

Record of GBWR Board of Management Meeting dated 28 November 2013

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

Andrew Flatt for Item 4 AF

1. Apologies None
2. Minutes of meeting dated 21 Oct 13
 - 2.1 Approved.
3. Actions Arising
 - 3.1 All actions complete with the exception of:
 - 2. DP to contact Nigel Wray
 - 3. Rugby Wheels KC to propose launch dates
 - 4. BOM agreed to delay Scotland visit until position re independence is clearer
 - 5. KC to propose 5 key actions for BME engagement
 - 6. LB proposing to engage UKS consultant for period of 3-5 months. LB to scope programme of work by end Dec 13
 - Roma meeting to scope chair research programme scheduled for 6 Dec 13
4. Forecast of Outturn
 - 4.1 AF joined for this item.
 - Corporate forecasting overspend £26k. This includes assumptions made for unbudgeted HR and Safeguarding costs. DP to progress additional Sport England funding to cover Safeguarding
 - WCPP forecasting on budget. This further to the action taken to reduce 2013-14 drawdown by £75k
 - Operations forecasting overspend £12k.
 - 4.2 DP to review cashflow position.
5. Forecast on RED and Key AMBER position @ Q2 – additional focus required:
 - 5.1 KPIs:
 - 1.1 Youth Programme. Contact NW to assess position. £1k available from Mike Brown donation – potential for small project around Richmond.
Application to Children in Need
Application ‘Spirit 2012’
Action: DP to contact NW and prepare funding applications

- 1.3 Military Recovery Programme. Programme beginning to catch up, current delivery plan: 4 Dec 13 Colchester; 5 Dec 13 Headley Court; 6 Dec 13 Tedworth. Still to plan: Plymouth and Cochester
- 2.2 KC will develop 5 actions to deliver by end of March 14
- 2.6 Recognition work to underpin this – DP to discuss progress with SLF
KC to progress work on criteria
- 3.3 Unlikely to make progress this year. Need to fund youth programme – see above
- 3.4 As 3.3
- 4.1 Engaging Consultant to progress Talent work from January 2014
- 4.3 On target – part of Peter Harrison work
- 4.4 DP has met with Peter Keen @Loughborough University. LB to draft specification for requirement
- 4.5 Priorities agreed as: 1. Fit & Healthy Lifestyle (monitoring system etc); 2. Preparation Strategies for Rio eg recovery long haul flights; environmental issues; 3. Heat and Recovery; 4. Technology projects eg wheelchair/gloves
- 5.1 KC meeting with SCUK has taken place and draft strategy written. This work now progressing. Coach workshop planned early 2014 for 12-15 coaches
- 5.2 Awaiting response from IWRP to draft paper. KC to chase
- 5.3 KC/LB to discuss commissioning Sarah Leighton to progress classifier strategy. Note resource also available from UKS and through BPA
- 5.8 As 5.3
- 6.5 Awaiting response from RFU to draft paper. DP to chase
- 6.7 DP to discuss with RA
- 7.0 Some progress made. New agreement with GKG for 2014.
- 7.2 Need to confirm position in Wales for future funding of RDO post and progress the Development Grant – KC to lead
- 7.4 DP to discuss with TM. Also to chase up the proposed April fundraising event
- 8.4 Draft questionnaire in process of being reviewed. Will be sent out before Christmas – KC to lead

6. [National Paralympic Day](#)

- 6.1 It was confirmed that GB will not be able to participate in an international event. Depending on the facilities made available it may be possible to provide a club exhibition match or ‘have a go sessions’. DP to discuss with BPA.
Action: DP

7. [World Wheelchair Rugby Challenge 2015 Update](#)

- 7.1 Key milestones are:
- invitations all out and 5 of the 8 teams already accepted. Deadline for others is 6 Dec
 - RWC15 has confirmed WWRC15 as key part of Festival of Rugby which will be formally launched in September 2014
 - Colin Farmery appointed to lead on sponsorship
 - 17 December first project meeting at Copperbox

8. Meeting Updates

8.1 LB briefed on Rio Review; KC briefed on DMG and Coach Forum and DP briefed on Matt Hampson meeting. Key points:

- DMG very positive meeting. Constructive points for Code of Conduct review; good discussion of Rugby Wheels programme. Coaching strategy well received.
- Coach Forum. Similar membership to DMG so some repetition but positive response. Plan for first annual coaching conference in Autumn 2014. 2 coach workshops in Spring 2014 to be delivered by Head Coach and Assistant
- Matt Hampson. Good meeting, MH providing financial and resource support to Tigers team. Need to ensure that funding applications are supported and are aimed at delivering funded SE outcomes

9. Timelines for 2014 Management Plan and Budget.

9.1 The draft paper was agreed and will now be presented to the Board Trustees.
Action: DP

10. Sport England Additional Funding

10.1 Still not clear how the reward system will work under the Whole Sport Plan. Work being progressed by KC to apply for 2 additional funding streams:

- Inclusive Sport Grant. This will be a bid made in partnership with the RFU to support the development of partnerships between the able bodied and disabled game along the model of Woodbridge and Canterbury
- Get Equipped Grant. Bid for 10 additional chairs to provide a loan scheme to new groups starting out

GBWR also part of the Capture Programme in partnership with 4 other sports. Wheelchair Basketball has the lead for this.

11. Status of Proposed new Clubs

- 11.1 Woodbridge. Being driven by Woodbridge RFU have ordered 8 chairs. Has sponsorship from local energy supplier. Won Suffolk Disability Award.
- 11.2 Gloucester. Partnership with Gloucester RFU and Gloucester University. Have 9 players already and all likely to be classifiable. Masters student to be involved. Looking for formal launch of partnership in December.
- 11.3 Canterbury. Similar model to Woodbridge. KC to lead

All 3 clubs likely to be ready to enter the league at some point in 2014.

12. Staffing

12.1 TOIL policy discussed. KC to lead on drawing up proposal. DP stressed the importance of ensuring our personnel policies are effectively implemented eg actions around end of probation periods; appraisal and performance management.
Action: DP

13. Copperbox

13.1 Copperbox availability discussed. BOM agreed that £6000 per day basic rental was outside budget for Nationals in 2014. DP to discuss costs for using Nationals in 2015 as Test event for WWRC15

Action: DP

14. Key Priorities December

- Develop 2014-15 Management Plan All
- Finalise Operations Manager Service Contract DP/LB
- Gloucester Launch - options KC
- Website launch DP
- WWRC15 Partner meeting DP
- Sport England Funding bids KC
- Loughborough Requirement paper LB

Date of next BOM 18 December @ 1200 Twickenham