

Record of GBWR Board of Management Meeting dated 3 Jun 14

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

1. Apologies Nil

2. Minutes of meeting dated 26 Mar 14

2.1 Approved.

3. Actions Arising

6. Details of Ministers plan to DP Action: KC
All other actions complete or included in agenda

4. NDD Update

4.1 Key points:

- SE has now confirmed that we can submit an application for Reward funding. This to be completed by 12 June and quick decision is expected. Action: KC/DP
- SE has reviewed application for £100k for Event funding in support of community programme around WWRC15. Further review of draft to be completed. Action: KC/DP
- Military Programme. Roma has almost completed order for 12 chairs. A decision on H4H branding now required quickly. Action: DP to discuss with Martin Coclough. BOM discussed the Military Development Officer position. DP to hasten response from Martin Coclough on proposed post. Alternative position agreed as advertising for post and charging from allocated H4H funding. Aim to get person in post by 1 Sep 14. Action: DP
- Rugby Wheels. 14/15 SE targets will be met by month 2 of new funding year! SE aware and this helps shape Reward funding application. Rugby Wheels session to be delivered in North East supported by Bulls and Newcastle Falcons 27 June.
- New club starting in West Midlands with Darren Ransome as coach. Already have 8 players
- Saracens youth programme has now started. Luke White is helping to coach and Aspire also involved as a partner
- Meeting has taken place with Harlequins Foundation to begin fleshing out our involvement.

5. PD Update

5.1 See slides attached.

6. [2013/14 Audit & Annual Report](#)

- 6.1 DP briefed that Mazars had completed the audit which would be presented to the GFSC on 4 Jun for sign off on behalf of the Board. The auditors raised no significant issues. We are reporting a deficit at year end of £10,232 but £50k UKS income had been deferred. This is an acceptable position one year into the 4 year cycle.
- 6.2 The Full Report and Financial Statements were reviewed along with the summarised annual report which has been prepared for Members and partners. The AGM date was set for 8 October in Leicester.

7. [Priority Focus](#)

7.1 Coaching:

- Paul Arnold tasked to act as lead co-ordinator one day per week
- Focus on Quick Wins – support and mentor new clubs
- Form Technical Coaching Group – using experienced club coaches
- Work with SCUUK on CPD

Action: This to be a standard agenda item to monitor progress KC

7.2 Talent:

- Agree need to increase the focus and gain greater impact
- PD working with PD Basketball to identify potential athletes
- Need to access other disability groups/organisations eg meningitis

Action: Assess potential for recruiting an intern for 9 month assignment
LB

7.3 Competition:

- Super Series under continual review by DMG to manage increase in teams. 2014/15 season is manageable under current structure but DMG will be discussing requirement for 3 divisions
- Nationals: looking at Copperbox for 2015 and broader community programme. Possible SE investment alongside 2015 community programme Action:KC
- Potential for Roma as long term sponsor Action: DP

8. [Safeguarding](#)

- 8.1 Intermediate Standard Implementation Plan has now been produced. KC and Lynn Amos have met with CPSU who have confirmed direction. Work is still ongoing to confirm the DBS process. Jo Arnold tasked one day a week as NGB Safeguarding Officer.

9. [DMG/Coach Conference 5 Jun](#)

- 9.1 Draft Presentation reviewed.

10. [Risk Register](#)

10.1 Top 10 risks discussed and management actions agreed. Risk Register attached.

11. [WWRC15 Update](#)

11.1 Key points:

- Formal launch by Boris Johnson went well with good media coverage
- Focus is on trying to land sponsorship. Strategy is to focus on possible Title sponsor until end August before then looking towards 'basket' of sponsors. BT, Landrover, QBE have met to discuss Title commitment. Meeting with Adidas on 12 June
- Approach made to 6 potential Event Managers and will interview for position on 23 June
- Still working with UK Sport and Sport England on potential for financial support
- Meeting GLA on 4 June to discuss potential support

12. [Contracts](#)

12.1 All service and employment contracts were reviewed. Actions:

- New combined Service Contract for services required using Lee Stutely
- Updated employment contracts required to reflect additional days and responsibilities (Job Descriptions also to be updated)
- Contracts for performance services to be modified by accompanying letter outlining any change to service or days required.

Action: KC/LB to draft and forward to DP for final check and approval

13. [IT Support](#)

13.1 KC expressed concern that currently all software is registered to individuals which may no longer be appropriate considering the growth in size of our Membership.

Action: DH to investigate options to better manage our IT capability – should we be negotiating a business package?

13.2 Data Storage. EIS are still reviewing a performance solution.

Action: LB and DH to discuss whether such a solution could be extended to storage of all NGB data or whether another option should be considered.

14. [Wales](#)

14.1 DP has meeting scheduled with Jon Morgan on 30 June. KC to provide update for meeting.

14.2 A Development Grant bid has been submitted to Sport Wales – KC to confirm amount of bid and status.

14.3 'Call for Action' funding application to be submitted by 20 June – Action: KC

14.4 Dragons have now moved training to Wrexham University.

15. [Invictus](#)

15.1 Key points:

- Format of tournament still not confirmed
- Richard Allcroft to be Technical Advisor
- GBWR to provide Table Officials and Referees. Action: DP to discuss with Head Official
- Mike Spence and Paul Jenkins to coach GB squad
- GBWR to loan 12 chairs. Action: DP to confirm dates with KC

16. [Membership Survey](#)

16.1 Only 32 people took part in the Membership survey which was disappointing. Agreed we need to review the approach. A telephone survey may prove the best option though it is time intensive. KC to consider this approach post the AGM in October. Action: to be discussed further by BOM in September

17. [AOB](#)

17.1 Subject to the agreement of the Board of Trustees, it was agreed that 8 October is the preferred date for the AGM which will take place in Leicester.

17.2 It was agreed to keep Membership Fees at the same rate as 2013/14. Action: DP to notify Members.

Date of next BOM 24 June Twickenham