

Chair

Jem Lawson

Date of issue

19th June 2017

Participants

Jem Lawson; Colin Nicholson; Trevor Hoskins; Shaherah Jordan;
Via Skype: Ian Wiggett; Daniela Bauch
By Telecon: Liz Riley
Observers: Ellen Morris; Tony Melling

Secretary

Colin Nicholson

Meeting date

7th May 2017

Location

Hilton East Midlands Airport

Subject

41st Board Meeting:

Reference

The meeting was quorate with four Directors in the room and a further three “present” via Skype/Telecon

1. Opening Remarks - JL

- i) The Sport England Finance process for the start of the new four-year sports cycle has been challenging, but funding remittance came through on 28th April.
- ii) There has been a routine sports-cycle Sport England/Moore Stephens on-site audit with a report out, currently in draft and circulated to Board Members. The rating was one grade lower than last time, but many of the recommendations are already being implemented [see item 10 below for further information]
- iii) New Board Director: There was a Nations & Regions Committee meeting, yesterday, Saturday 6th May. Ian Wiggett was voted in as Chair of the Nations & Regions (N&R) Committee by England-North/Midlands/South Reps (present) and by Northern Ireland Rep subsequently, (by e-mail). Scotland had not nominated a N&R representative. The N&R Chair position is an ex-officio Board Director of the British Wrestling Association. Therefore, the BWA Board welcomed IW in his new role. IW reported that the N&R Committee had also discussed how the N&R might be involved in technical sub-groups to consider matters less strategic and not appropriate for the Board although JL made the point that the Board appoints committees and working groups.
Action: CN to take IW through Director paper-work and ensure IW registered with Companies House [also item 11]

2. Standing item - Introductions

- i) Apologies for Absence: None
- ii) Conflicts of Interest Declarations: None

3. Standing item – Introductions continued

- i) Actions from last meeting
- ii) Decisions by e-mail since last meeting – None

4. Standing Item:

- i) Chief Executive’s Report. In comments
 - i. TH said that he was investigating the use of Go Membership to hold Coaches’ certificates, e.g. First Aid, which would support monitoring of coaches qualifications remaining in date, however, there were costs involved. There was a brief discussion about Competition Management as there had been problems at recent competitions as to whose responsibility it was to procure weigh-in cards and all necessary pairing paperwork.

Action: CN/TM to review and to take forward the previous Competition Committee recommendations

ii. **Additional items:**

1. CN's had opened initial discussions with Nirvana Travel Management Company re procurement of travel for athletes/coaches
2. The Referee/Coaching CPD tutor's course CPD required to be re-scheduled from this (6/7th May weekend – postponed because of multiple clashes) [see also item 13. AoB]

5. Yvonne Handover update – CN/BP

- i) Academy changes: BP reported on work going on at Academy and added that CCTV cameras would be commissioned shortly

6. Standing Item: Financial Items

Looking Back:

- i) Sport England expenditure update for 2016-17
- ii) Year-end figures (creditors/debtors)

DB said that it was important to track expenditure against budget, to check the “run-rate.” It is hoped that QuickBooks implementation will help this. CN said that it was expected that the 2016-17 books would be closed by 14th May

Action: CN to clarify with TM, areas for Regional Expenditure

Looking forward:

- iii) Sport England Funding update: Reviewed
- iv) Draft budget for Sport England 4yr cycle: Reviewed
- v) BWA draft budget: Reviewed

Managing Financial Change:

- vi) Bank Mandate changes
 - i. The Board endorsed Slade & Cooper Payroll Bureau to manage the BWA payroll going forward and the necessary wording for an RBS Direct Debit-type instrument
 1. Payroll Mandate
 2. Board Minute excerpt
 - ii. Overview of Mandates
- vii) GreaterSport/Slade&Cooper to support Financial Services

7. Changes to Articles Update: Jem Lawson/Liz Riley

- i) ER briefed Board on recent helpful discussions of Articles Working Group. There had been broad agreement to changes, with membership of BWA to be via Home Nations. The Voting Members would remain as the Home Nations and Regions and there could be up to 4 nominees from each Home Nation to speak at General Meetings
- ii) A recommendation from Sport England's on-site audit about current Boards having less than the “minimum number of Directors, eight, should result in removal of the statement on a minimum number of Directors and instead rely on a statement on quorum.
Next Steps: ER to put together slightly revised version and this to be made available to individual members, the BWA's pro-bono Lawyers and other stakeholders (e.g. Sports Councils). **ER** and **Working Party** to take up the details raised below and e.g. whether there should be 1 or many calendars and membership databases (post mtg note: CE Forum highlights that if there are many membership databases, it becomes difficult to share the information under the data-protection act.)
- iii) DB said that financial timelines should be reviewed to ensure that they were practically feasible
- iv) IW commented on the need for further information about how the membership (e.g. if Regions have multiple types of members, are they all members of the BWA) and committees would work. He was also concerned about future-proofing the Articles with respect to how many Nations and Regions there could be
- v) TM said there should be a Nations & Regions Committee Terms of Reference to carry forward relevant parts of detail held within the current Articles. Also, with the importance of Sport

England, there should be a separate document about how to negotiate with Sport England, specifying, for instance, about who is the Sport England “Accountable Officer”

Action: CN to circulate the template ToR document for Committees

8. Standing items:

- i) Safeguarding Update – CN/TM
 - i. BWA currently given Amber rating (for the first time benchmarked across other sports) because despite being praised for progress, there was a gap in LSO caused by Yvonne Ball’s (YB) retirement. N.B. YB had offered to stand in as interim LSO which had been accepted. YB had volunteered to accompany TM to the next Safeguarding progress meeting. The Board recorded a vote of thanks to YB for her tireless and excellent work in the area of Safeguarding. TM reported that there had been a Safeguarding inspection visit (which could be used as a pilot for other clubs) to Wigan & Leigh that had gone well.
Action: TM to ask W&L if they could make available the sets of information provided for use as a template for other clubs
 - ii. EM raised a number of issues including: who is the SO for each club; when did they last did the original and/or refresher course; Bolton Council had stopped funding a Safeguarding Course (but an do Robins Park for £35); The website is not up-to-date; Safeguarding Officers should be registered with BWA as Associate Members
- ii) Risk Register: Colin Nicholson
 - i. **Action: CN** to recirculate Risks top Strategic Leads to ensure their ownership of their areas.
 - ii. DB alerted the Board that current financial liabilities exceeded income. There is a need for cash flow metrics as the issues is currently not obvious.
 - iii. IW said that running the recent Slough Competition showed that there were hardly enough pairers/Referees putting the ability to run competitions at risk.
- iii) Complaints: One currently, (on hold)

9. Standing Item: Committees

- i) Home Nations Reports from NI, Wales & England (Scotland if there’s representation)
Wales: is in receipt of small grant. The priority is to work towards the Governance framework. There had been a UKCC L1 course and now participants needed their 1st Aid certificates
Action: IW to provide WWA selection policy for BWA website
England: Long List of athletes being out together; Coach/TL and ATL appointed. It was suggested that an e-mail be sent out re: deadline for the Long List, in addition to the notice recently put on the website.
- ii) Report on Talent/Performance / NTS (report from Eric 10th April)
Lilleshall was no longer going to be the centre (expensive, logistically difficult, benefits not outweighing the costs) TH mentioned that, in combination with a competition, setting up Lilleshall had required a working day starting at 4am and finishing at 1am the following morning).
TH reported that The Midlands had held an awards day at MCSDA at Derby where 10 athletes were assessed for their awards
Action: CN: To coordinate a press release about who is on the National Talent Squad.
- iii) Academy Update (see above)

10. Standing Item: Self-Assurance

- i) On-Site Audit report: The previous Amber-Green rating had been downgraded to Amber-Red. This was as a result of e.g. Finance (create/monitor the Budget); Operational Planning (Calendar of Board items to process, e.g. timing of Selection Panels in clear advance of UWW competitions). It was a fair representation of where the BWA is at. However, many changes were already in process which would improve the rating once implemented as they anticipated the list of recommendations.

11. Targets for next cycle

- i) **Action: JL:** to circulate the Strategic headings for owners to identify appropriate targets. The deadline for agreement with Sport England is 9th June 2017

12. Governance

- i) Audit Committee: The Board agreed to the formation of an Audit Committee with DB (Chair); CE; Nominee from N&R
Action: CN to draw up ToR based on the template discussed earlier by 1st June
Action: IW to nominate N&R representative
- ii) Senior Independent Director (SID): SJ was appointed the SID. Nominations for the SID would be on an ad-hoc basis
- iii) Other Committees: There was a discussion about other committees, the number and hierarchy of which was a matter for the Board. These might be chaired by a representative member of the Board, e.g. an iNED and have a representative member of the N&R. There should also be a clear purpose for N&R meetings (looking again at the N&R ToR)
Action: JL&CN to take a proposal to IW and the N&R
- iv) It was noted that SJ had attended the Slough tournament and found it a useful experience. SJ would be able to put together tips for DB and ER

13. AoB of which the Chair has had previous notice

- i) English Juniors – Jet Singh Memorial Tournament
Jet Singh had been on the British Squad and had died in his mid-30's in tragic circumstances. The Board agreed that profits from the tournament would go to the Jet Singh Trust, though not setting any precedent for future tournaments, (normally Regions run competitions and take on any profits/losses. It was estimated that the tournament would need 130 entries to break even. The Board thanked TH and Richard Philips for taking on the roles of Competition Director and Official in Charge (respectively) at short notice.
- ii) UKCC CPD – How long do coaches have to take it
UKCC dictates that Continued Professional Development (CPD) is necessary. The BWA has chosen Weightlifting and the Green Award as the current CPD options for 2017.
Action: CN to identify what are the minimum standards/ timings (e.g. 1yr to do CPD) / consequences of non-compliance to enable a letter spelling out requirements and consequences (e.g. not able to sit in the corner because licence has expired) to coaches. There is a shortage of UKCC CPD tutors because the course timed for the same day as the Board Meeting was postponed
Action: BP to gain access to what has been done/not done
Action: CN/Tutors/BP make courses available

14. Any items that needs notifying to Companies House

- i) Nations & Regions Chair

Next Board Meetings: Dates; Venues; provisional items

- Tue 11th Jul – Skype (9pm)
- Sat 30th Sept – Academy
- Fri 3rd Nov – AGM - Nottingham
- Sat 25th Nov – London – The Space Centre” Kings Cross