



Record of GBWR Board of Management Meeting dated 1 March 2016

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

1. [Apologies](#) Nil

2. [Minutes of meeting dated 2 Nov 16](#)

2.1 Approved.

3. [Actions arising not otherwise covered on the Agenda](#)

4 Oct

12.1 DP to provide Outstanding Service Recognition Paper (to be discussed at DMG)

12.1 KC said that the DMG did not express any interest in a celebration event. DP will take more informal soundings and the idea will be placed in the club newsletter

2 Nov

7.1 DP/KC to arrange meeting in Wales to consider future activity

9.2 KC/LB to review 'Backing the Best' nominations

9.3 LB to provide scoping paper outlining kit requirement over next 4 years

4. [Sport England Investment Plan](#)

4.1 KC reported that she was waiting for details of reporting required for completion of current cycle. She also reported that no details had been provided on the process for agreeing metrics for the new funding cycle.

4.2 DP asked what the operational enablers were to starting the next cycle. KC said that the key actions were completion of any governance requirements and the recruitment of staff to fill the new positions, these being:

- Lead Safeguarding Officer – services contract 1 day a week equivalent
- Workforce Development Officer 0.5
- RDO North 0.5

5. [WCPP Transition](#)

5.1 LB reported that she had met the UK Sport transition team and that transition funding and arrangements had been agreed. Athletes will receive APAs until the end of June. The



selection camp for the Europeans will take place week of 6 March with Denmark providing competition. The announcement of the squad will be made on 13 March.

6. [Talent Submission](#)

6.1 Work is ongoing with the revised submission to Sport England of the Talent Plan. The BOM agreed the following timelines:

- Draft document completed by 2 Mar LB
- Review document by 9 Mar KC/DP
- Discuss draft Heather Taylor 14 Mar DP
- Submit Sport England 20 Mar KC
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6.2 Meeting with Peter Harrison Centre planned for 16 Mar DP/KC to discuss talent profiling and wider elite support.

7. [January Management Accounts](#)

7.1 BOM completed a full budget reconciliation against the Jan management accounts. Forecast of outturn at end of year by cost centre:

WCPP:	Positive Variance	£50k
Corporate:	Positive Variance	£14k
NDD:	Adverse Variance	£ 2k

7.2 DP reviewed the debtors list and asked that action be taken to recover all outstanding sums by the end of the financial year. DP asked to be made aware of progress.
Action: DH/LB

8. [Safeguarding](#)

8.1 KC reported that the Advanced Standard portfolio updates had been completed and submitted to the external examiner. Feedback was still to be received. DBS is now transitioning to the RFU system. All new DBS would be managed by the RFU and migration of current DBS would be progressive.

9. [#saveGBWR](#)

9.1 DP gave the headlines of the #saveGBWR campaign. The work is being led by Dynamo, a creative agency with offices in Euston and San Francisco. The core of the campaign is Just Giving fundraising which has now gone live. A video has been produced which Mike Brown fronts and it is hoped will appeal in particular to the rugby family. The target is £100k which is ambitious based on the evidence that only 2% of such campaigns hit this target. There will



be significant PR and media alongside the campaign aimed also at attracting corporate interest.

10. [Code of Sports Governance](#)

10.1 DP reported that a Governance Question Check had been received from Sport England and this had to be completed satisfactorily to qualify for the first payment of the new funding cycle. The focus appeared to be on high level board requirements. He would lead on its completion.

Action: DP

11. [BT National Championships](#)

11.1 KC reported that the championships will be held in Leicester on 13-14 May. DP asked that space be allocated for a potential VIP lunch reception on Saturday 13th. DP asked about advertising the event – KC will update with plan at the next BOM.

Action: KC

12. [DMG Agenda](#)

12.1 DP agreed that he would attend the DMG on 15 March. Agenda items should include: Fundraising Campaign, Competition Fees, AGM, Recognition.

Action: KC/DP

13. [Outstanding Service Recognition](#)

13.1 DP said he would discuss this with the DMG with the aim of agreeing a plan to develop a proposal that could be put before the Membership at an AGM.

14. [Staff Appraisals](#)

14.1 DP reminded the team that all staff appraisals needed to be completed by the end of the financial year and new staff objectives and KPIs agreed. KC appraisal scheduled for 1100 21 March and LB for 1400. Both were asked to provide their completed templates by Friday 17 March.

Action: KC/LB

15. [AOB](#)

15.1 Nil

Management Board
Great Britain Wheelchair Rugby



Date of Next Meetings

21 Mar @ 1230 Twickenham

26 Apr @ 1100 Twickenham