

Record of GBWR Board of Management Meeting dated 26 Feb 14

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

1. [Apologies](#) Daniel Hook
2. [Minutes of meeting dated 14 Jan 14](#)

2.1 Approved.

3. [Actions Arising](#)

3.1 All actions complete

4. [Review Financial Position](#)

4.1 Fcast outturn details based on Januray management accounts:

Cash Position as @ 26 Jan 14	186.980
Income up to 31 Mar 14	28.986
Total:	215.966

Forecast expenditure:

Corporate:	76.000
WCPP	87.000
NDD	55.000
Total:	218.000

218.000

215.966

Adverse variance: 2034

- 4.2 The budget is tight and DP requested that expenditure be limited to that which is critical between now and month end of FY.
Action: DH to provide DP with daily cash statement

5. [2014-15 Budget](#)

5.1 It is unlikely that there will be a decision on the Sport England reward position before the need to finalise the budget. Therefore budget lines to be loaded based on Version 002 of the budget
Action: All

6. Annual Appraisals

- 6.1 DP reminded everyone of the importance of the performance appraisal process and invited the team to re-read the appraisal policy ahead of the annual appraisals and to ensure that accurate records were kept. BOM appraisal timelines were agreed as:

KC Completed documentation by 17 March. Appraisal Meeting 1600 26 March
LB Completed documentation by 14 March. Appraisal Meeting 1930 25 March

Action: LB/KC

7. International Sporting Event for Injured Service Personnel

- 7.1 DP briefed on the background to the proposed event which will take place at the Copperbox in September 15. Wheelchair Rugby will be one of the sports included. Martin Coclough H4H is the event lead and the plan is to meet with him late March to scope the event.

Action: DP/KC

8. Harlequins Launch

- 8.1 Harlequins are confirming date and format but provisional date is 1 April.

9. DMG/Coach Meeting

- 9.1 The DMG/Coach meeting will take place in Leicester on 6 March. DP session is planned for 1030-1300. Agenda to cover: WWRC15; Festival; Club Model/Articles work/ Value of Brand/Challenges – increase in membership/teams/quality/sponsors/looking ahead to new funding rounds/ Safeguarding/Insurance

10. Q3 Business Plan Review

- 10.1 The Q3 Business Plan review was completed. The majority of KPIs have either been met or are on target to be met by the end of Q4. The areas at risk of not being met are:

- 1.1/3.3 Both relate to the youth programme. This is now on target to start in the new financial year although there is still only start up funding
- 5.1 Coaching. This is making progress but we will still not have achieved the start of a delivery programme by April
- 7.0 Target of £100k non grant income has not been met. This is largely because 7.4 – the development of a commercial arm has not been achieved
- 7.2 Engagement of Scotland is now on hold pending the independence vote. We are making slow progress with Wales though have recently submitted an annual report to the Welsh Charitable Trust and following a meeting with Sport Wales are now submitting a revised development grant application. Wales to release a fund for under-represented groups
- 7.4 Commercial training arm – this will not be achieved this year and as a concept requires review – DP to discuss with Board

- 8.4 Satisfaction Survey. KC to update

10.2 DH to produce updated Q3 plan review

11. Building Resilience

11.1 DP concerned that current success is creating significant resourcing issues and that relying on some individuals who have multiple roles and elite athletes is not sustainable particularly where we have formal partnerships in place to deliver eg H4H. Currently we do not have the capacity to be pro-active and this in itself is inhibiting development and placing unreasonable pressure on some individuals. The BOM discussed this fully and the following options are to be pursued:

- Look at potential of a new post initially for 18 months to lead on H4H work – Military Recovery Centres; September Injured Players tournament; WWRC15 lead in; also lead for events – Super Series and Nationals with a view to making the Nationals more attractive to a sponsor. Funding for this post to be discussed with H4H – potential of a part H4H funded post
Action: DP to discuss with H4H. KC to provide JD
- Look at dedicated coaches for programmes and if elite athletes are available use them as additional. DP to discuss with Mike Spence and Steve Brown – also potential website advert for Military programme. Rob Tarr as potential Youth programme coach

11. AOB

11.1 Minister for Disabled People visit – KC to discuss with Minister’s office. Opportunity to be managed by GBWR – potential visit around a GB session.

11.2 SPOGO – potential to use Woodbridge launch

11.3 Elite programme – 10-22 May 14 Squad will be in USA

11.4 Website – need to identify changes and put some momentum behind reviewing content to ensure it is up to date and accurate – Action: ALL

11.5 Annual Report – wish to be able to better quantify achievements – KC to provide detail especially around club benefits eg number of new chairs; new players into which clubs; support with sponsors etc

Date of next BOM 26 March Twickenham