

Chair

Jem Lawson

Date of issue

23rd December 2016

Participants

Jem Lawson; Colin Nicholson; Trevor Hoskins; Jatinder Rakhra;
Daniela Bauch; Liz Riley; Shaheerah Jordan; Yvonne Ball
Observers: Ian Wiggett; Tony Melling;
Apologies: Barry Pollin;

Secretary

Colin Nicholson

Meeting date

3rd December 2016

Location

The British Wrestling Academy
41 Great Clowes Street, Salford M7 1RQ

Subject

38th Board Meeting:

[\(Click link to documents in Google Documents\)](#)

Reference

The meeting was quorate with seven Directors present in the room

JL opened the meeting indicating his own and the Board's concerns over current reports (in Football) of safeguarding issues. There would be further discussion with respect to British Wrestling under the Safeguarding standing item, later in the meeting.

1. Standing item - Introductions

- i) Apologies for Absence: Barry Pollin
- ii) Conflicts of Interest Declarations
 - i. TH and IW with respect to Membership and Club Affiliation fees

2. Standing item – Introductions continued

- i) Actions from last meeting
- ii) Decisions by e-mail since last meeting
 - i. Acceptance of Annual Accounts – Accepted Unanimously
 - ii. Acceptance of Strategic Intent – Accepted Unanimously

3. Standing Item:

- i) Chairman's Report
 - i. Vote of thanks recorded to CN for getting the submission in on time.
 - ii. Sport England Decision Board confirmed to be on 14th Dec: *"it was agreed that British Wrestling would submit an application to Sport England no later than 14th November, with a view to receiving a decision from Sport England's Board by 15th December."*
- ii) Chief Executive's Report

4. Standing Item: Financial Items

- i) 1Q and 2Q 2016-17 Management Reports
 - i. 1Q
 - ii. 2Q
 - The first two quarters were in loss. CN gave explanation that timings of Academy flooding insurance claims/payments and athlete competitions expenditure/repayments distorted figures.
 - New Sage accounting system now in operation. It is more time consuming for entering repetitive line items but enables anytime on-line access by management accountant. A note of thanks to YB and Nick Flaxman for the additional work in bedding in the new system
 - Salford Community line-item in Co-op bank account misleading as appears untouched. The British Wrestling agrees to the reactivation of the Co-op bank's telephone service with the appropriate resolutions, (the service being currently suspended due to too many password failures.) However, funds associated with Salford Community have been spent from other

accounts in the meantime and a balancing payment will be made. See note (*) below for Co-op resolutions for telephone service.

- British Wrestling has taken steps to be compliant with government "Auto-Enrolment" pensions legislation.

Action: CN to investigate adjusting reporting to Surplus/Deficit, rather than Profit/Loss

Action: CN to give further detail on Sport England line item in Q1

ii) Treatment of Academy – Daniela Bauch

The Board reviewed DB's paper on whether to list Academy value in accounts and decided not to, as not required under old or new accounting rules and it would require expenditure on (re)valuation.

Action: CN to circulate papers relating to 2013 valuation

iii) Auditor's Report to Directors

The Board agreed the response to the Auditor's Report to Directors.

5. Standing items:

i) Safeguarding LSO: Yvonne Ball – Jem Lawson

- The Board discussed the current reports of historic abuse in Football and any lessons for British Wrestling.

Action: CN/SJ to send e-mail to members linked to British Wrestling statement on website

Action: CN change Safeguarding in Risk Register from Medium to High Priority and ownership to Governance workstream

Action: CN/SJ/YB/TH to use Club re-affiliation letter to reinforce consistent implementation of existing Safeguarding Policies

Action: CN/YB/DB: Based on Affiliation returns, form view on compliance/risk against list of clubs in order to prioritise getting all clubs up to standard – with coloured risk matrix

ii) Risk Register: Colin Nicholson

Action: CN implement Safeguarding changes as above

iii) Complaints: Two

Action: CN/YB Propose to a future Board, a post-competition incident reporting process, with panel empowered to impose sanctions, e.g. to miss next competition

6. Standing Item: Committees

i) Home Nations Reports

- SWA called an EGM for 3rd Dec, but it was cancelled with six days to go, but before agenda had been sent out.

ii) Report on Talent/Performance / NTS – Yvonne Ball

- YB reported on recent successful NTS/England Wrestling Squad w/e at Lilleshall, recent tournament results and the upcoming Barcelona Tournament to be attended by some members of the England Wrestling Squad.

iii) Academy Update Colin Nicholson/Yvonne Ball

- Flood reinstatement: Insurance payments not yet finalised, but nearly there

- Activities: Lesley Kay has been delivering very successfully to 2x local primary in afternoon sessions and an after-school club under the Salford Community Wellbeing Project. External funding for other activities is being sought

- Equipment is arriving shortly for 3x new weightlifting stations. A Weightlifting for Wrestling Course (with 2-3 moves specific for wrestlers) is to be delivered and there is also a Ladies' Weightlifting Session which is growing in popularity.

- CCTV is being installed and will be operational shortly

- Manchester City Wrestling Club has paid its club affiliation fee and is actively managing members and payments.

- The Board wished to formally thank YB and Lesley Kay for their hard work in making so much happen successfully

7. Standing Item: Self-Assurance

i) Social Media Policy: There were further comments from YB and this will be brought back to the January Meeting.

ii) Board Equality Champion:

- DB kindly volunteered to take up this role. The Board thanked Barry Pollin for his time in the role since 2011

- There was a brief discussion about a mechanism to ensure athlete representation on the Board

Action: CN/DB to discuss Equality Champion workload

iii) Sport England On-Site Audit scheduled for w/c 20th Feb 2017

8. Membership and Clubs

i) Membership and Club Affiliation fees for 2017

The Board discussed a proposal by CN for paying a part of membership subscriptions back to Home Nations and England Regions. The proposal, which anyway would have been an interim arrangement, was rejected, awaiting a clear direction from the New Articles Working Group. The Board thanked CN for his work on the proposal

ii) Club re-affiliation annual window and affiliation requirements - see above links

- It was agreed that the membership fees and club affiliation fees should remain at 2015 levels for a third year

- Re-Affiliation Window: With issues around validity of insurance during the re-affiliation window, it was agreed to bring the window down from 31 Mar to 31 Jan. Additionally, for 2018 onwards, affiliation forms and fees should be paid by prior year-end, such that clubs are "paid-up" at the start of the period for which they are insured.

Action: CN Make these changes known via the re-affiliation letter

9. New UK Sport/Sport England "Code for Sports Governance": Jem Lawson

- The BWA was described by Sport England as "one of the most compliant funded sports" according to their main measures, giving a Green rating for 2017-21 funding.

- The UK Government's code was discussed. Home Nations appeared bought into the principles of the code, if not the code itself, the main difference being the time to implementation and the overlaps with codes recently launched in the Home Nations

- The BWA needs to create a Senior Non-Executive Director; Audit Committee; Nominations Committee; Communications and Membership Engagement Strategy; a regular (annual) staff survey (including volunteers); a facilitated Board assessment, once every 4 years. In line with the latest requirements, the BWA already publishes information on Board Diversity in its annual report

10. Changes to Articles: Jem Lawson/Liz Riley

(Had received feedback from Iain/Ian, Tony soon)

- Adopt a pyramid structure similar to British Triathlon. Everyone to be legal members of the national association

- NIWA incorporated; SWA is now incorporated; Wales is unincorporated

- clarify the rights/obligations of member nations to BWA and to members

Action: Home Nations to respond to ER's e-mail re circulation, and she would then circulate the 5/6 high principles/key areas of change to the 4 members of the working group, to be followed by a meeting to work through the detail.

11. Communications: Shaherah Jordan

SJ went through some pointers of how BWA communications with the membership could improve.

- Referees and Coaches to provide occasional blogs/posts

- Need for a blog space as part of the website, or a different website

- A one-off e-mail laying out how the BWA would like to communicate with its members, (in compliance with data-protection) to encourage members to amend settings to accept communications

- E-Newsletter: 4x per year (comms better via newsletter to avoid e-mail fatigue)

- Draft Newsletter: find out from members if it covered the right things

- Discussion about a BWA Facebook page. Overall consensus that Facebook use is more appropriate at the club/team level

- Before advancing need to get the current "hygiene factors" right

- Create a web-brief to identify the priority pages to ensure they are easy to find on the website, examine web-stats and usability

- Need some sort of personal interaction to forge a personal relationship, e.g. a membership card. NEED a new membership system. Also Pin Badges; Membership Booklets; DVDs; .pdfs; Shop

Action: SJ review content of the welcome auto e-mail sent out to new members and on renewing to ensure that it comes across that the BWA appreciates them joining

Action: CN/JL/TH to carry on with the endeavour to move website provider

Action: YB to procure more Pin Badges

Action: YB to make BWA Calendar available by 15th December

Action: CN to make blog available to Board

12. AoB of which the Chair has had previous notice

None

13. Any items that need notifying to Companies House

Action: YB Correct the record, ensuring correct submission of JR as Director

Next Board Meetings: Dates; Venues; provisional items

- Intended to hold six meetings in the coming year, 4 F-2-F and 2xSkype
- Provisional Dates:
 - Sat 14th Jan – London – Social Change, Euston
 - Tue 7th Mar – Skype (9pm)
 - Sat 25th Mar – EGM
 - 7th May (Sunday) – East Midlands Hotel
 - Tue 11th Jul – Skype (9pm)
 - 30th Sept – Academy
 - TBA Oct AGM
 - Sat 25th Nov – London – Social Change, Euston

* Note

Co-op Registration for telephone banking: Resolutions

1. We agree to the use of The Co-operative Bank plc ('the Bank), Customer Services ('the Service) subject to the Terms and conditions of our main business account which relate to the use of the service (terms and conditions to be circulated),
2. In all other respects, our mandate with the Bank will continue unaffected