**Goalball UK**

**Minutes of Board meeting at Meadowhall Centre, Sheffield on Thursday 18 May at 14.00pm**

Present: John Coles (JC - Chair), Mark Winder (MW), Mark Martin (MM), Dyfrig Lewis Smith (DLS), Grace Clancey (GC). DLS and GC participated by conference call.

Apologies: Alison Burchell (AB)

1. The minutes from the Board meeting of 15 February 2017 were approved.
2. JC reminded the Board of the need to declare their interest in any items requiring a decision; there were no new declarations of interest.
3. JC initiated a discussion amongst the Board on the need to recruit additional directors. It was agreed that a more detailed discussion will take place in August, at which the Board will develop a succession plan. JC agreed to draft a suitable job description form for potential new directors. MM stated that it was a requirement of the Sports Governance Code to appoint a Senior Independent Director (SID). GC kindly accepted the Board’s request for her to become the new SID.
4. MW presented his first CEO report. It had been a busy start meeting members of the whole goalball community, who have demonstrated a real commitment for the sport.
* The opportunity to develop accredited education courses is being actively investigated, as this could generate a vital income stream.
* There is a need to locate to new offices in Sheffield and we are working with EIS to come up with a solution.
* We are at present exploring options to invest the marketing budget provided by Sport England. The Board agreed in principle to the appointment of a Marketing Officer; a job description will be circulated
* At the request of the staff to improve communications, a monthly management meeting is to be held.
* Considerable focus will be placed in the next couple of years in developing commercial income streams. An outline job description for a potential future business development role will be created
* A new strategic plan will be developed before the end of the calendar year based on the priority areas identified in the Sport England funding bid.
1. The CEO report also contained the Development Update. The latest participation figure available is 596. Recent competition results were discussed, along with the remaining events for the season. A review of club development highlighted good progress in South Wales, Northern Ireland and South West England. There have been huge strides made in regional tournaments run by clubs.
2. MW presented the performance update paper prepared by Dawn Newbery (DN). The ambition is to provide a competitive performance at the forthcoming European A’s, to give UKS confidence ahead of the next round of funding reviews. The Board thanked the Knott family for its amazing contribution over the years to providing training facilities. We are at present developing our talent programme targets to be agreed with Sport England. The recent annual talent camp unearthed some youngsters who were subsequently selected for an event in Denmark, which provided great opportunities for athletes and coaching staff.
3. The Board acknowledged the fantastic financial support again offered by a private individual, which will allow both of the elite squads to run performance programmes during the financial year. The Board agreed the parameters within which the performance heads DN and Aaron Ford (AF) should operate. MW agreed to report back to DN and AF with the details, after which they will complete their respective budgets for sign-off.
4. MM presented the finance report. The final quarter’s reports for the 2016/7 financial year highlighted that the sport had been able to meet its commitments. In June MW will revise the grass roots forecast for the current financial year once he has completed his initial assessments of staffing structures and project priorities. We are on track to deliver a series of governance tasks identified by Sport England as a condition of the 2017/21 funding award. At this point GC left the meeting
5. MM presented the risk reports. The two major risks identified are the limited elite funding and the current lack of volunteer directors
6. MM presented some suggested minor revisions to our Articles of Association, highlighted following a review by Sport England. The Board agreed that the revisions should be adopted and legal support will be sought to carry out the amendments.
7. MM presented a suggested Terms of Reference for the new Audit, Finance and Risk Committee. These were approved by the Board.
8. MM informed all Board members that they were required to sign a “declaration of good character”. These forms were issued to all directors.
9. DLS updated the Board on safeguarding developments. We are on track to achieve the Advance standard by October. There were no specific incidents which required Board discussion.
10. DLS verbally updated the Board on Equality developments. More background information had recently been received and he will report back to the Board in the next few weeks. Otherwise, there were no other issues regarding a decision or discussion.
11. No other business was raised.