



Record of GBWR Board of Management Meeting dated 17 Apr 18

Present: David Pond CEO DP
Julie Bunnage National Development Director JB
Daniel Hook Compliance & Membership Officer DH

1. Apologies Nil
2. Minutes of meeting dated 28 Mar 18
 - 2.1 Approved
3. Actions arising not otherwise covered on the Agenda
 - 4.1 Fundraising. DP reported that Lucy Jones had now left GBWR and that he was meeting a sponsorship agent on 24 April with a view to exploring a different approach to income generation.
 - 7.1 DH reported that the website update had been started. It had been decided to have a fundamental review of accessibility and this work is now being undertaken as a precursor to the design changes. DP stressed the urgency of getting partners recognised on the site and discussed the best format for this. DH will discuss with the website developers.
 - 8.0 Further to the discussion at the last meeting about the date and location of the AGM, DP had noted that the preliminary July date would not work because the GB squad and staff will have already departed for Australia and the World Championships. A new date of 19 September was agreed. DP said he was still keen to do everything possible to encourage more attendance in person and so asked DH to put out a Monkey Survey to all Members asking their preference for the meeting between a venue in Birmingham, Leicester, or Twickenham.
Action: DH
- 4.0 February Management Accounts
 - 4.1 DP confirmed that books closed on 17/18 on 13 April and that the auditors will start their fieldwork on 16 May. Using the February management accounts the BOM attempted to forecast the end of year position:
Corporate underspend £11k
Development underspend £60k (this due to the Talent post not being filled until the autumn and RDO vacancies due to the delay in confirmation of funding from SE).
GB Team overspend against original budget as this was only set up until the Europeans. On target with the revised budget set in January including pre-payment of flights for Japan.
9. Q4 Review of Business Plan



- 9.1 The BOM end of year review of progress against the plan was completed. This will form the framework for the CEO's annual report. Key points:
- 1.1 SIU work strong but need to review delivery at Salisbury as small numbers. Also to look at Stanmore and how to deliver there – chair issue. Supporting SIU Games – x 50 participants
 - Need to review the military programme. Ideally get chairs into units and then provide a coach or ensure local coach has undertaken coaching course
 - Not now getting the conversion from military to membership but supporting Invictus and some into Rugby 5's
 - 1.2 47 new members. Down on the target set but positive result esp considering the RDO shortfall
 - 1.3 2 x new clubs Berkshire Banchees and Newcastle
 - 1.5 8 x clubs supported through affiliation but GFC has initiated a review of process
 - 1.7 Not done enough with under-represented groups. No women's session but did support the Rainbow Laces campaign at Super Series and Lloyds of London event
 - 2.1 Variant progress has been strong despite late start due to loss of lead deliverer. Rugby 5's launched in Dec 17. Tri- tournament between Northants Bristol and Dorset was well supported. Summer league will start in May with 106 registered to play of these 60 not classifiable for Paralympic game
 - 2.2 No work on RugbyWheels – business decision to set aside due to resource constraints
 - 3.1 Youth programme has been a highlight. New partnership with Lords Taverners. Have held 2 festivals – North and South with 50 young people participating in the November Festival in the North and other young people volunteering as officials. National Tournament also held.
 - Not as yet achieving the conversion rate of young people to members
 - 4.0 The late recruitment of a Talent lead has had a major impact on the achievement of the targets set in this area. Now that the lead is in place quick progress is being made to put in place a systematic approach to talent ID, training and competition. The expectation is that we will see a recovery against the targets set early into the new business year
 - 5.0 All domestic events have been delivered but there is a need to properly conduct evaluations which has been a weakness this year
 - 6.0 The achievement against our coaching strategy has been strong with 30 attending the Level 2 coaching course and an over achievement of 4 against the target of 26 set for accredited coaches. There continues to be a high demand for coaching courses
 - The lack of qualified referees is becoming a serious risk area. For the Nationals we are having to bring 4 in from Europe which is not sustainable and this needs a major focus in the coming year
 - Also not progressed work on a volunteer strategy which will also be a priority in the next quarter
 - 6.5 Progress is good on Safeguarding and preparations well advanced for annual CPSU review in May. Discussions on-going with RFU about potential for further support.
 - 6.6 A greater understanding of the Equality Standard is needed and DP is in consultation with SE support 'Inclusive Boards'



- 7.0 Fundraising has been a big success this year and is one of the highlights of the year. The £300k target was exceeded by around £140k
- 8.0 With the exception of the target to hold a safeguarding conference which was not achieved all other KPIs were delivered in this area.

6. [Safeguarding](#)

- 6.1 The BOM reviewed the Safeguarding Action Plan. DP is now content that he has sufficient to work on with the Safeguarding Officer ahead of the annual review on 10 May
Action: DP

7. [Workforce](#)

- 7.1 There is pressure at the moment due to vacancies. We are short of RDO London, RDO Midlands and a Regional Training Coach. Our NDD is also only x3 days a week. This needs urgent action to resolve. DP approved the JDs and adverts to go out for the RDO positions and asked JB and DH to hasten the recruitment process. In the meantime Simon Starr will continue to be used for 1 x day a week in Midlands area.
Action: JB/DH

8. [National Championships](#)

- 8.1 The BOM agreed final actions ahead of the weekend's National Championships.

9. [AOB](#)

- 9.1 Strategic/Operational Plan. Version 009 amended.
Action: DP to finalise and circulate
- 9.2 Insurance schedule. Draft reviewed and finalised.
Action: DP to go out to insurers with requirement
- 9.3 Business Plan. Daniel to email to DP to finalise and issue
Action: DP/DH

9. [Next Meeting](#)

27 June 1100 Twickenham
25 July 1100 Twickenham