budget. This target will be increased if the bid for £160k over the 4 years is met by the Peter Harrison grant submission. The 4 year budget has been prepared but will be reviewed in April following the Peter Harrison decision.  
Action: DP to review 4 year plan by end of April
6. 2013-2014 Budget
  - 6.1 Day 2 of the BOM was joined by Andrew Flatt for this item and LB joined Day 2 by Skype. Again much of the work on preparing for the budget had been completed.

AF provided helpful challenge an additional rigor to the preparation. Whilst almost ready for the draft version to be presented to the GFSC for approval, there are a few actions to complete.

Action: LB and KC to complete breakdown of lines for coding by Monday 4 March. DH to ensure that AF and budget team have these.

Action: AF to meet with budget team at Twickenham on Tuesday 5 March with the aim of confirming profiling and providing data to populate budget.

Action: LB to review WCPP lines in light of reconciliation between WCPP and NDD around talent and coaching lines

Action: DP to submit WCPP to UK Sport by 27 Feb 13

Action: DP to review word versions with legend and circulate

## 7. 2013-2014 Business Plan

- 7.1 Following SMT workshop initial draft of NDD and Corporate has been put into template. The WCPP element now needs to be added followed by reviewing the KPIs most of which need sharpening and made SMART. This work to be progressed through March with the aim of a SMT session to finalise draft on DPs return.

Action: DP to forward draft to SMT. Date for meeting to be fixed.

*Post meeting note: aim to use 8/9 April meeting in Plymouth*

## 8. Staff Appointments & Contracts

- 8.1 DP has prepared draft contracts for LB; RDOs, KC. Further contracts required for DH and PS. Contracts to be reviewed by individuals with the aim of finalising and signing on DP return at end of March.

Action: DP

- 8.2 LB is reviewing requirement for posts. The BOM discussed creating a FT post for a Team Manager/Partner Relationship Manager. This was agreed. LB will draft the TM JD element and DP the PRM JD.

Action: LB/DP

## 9. Roma Chairs

- 9.1 The initial order of 10 chairs progressing well and 4 have been delivered, remainder due this week.

- 9.2 There is some concern that Luke White is not using the Roma chair purchased for him.

Action: LB to investigate and to discuss any issues with Luke and any modifications required with Roma

- 9.3 DP has submitted invoice for £29,500 for payment. This needs the secondary approval of the Chairman

Action: DP

- 9.4 A further order for 3 chairs will be placed this week, one of which will be paid for by Plymouth

Action: KC

## 10. [Foundation Level Equality Standard](#)

- 10.1 The BOM discussed the importance of Equality and the requirement for the Foundation Level to be met by 31 March 2013. It was agreed that this may still be a challenge to achieve this timeline but DP confirmed that the UK Sport lead was content that the GBWR Equality Action Plan provides a good framework for addressing the requirements. Simon Le Fevre is leading the work to prepare for the Foundation Level assessment but DP asked that all support the work where possible. DP will ask SLF to email the updated action plan.

Action: DP

## 11. [Annual Report](#)

- 11.1 DP asked the SMT to begin thinking about the Annual Report requirements – particularly achievements over the year and what the headline objectives are for the year ahead. He intends the report to be of a similar style to last year which was well received. To that end he asked DH to start to collect a selection of photographs covering all aspects of the past year. This item to be tabled for further discussion at April meeting

Action: DP

## 12. [Operational Priorities](#)

- 12.1 Key priorities over the next month are:

- Finalise 4 year budget DP
- Finalise 2013-2014 budget DP
- Review draft business plan for final workshop 8/9 April All
- Complete evaluation of Super Series 1 KC
- Finalise draft contracts for signature start of April DP
- Write to Martin Coclough re Headley Court programme and costs DP
- Complete Induction programme for RDOs KC
- Plan Super Series 2 KC
- Complete Safeguarding document KC
- Manage the Southampton launch KC
- Induction programme for Head Coach LB
- Draft 3 month work programme LB
- Negotiate contract with BE LB
- Plan and manage the March WCPP Induction Camp LB
- Submit Athlete nominations to UKS LB
- Draft APA Framework LB
- Agree WCPP KPIs with UKS LB
- Review St Georges and other potential camp venues LB
- Draft JD for physio LB

13. BOM Schedule 2013

13.1 Formal BOM dates set as:

2 May  
12 June  
19 June (AGM Prep)  
25 Jul  
22 Aug  
25 Sep  
23 Oct  
26 Nov  
18 Dec

SMT to look at taking some summer leave between 24 June – 12 Jul. DP will take 26 June-10 Jul

**DONM: 2 May 13**

*SMT meetings in Plymouth on 2 3 April and 8 9 April*