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**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**

**21 April 2018**

**Crowne Plaza, Birmingham**

09:45-11:00

|  |  |  |  |
| --- | --- | --- | --- |
| **Present:** | Catherine Wilson | CW | Independent Director |
|  | Dave Harrison | DH | Elected Director |
|  | Erik Rowbotham | ER | Elected Director |
|  | Julie Ryan | JR | Elected Director |
|  | Lis Bellamy | LB | Independent Director |
|  | Lizzy Rees | LR | Elected Director |
|  | Mark Davies | MD | Chairman & Independent Director |
|  | Neil Armitage | NA | CEO |
|  | Muriel Kirkwood | MK | Elected Director |
|  | Steve Tully | ST | Elected Director |
|  |  |  |  |
| **In attendance:** | Trish Lovell | TL | President |
|  | Bob McGonigle | BM | Company Secretary |
|  | Sue Walford | SW | Board Secretary |
|  |  |  |  |
| **Apologies** | Pippa Britton | PB | Elected Director |

Confidential items shown in red.

**Section A: Matters for note/approval not likely to require significant discussion**

**General**

**AG1: Chair’s Action, Opening Remarks, Apologies for Absence**

* Apologies were received from PB

**AG2: Declaration of Interests**

The Board noted the following:

* MD – Chair of British Rowing
* TL – is now a member of the Company of Fletchers

Neither were considered conflicts.

**AG3: Approval of Minutes**

* No comments
* **Board Approved Minutes of 10 March 2018 and Note of Board Decision by email of April 2018**

**AG4: Actions from last Board & Matters Arising not otherwise covered by the agenda**

* The Board noted that there were a number of actions to be carried over to the June meeting.
* The Board also discussed GDPR and required bi-weekly reporting.

**Action 01: NA to report bi-weekly to Board by email on GDPR progress starting 23 April**

**Action 01: Staff Survey to be arranged to be sent out on 15 December 2017**

**Action 02: NA to discuss and review the Complaints Procedure with the Consultant (Ombudsman)**

**Policy & Governance Matters**

**AP1 Chairman Review**

* The Board received and noted the paper on the Chairman review from the SID

**AP2 Committee Review**

* The Board received and noted the papers on the review of the A&R and Nominations Committees

**AP3 Meeting Diversity**

* The Board received and noted the papers on the review of the A&R and Nominations Committees from Nominations. The Board endorsed the recommendation subject to clarifications and Nominations seeing communication prior to publication.

**Action 02: MD & ST to liaise on clarifications and MD to re-circulate paper by email.**

**Action 03: MD to carry forward conversation, keep Board informed by email and to forward communications to Nominations prior to publication.**

**AP4 Better Communications**

* The Board noted the progress on Crystal Marking policy documents.

**AP5 Governance Statement**

* The Board received and approved the governance statement subject to inclusion of reference to SID, clarification of attendance by President and some grammatical errors.

**Action 04: BM to correct and re-circulate paper by email.**

**AP6 Sport Resolution Matrix**

* The Board noted progress on this matrix and also that some questions of content and timescales would be resolved for the June meeting. With respect to enhancing contact with the Board, NA agreed to invite the Board to key athlete and staff events over the coming year.
* The Board notes that this would be a standing item on the agenda until the work is completed.
* The Board agreed that the items marked green on the matrix and now signed off as complete.

**Section 3: Matters for report / information only**

**C3 Procurement Procedures**

* The Board noted A&R’s approval on behalf of the Board

The meeting closed at 11:00

The next meeting will be an all-day meeting on strategy - 9 June at the Burlington Hotel, Birmingham

**Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| Item |  | Action | Completed |
| 1 | NA to report bi-weekly to Board by email on GDPR progress starting 23 April | NA |  |
| 2 | MD & ST to liaise on clarifications and MD to re-circulate paper by email. | MD |  |
| 3 | MD to carry forward conversation, keep Board informed by email and to forward communications to Nominations prior to publication | MD |  |
| 4 | BM to correct and re-circulate paper by email. | BM |  |

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