



## Record of GBWR Board of Management Meeting dated 27 Jun 18

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

1. [Apologies](#) Nil
  
2. [Minutes of meeting dated 17 Apr 18](#)
  - 2.1 Approved
  
3. [Actions outstanding from 28 Mar](#)
  - 7.1 DH and DP reported they had met with the website developers and that the redesign of the home page was almost complete along with the site map. It was hoped to launch the refreshed site by the middle of July.
  - 8.0 DH reported on the results of the survey into the location for the AGM. 2/3rds of respondents had opted for the Midlands – either Leicester or Birmingham.

### [Actions outstanding from 17 Apr](#)

- 6.1 Safeguarding. DP and JB had now met with the Safeguarding Officer and the CPSU annual standards check had been completed and GBWR's Advanced Standard confirmed.
- 7.1 Workforce. JB confirmed that all posts had now been filled.
- 9.2 Insurance Schedule. DP confirmed that this action was complete and the annual insurance renewed.
- 9.3 The Business Plan had now been reviewed by JB and finalised. Action complete.

### [NDD First Thoughts](#)

- 4.1 DP began by welcoming Julie and Paul to their new role and said he was excited about working with them as he believed they had very complementary skills and have the ability to refresh the thinking of the team. He said he was sure he would learn a great deal from them.
- 4.2 Both JB and PA responded by saying how excited they were to be in the role. JB said that they had developed the joint role by adopting a functional approach with each of them leading on specific areas. Initial priorities are : JB understanding the finances and our contracts; PA ensuring the development team are focused and supporting the new members.
- 4.3 Both said they would always aim to be accessible but for the days that they were not working they would place the Out of Office on their systems. It was agreed that Thursdays would be a time when both would link up with DP for a weekly update. JB to fix.

Action: JB



5. [2018/19 Business Plan](#)

- 5.1 DP confirmed that the BP had been signed off by the Board but said he would like to see more work undertaken on evaluation and impact. JB agreed and reported that this was an area she is currently looking into. DP asked for an update at the next BOM.

Action: JB

6. [2018/19 Budget](#)

- 6.1 DP reminded the BOM that it is already almost the end of Q1. The plan was fine but more work needs to be undertaken on profiling spend as too much is spread equally across when we know most of the peaks and troughs.

Action: ALL

7. [May Management Accounts](#)

- 7.1 The accounts had just been received so there had been little time to review. DP said it was important to quickly get a handle on all the areas so that we as a team proactively managed our budget rather than being reactive. He stressed that he expected all areas to remain within budget and any proposed changes to budget should be discussed and will require his approval. JB said she would be reviewing expenditure and providing the accurate variance and supporting narrative.

Action: JB

8. [DMG](#)

- 8.1 JB invited DP to the DMG to provide the group with a more generic NGB update. DP agreed and said it was his practice to attend one a year. He said he will produce about 3 slides highlighting the areas he would cover.

9. [End of Year](#)

- 9.1 DP confirmed that the Annual Report and Financial Statements had now been finalised and would be signed off by the GFC when it meets on 18 Jul. DP asked DH to make AGM arrangements with Marriott Leicester.

10. [Event Strategy](#)

- 10.1 DP said he was keen to get a better handle on events and that there was a need to meet as a group with Lee Stutely to develop a clear Event Strategy. This would now need to happen after the World Championships in the autumn.

Action: All

11. [Induction](#)

- 11.1 DP drew attention to the Staff Handbook and the Induction process and asked JB and PA to ensure that new employees were properly inducted. Also he would appreciate any feedback to enable the review of documents though the handbook had been subject to review by GBWR lawyers.



12. [AOB](#)

12.1 DP to review coach contracts

Date of Next Meeting

11 September Twickenham

12 September Events Strategy Meeting Twickenham

27 June 1100 Twickenham

25 July 1100 Twickenham