# Goalball UK Board Minutes

## Date & time of meeting

16/09/2021 2:00 pm

## Location

English Institute of Sport, Sheffield

## Attendees Initials Role

John Grosvenor JG Chair

Mark Winder MW CEO

Dyfrig Lewis-Smith DLS Non-Executive director

Alison Burchell AB Non-Executive director

Kate Coghlan KC Non-Executive director

Peter Elliott PE Non-Executive director

Ranjit Singh RS Non-Executive director

Grace Clancey GC Senior Independent Director

DLS and GC joined by conference call

## Apologies

Paul Reid PR Non-Executive director

## In attendance

Mark Martin MM Company Secretary

# MINUTES

## 1.Welcome (verbal)

JG welcomed everyone to the meeting.

## 2. Declarations of interest (Verbal)

None declared.

## 3. Minutes of previous Board meeting – FOR APPROVAL (1 paper)

Minutes of the July 2021 meeting approved.

## 4. Action points from last meeting – FOR UPDATING (1 paper)

**Action** - paper updated.

## 2021/2 competition structure

It was agreed to defer this item to a subsequent Board meeting.

## Finance & Governance Update – FOR INFORMATION (3 papers)

MM presented the Q1 2021-2 management accounts and updated forecast for the remainder of the financial year. Updates were also provided on the high performance funds and 2020-1 statutory accounts submission.

This item arose during the finance presentation in agenda item 6.

**Decision** – The Board agreed to support the sending of a team to the European A Championships in Turkey in November, subject to receiving assurances regarding satisfactory quarantine procedures, that the team members confirm they are willing to participate in these circumstances and that a training camp opportunity be pursued as part of quarantine requirements.

**Action** – MW to discuss with coaching staff and players to identify concerns and report back to Board for subsequent endorsement electronically.

## 7. Governance action plan – FOR INFORMATION (1 paper)

MM updated the Board on latest status of the plan.

**Actions** – all for MM. Updated TORs, scheme of delegation and skills matrix will all be completed by end of September. Draft business continuity plan will be submitted to Risk Group in October.

## 8. Risk update – FOR INFORMATION (verbal)

The Senior Leadership Team has produced a draft risk register in a new format. This is to be reviewed by the Risk Group at its October 2021 meeting.

**Action** – Risk Group to report back to MW on draft register.

## 9. CEO report – FOR INFORMATION (1paper)

MW highlighted the key matters within his report and took questions from the Board.

We are about to enter a mentoring programme with Pilotlight which came about via our interaction with the Weston Charity.

UK Sport has awarded us a £17k grant to support writing a strategic plan for national events funding.

We are shortly due to renew insurance and have requested additional quotes to cover cyber security and key person insurance.

There has been no response from IBSA to the letter sent to them in May.

There continues to be correspondence with Sport England surrounding the recommendations made by The Philanthropy Company. It is hoped to appoint a Comms Manager and a Fundraising Manager in the autumn.

**Action** – MW to produce 2022 calendar of meetings.

## 10. Reports from the Sub-Committees – FOR INFORMATION (verbal)

PAT – no meetings since the last Board meeting.

CC – recent meeting had covered a wide range of issues including consequences of club withdrawals from competitions and a review of disciplinary procedures.

FOG – covered earlier in meeting.

## 11. Communications update – FOR INFORMATION (verbal)

No update as we are at present changing service provider.

## 12. Safeguarding and equality - FOR INFORMATION (verbal)

Nothing to report on either safeguarding or equality.

## 13. UKAD update – FOR INFORMATION (verbal)

Education plan is being developed and the 24 action points are being addressed.

Action – MW to produce Action Plan, supported by Faye Dale.

## 14. Any other business

PE – raised the issue of a Health & Safety Plan. MW commented that it was an area of development which had been identified on the risk register.

**Action** – MW to appoint Health & Safety representative from the staff.

## 15. Date and time of Next meeting

18November 2021 at 10am, by video conference.

**Meeting finished at 3.15pm**