# Goalball UK Board Minutes

## Date & time of meeting

26/11/2021 10am

## Location

Zoom Conference Call

## 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

Paul Reid PR Non-Executive director

## Apologies

Dyfrig Lewis-Smith DLS Non-Executive director

Grace Clancey GC Senior Independent Director

Ranjit Singh RS Non-Executive director

## In attendance

Mark Martin MM Company Secretary

Steve Cox SC Secretariat

# MINUTES

## 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 September 2021 meeting were approved.

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

**Action** - paper updated.

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

MM presented the Q2 2021-2 - forecasting is working as the figures are generally close to predictions.

* Looking forward to Q3 and beyond – key points were outlined
* Funding available for new positions Comms & fundraising role
* Income target almost achieved for the year
* Carrying forward greater reserves into 21/22

MW gave details of the funding plan for the GB squads.

GB lead staff to be asked to plan a new 3 month finance model from January. Board to review decision on splitting the spending shortfall from the GB Women.

MW updated the Board on fundraising income projections.

MM highlighted that for the first time in GUK history we have a 5-year funding plan.

The Board asked questions around calibre of person and job descriptions, – will the fundraising role have realistic and stretch targets – MW has planned meeting to discuss JDs and targets.

Discussion over a new Performance role and how it will be funded and costed – full time preferred – twice the cost – 18mnth to World Games, 2.5 years to Paralympics.

HR consultant to be consulted over the recruitments

**Decision** - Agreement all round that in order to move the sport forward that we need to have a full-time performance lead.

**Action** – MW to draft a job description for Performance Lead. MW to run job description for all 3 roles past relevant Board members, SE and UKS where needed (Comms JD is ready to go).

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

MM updated the Board on latest status of the plan. He commented that the action plan is almost completed.

Board members were asked to complete Equality form by end of the month if they have not already done so.

Business Continuity (BCM) – Workshop held the EIS on the 25th November 2021 with 7 governing bodies in attendance – realistic dates for completion of a Business continuity plan will be mid 2022.

**Decision** – The Board formally approved the Terms of Reference for all Board committees.

**Action** – MM - Draft BC policy to be presented to the Board for April meeting. Terms of reference to posted on the website. Board members to complete the equality form asap.

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

JG and AB updated the Board on the progress of the Risk register. Board members asked to send any comments to JG and to note that the risk register is a Board document.

**Action** – Risk Group to report get feedback from MW on the register from SLT – and the SLT to keep the risk register under regular review.

**Decision** – The Board adopted the Risk register which would come back to the Board on a 6 monthly basis for review.

JG thanked AB, GC and the SLT for their work on the document.

MM left meeting at 10:53am.

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

MW thanked the Board and Staff for their support during his absence due to illness. He then went on to highlight the key matters within his report and took questions from the Board.

One club failed to field a team in the Northern Intermediate competition (non Covid reasons). The CC ruled the club should forfeit all those games and following IBSA rules 10-0 should be awarded to their opposition. This has led to a complaint from another club. This matter is being dealt with.

SC gave a verbal report on the season so far in terms of Number of participants, volunteers.

Membership report – Women’s, racial diversity and LQBT+ was discussed. MW reported:

* 22% of members were from ethnically diverse communities from the data to date
* 9% of members, who chose to answer, were LGBTQ+
* 33% of players were female.

The Pilotlight project has commenced. This will allow external advisors from business to support agreed issues within the organisation.

Further to discussions and the preparation of a draft policy and strategy with PE, MW has met with AWS (https://www.awsafety.co.uk) and a proposal for Health and Safety support has been prepared:

* The audit would be 2 days at £450 a day minus 10% so the total investment from Goalball would be £810 ex VAT.
* Returned from Euro’s, Women’s team happy to remain in the European A league as it is such a competitive league but also need to reflect on some of our performances that we believe were not good enough/to our usual standards.

PE – fed back on the PAT group.

PR – had discussions with PAT group members on how the group will work in future.

Discussion over team manager role to ensure the coaching staff can focus on their roles and not distracted by the noise of issues and problems in the background.

AB – Gave ideas on ways of securing help on foreign trip – Embassy/high commission and locally based volunteers.

KC – social media / website – summary or roundup needed in the context – MW to remind AF & AC to chase up.

MW answered questions from the Board on GB, IBSA and social media.

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

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

PAT – See above

CC – A complaint has been received about a decision taken by CC in September.  The matter is being dealt with under the complaints procedure and will be reported on as appropriate.

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

DLS sent in a short-written report. When GB UK adopted its policy on the inclusion of transgender athletes, it included a note that it would be reviewed when further guidance was available from UK sports administration bodies, and at the very least in January 2022.

That guidance is now available, and work has begun by Alex Bunney and Dyfrig Lewis-Smith to review the policy in light of this guidance. This review will include engagement with GB coaching staff, player reps on the CC and others whose skills and knowledge will assist the review. The progress of this review will be reported to the CEO and Board as appropriate.  Any reflections from Board members on the guidance is welcome.

## 11. 2022 Meetings

Provisional board dates for 2022 are

27th January

28th April

One of 1/2/3 July (Sheffield) National Finals

27th October

AGM to be held in September (virtual)

Sub committees to work their meeting dates around the proposed Board dates.

**Action** – Board to respond to SC if they are not able to make the proposed dates.

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

AB gave a verbal update on progress with UKAD - proposal to look at UKAD rules and then adopt as GUK’s was supported for a round robin resolution to take effect 1 January 2022.

## 13. Any other business

JG - asked how MW was feeling after his head injury and then reminded him to look after himself.

MW - With 3 potential new staff coming on board next year some restructuring of line managers and direct reports may be needed.

**Action,** MW asked Board members to him send clothing sizes for kit to by end of November 2021.

## 14. Date and time of Next meeting

27th January 2022 – remote via Zoom

**Meeting finished at 11.48pm**