



Record of GBWR Board of Trustees Meeting dated 25 June 2014

Present: Kevin Aitchison Chairman (KA)

Paul Fieldhouse (PF)
Simon Le Fevre (SLF)
Tony Manos (TM)
James Madden (JM)
Andrew Flatt (AF)
Richard Allcroft (RA)
Mike Spence (MS)

In attendance:

David Pond (DP)

1.0 Declaration of Interest

1.1 RM and MS both declared that they had remunerated roles as part of the Invictus Games.

2.0 Apologies

2.1 Nil

3.0 Minutes of Meeting dated 12 Feb 14

3.1 KA corrected a typing error. With this amendment the minutes were agreed as a true record of the meeting.

Action: DP

4.0 Actions Arising

4.1 All other actions either complete or included as part of the agenda.

5.0 CEO Report

5.1 The CEO Report was taken as read. KA asked which organisations GBWR are working with during the Brighton Hove development programme. DP reported that there would be multiple agencies eg the local authority, schools and colleges.

5.2 KA asked what Kirsty Clarkes time commitment was to the Cranfield programme. DP explained that it was modular based and split between tutorial sessions at Cranfield and work based assignments amounting to about 2 days a month.

- 5.3 KA asked about the affordability of the Copperbox for the Nationals. DP explained that the aim is to partner with the Copperbox to deliver a programme of legacy activities for the community over the Bank Holiday weekend at the same time as the Nationals were being held. As such GBWR is looking to agree a partnership which will be cost neutral.
- 5.4 KA asked whether there was now a more collaborative partnership with Wheelchair Basketball which would allow for talent transfer. DP explained that the sports' respective Performance Directors had a good relationship and that they were working well together. DP reported that Coral Bately who had recently been awarded best in her classification at the Canada Cup had come from basketball. GBWR is also part of a new Sport England funded initiative called the Capture Programme which will deliver multi-sport taster sessions in 5 sports across the country. Both basketball and rugby are part of that programme which basketball has the lead for. This will also enable a closer working relationship between the sports.
- 5.5 PF asked for more detail about the increase in RDO employment hours. DP explained that it amounted to an additional day each taking them to 3.5 days each. The additional day was to accommodate their individual roles as national leads for Safeguarding (Jo Arnold); Coaching (Paul Arnold) Workforce (Amanda Thomas).
- 5.6 AF asked for an update on the Invictus Games which DP provided.
- 5.7 The Board agreed the proposal that the CEO's Report should be provided quarterly rather than monthly.
- 6.0 Charitable Donations between 11 Feb 14 – 25 Jun 14
- 6.1 No donations received.
- 7.0 Governance and Finance Update
- 7.1 The GFSC Minutes were taken as read. AF gave a summary of the Annual Report and Accounts which had been approved by the GFSC under its delegated authority. He explained that it had yet to be signed by the responsible Mazars partner who was currently unavailable for personal reasons but who was expected to be in a position to sign off soon. AF explained that until signed the documents could not be placed on the website or distributed.
- 7.2 PF asked whether there was an issue about GBWR being a 'going concern'. AF responded that Mazar's had noted that GBWR had £187 net current liabilities but that taking account of the current year forecast there was no reason to doubt that it is a 'going concern'.
- 7.3 DP reminded the Board that the AGM was set for 8 October in Leicester where there would also be an opportunity to see the GB squad in training for those who arrived early. The Board discussed AGM timings and provisionally agreed starting at 1700.
Action: DP to look at practicalities and to finalise timings with Chairman
- 7.4 SLF reported that it will be important for the Board to consider the Equality Action Plan at its September meeting which was agreed.
Action: DP/SLF
- 7.5 SLF reported that notification had been received from Sport England that the Sport Recognition paper will be circulated to all 5 Sports' Councils for their approval. This is

scheduled to take place in the autumn with notification expected around November. RA asked whether there was a possibility that the Councils would not approve the paper. SLF said that this was unlikely and if there were any further questions or comment then it is likely that these would be addressed prior to the formal meeting of the Councils.

- 7.6 SLF drew the Board's attention to the Corporate Structure and Club Affiliation paper which had been considered by the GFSC. He explained that this paper was now the basis for further work and consultation.

Action: SLF/DP

8.0 World Wheelchair Rugby Challenge (WWRC15)

- 8.1 The Report was taken as read. JM asked about deadlines and targets for sponsorship. DP explained that the current strategy is to continue looking for a title sponsor until the end of August/September. He explained that the companies who had shown some interest in becoming title sponsors had not yet determined their RWC15 activation plans and so were not in a position to make any commitment. DP explained that he still had follow up meetings planned with some of these. DP further explained that there had been approaches from some organisations who were interested in smaller sponsorship packages but that these would be followed up after the title sponsorship deadline had been reached. The Board discussed this deadline and agreed that due to August being a holiday month and with the Invictus Games being held at the start of September, the deadline for identifying a title sponsor should be extended to 30 September.

Post Meeting Note: This to be reviewed by the WWRC15 Event Director

- 8.2 JM asked about the status of grant applications. DP briefed that formal requests and business cases had been submitted to Sport England (in support of the related community/legacy programme); UK Sport as potential deficit funders and the Greater London Authority.

- 8.3 AF explained that it will be important to closely monitor the impact on cash of WWRC15 expenditure.

Action: DP

- 8.4 The Board resolved that WWRC15 should be set up as a subsidiary company of GBWR Limited and that KA, AF, and TM should be Directors with DP as Managing Director.

Action: DP/AF

- 8.5 AF explained that the RFU had yet to agree that they would provide the same services to WWRC15 as they currently provide under the SLA. DP agreed to follow this up with the RFU.

Action: DP

- 8.6 The Board considered DP's note dated 24 June which sought approval to commit up to £35k in fees for an Event Director. The preferred candidate had been selected by an interview panel on 23 June but DP was awaiting Board authority before making the appointment. KA invited DP to provide some background to the preferred candidate. Following discussion the Board approved the appointment of the Event Director and DP was asked to negotiate a contract based on staged payments.

Action: DP

- 8.7 In addition to DP's regular WWRC15 reports it was agreed that the Event Director should report progress in person at the December Board.



Action: DP

9.0 Trustee/Executive Team Succession Planning

9.1 DP presented an updated Trustee tenure matrix. It was noted that 4 of the current Board will leave within a 3 year period under the current plan and that the first of these would be towards the end of 2015. Following a wide ranging discussion it was agreed that DP should take action to start the recruitment process aimed at recruiting 2 new Trustees. Targetted skills should be HR, Legal and Governance. The Board is particularly interested in recruiting a female Trustee.

Action: DP

9.2 The Board discussed the position in respect of a future Chairman and agreed that the preference was to recruit from within the Board and as such this discussion should be revisited after the appointment of the new Trustees.

9.3 There was further discussion about the merits of recruiting a Member's representative to the Board. This discussion will also be revisited as part of a future review of the Board composition.

9.4 A further discussion was had about succession planning for the Executive team. DP provided the Board with the current position and thinking on this.

10. International Report

10.1 KA thanked RA for a helpful and thoughtful report. RA briefed the Board on the setting up of the International Management Group which was noted as strengthening the governance in this area which was seen as important. The Board also discussed the reasoning behind the current General Assembly motion proposed by GBWR which the Board supported.

11. Marketing Strategy

11.1 PF presented his 'think piece' and explained that there was not sufficient understanding of where GBWR wanted to go to be able to provide a detailed marketing strategy. Whilst he acknowledged that GBWR had come along way in recent years there was still not clarity on the future audience, there are areas of the country where we are poorly represented and there is little hard data on the market place for the game. A wide ranging discussion followed where it was acknowledged that wheelchair rugby had become a generic term to mean many things to many people. MS spoke about the growth of wheelchair rugby 7's and there was awareness of the strength of rugby league in the North of England. There was further discussion about whether the strategy ought to be to attract all forms under GBWR. KA asked that this topic be one of the key issues to be discussed at the January Board Away Day. AF asked that there should be some preliminary work done ahead of this so that such a discussion could be better informed.

Action: DP to scope the subject.



12. AOB

12.1 None

Date of Next Meetings:

3 Sep 14	GFSC Nabarro
16 Sep 14	BOT Nabarro
8 Oct 14	AGM Leicester
18 Nov 14	GFSC Nabarro * Note from this meeting onwards all Nabarro meetings at new location 125 London Wall
9 Dec 14	BOT Nabarro
19 Jan 15	Board Away Day venue tbc