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**MINUTES OF THE ARCHERY GB BOARD MEETING**

**Friday, 7th June 2024**

**held at the Lilleshall National Sports Centre**

11.30pm to 5.00pm

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| --- | --- | --- | --- |
| **Present:** | Mark Briegal | MB | Chair |
|  | Victoria Barby | VB | Elected Director |
|  | Helen Bierton | HB | Elected Director |
|  | Carol Bladen | CB | Elected Director |
|  | Kienda Hoji | KH | Elected Director |
|  | Devesh Mangtani | DM | Independent Director |
|  | Scott Smith | SS | Senior Independent Director |
|  | Andrew Stanford | AS | Elected Director |
| **In attendance:** |  |  |  |
| Full Agenda | Arran Coggan  Ruth Hall  Wendy Stead  Sandie McBennett | AC  RH  WS | Director of Sport Development  Chief Executive  Director of Finance and Business Operations  Board Secretary |
| **Apologies**: | Anthony Barclay  Tom Duggan | AB  TD | Elected Director  Performance Director |

1. **Welcome and Apologies**

The Chair welcomed all to the meeting.

Apologies received from Anthony Barclay and Tom Duggan were accepted.

1. **Membership**

2.1 Anthony Barclay and Carol Bladen were welcomed to the Board following the election process.

2.2 The end of terms of office at the 2024 AGM for Lizzie Rees and Steve Tully were noted.

2.3 Board Champions and Committee membership was confirmed as:

Audit & Risk Committee

- Scott Smith (Chair)

- Victoria Barby

- Helen Bierton

- Kienda Hoji

Nominations & Remunerations Committee

- Mark Briegal (Chair)

- Devesh Mangtani

- Andy Stanford

**The Board agreed to include Governance as part of the ToR for NomCom.**

**Action: The Governance, Nominations and Remuneration Committee ToR would be drafted for approval**

**at the next meeting.**

Board Champions:

- Victoria Barby and Kienda Hoji as EDI Champions

- Mark Briegal and Carol Bladen as Environment, Social and Governance Champions

- Carol Bladen as Welfare and Safety Champion

- Andrew Stanford as Anti-Doping Champion

2.4 Approval of the Terms of Reference for Board Directors and Champions

**The Terms of Reference for Board Directors and Champions was approved.**

1. **Declarations and Conflicts of Interest**

- Carol Bladen wished to note she held the office of Secretary with Archery England, although no conflict was noted.

- Ruth Hall wished to note she had been elected as Director to Sport & Recreation Alliance with effect from October 2024.

- Ruth Hall had been approached to Chair the Commonwealth Working Group for World Archery.

- Andrew Standford wished to note he was now Chair of a Scout District.

- Mark Briegal wished to note his wife, Clare Briegal, had been appointed as Chair of Sport Liverpool.

1. **Approval of Minutes of 17th February 2024 Meeting**

**The minutes of the Archery GB Board Meeting held on 17th February 2024 were approved as an accurate record of the meeting.**

**Action: To add a note to the website that minutes would be available upon request.**

1. **Matters Arising**

The Action Points of 17th February 2024 were reviewed; the register was updated.

- Alternative competitions venues: this would be addressed as part of the Event and Competition Strategy to reported at the September 2024 Board.

- Updated Safeguarding Strategy and Action Plan: a Case Management Development Day was held when the action plan was reviewed. Items raised at that meeting would be reported to the September AGB Board.

- Item 7.1 Safeguarding strategy and action plan would be reported for completion at the September 2024 Board. A new Head of Safeguarding had been recruited recently; following the appointment, the safeguarding action plan would be finalised, embedded and reported at the September 2024 Board.

- Membership project: the risk of the impact of the proposed new models on revenue and membership numbers would be reported and discussed as part of the strategy day following the board meeting.

- The board noted the November 2023 Board meeting was not quorate and ratified the decisions made at it.

**The Board ratified the decisions taken at the 25th November 2023 AGB Board meeting.**

- ROI on £15k investment in Paris 24 would be reported at the September 2024 Board.

- Usage agreement: the novation clause was agreed.

1. **CEO Report**

Report received.

Ruth Hall invited questions on the CEO Report:

The Board offered support in the negotiation of the PAC Usage Agreement and funding and the Transgender Policy roll out. In addition, the Board wished to note their congratulations to the Social Media Team on the recent recognition.

RH had signed up to all UK Sport System Masterplanning pilots including Digital and Fan Engagement.

The Board Evaluation would be planned for the September 2024 Board meeting.

**Action: MB would approach the consultant, Peter Buglass, to attend the September Board.**

The Board noted the funding deficit of the PAC over the LA Cycle; RH reported on the Cause and Case for Change submission to UK Sport and the subsequent rejection.

- Home Nations Governance Review brief was approved.

- The Governance Framework would be amended.

- The Governance Schedule for 2025 was noted for consideration.

- The Archery GB Articles of Association would be reviewed and considered by Muckle LLP; suggested amendments considered and presented at the September 2024 Board meeting; outstanding issues picked up at the November Board, followed by a proposed special resolution at the 2025 AGB AGM.

- World Archery Report was received with thanks, with special note to AGB Social Media being first rate.

**Action: CB and AS to be part of the AoA review with MB.**

The International Relations report was received with thanks. The Board noted a succession plan for the International Relations should be considered.

**Action: International Relations succession plan to be developed.**

RH wished to report her concern regarding the Transgender Policy; the CEO requested the Board’s support in the implementation of the policy and managing any adverse effects that may arise. The policy is agreed but needs careful implementation.

**Action: To include the announcement comms and the plan to implement the policy in the September 2024 Board pack.**

1. **Safeguarding**

Report received.

The Board noted the length of time of some of the cases currently being investigated and managed; 7 cases were over 6 months old; the time taken to come to a resolution often depended on responses from individuals and reports.

**Action: To separate out the cases that were taking several months to resolve to make a risk assessment of those cases. Report to September 2024 Board action plan to reduce the timelines.**

**Action: To arrange a meeting with Justine Hoskins and the Board regarding the CMP.**

The role description for CMP members had been agreed and recruitment would commence, together with open recruitment for the Disciplinary Panel.

It was noted the reported categories of harm were highest in sexual offences (9). The learning themes noted following the CMP Development Meeting was ‘secure the front door’. Sufficient processes were not in place to track individuals from one club to another; currently these individuals would be dealt with under a disciplinary process to remove them. Muckle LLP had been consulted.

The Board requested clarity on the legitimacy of requesting detailed information from members.

**Action: WS and CMP to consider if requesting the detailed member information would be legitimate.**

The number of Clubs with a junior section and without a designated Welfare and Safety Officer (38) was discussed; the Board re-iterated the request for the immediate implementation of the agreed policy to suspend Clubs that had not complied. Some Clubs were in the process of DBS checks and awaiting responses.

**Action: WS to collate the details of clubs without or in progress of appointing a Welfare and Safety Officer.**

**Action: To suspend the junior activity at those Clubs without a Welfare and Safety Officer in place until an Officer had been appointed.**

1. **Finance Report**

Report received.

The Board noted the current financial position was not long term sustainable.

WS reported a decline in membership income had been noted over the previous month resulting in a deficit of £18k to the end of May 2024; however there was confidence that the deficit would not continue and could be reduced by the end of the year. The Coaching income line was reported to be £132k against a budget of £127k. The Instructor line was slightly under at £26k short of budget, which offset against savings on direct costs due to lower activity levels, resulted in a £10k deficit.

1. **KPI Report**

Report received.

The Board requested the RAG rating be complete throughout the document.

The Board asked if the Diversity section of the document could be broader to include more statistical analysis; AC confirmed the new membership proposal would include a profile data capture to include demographics.

1. **Operations**
   1. **Sport Development Report**

Report received.

**Action: AC to clarify membership numbers decline year on year and how it correlated with the membership numbers in Counties and Regions.**

The Board noted the impact of climate change on competitions and events; the main impacts of cancellation of events would be financial and reputational damage.

The Board considered the environment and sustainability of the sport and wished to have it covered in a webcast to keep members informed.

**Action: AC to include climate change and sustainability in the webcasts.**

It was noted the British Blind Sports had requested funding to attend the World Archery Para Championships in 2025; Archery GB had previously provided £10k funding; the Board declined to approve the request as future funding to AGB was not known.

**Action: AC to write to British Blind Sport.**

The Board discussed capacity of courses (Start Archery in particular) and data collection of demand. A national register of availability collated from all Counties and Regions would be useful.

**Action: The Commercial Working Group would review data collection already available and future requirements.**

* 1. **Performance Report**

Report received.

The Board noted the excellent Pathway Plan report.

**Action: To clarify where the indicators exist in the Pathway Plan; provide tracked KPIs.**

* 1. **Paris 24 Activation**

Report received.

The Schools Comms received a low response rate.

**Action: WS to review with EK the Schools Comms.**

**Action: Commercial Working Group to consider philanthropy/legacy and member support to support a Schools initiative.**

* 1. **Communications Report**

Report received. The Board noted the excellent report from Comms.

1. **DIAP**

Draft DIAP received.

**Action: AC to consult with Kienda Hoji and Victoria Barby to review the DIAP.**

1. **Audit and Risk Committee Report**

Verbal report received.

The Audit and Risk Committee meeting held on 7th May 2024 was not quorate; therefore no decisions were made. The ToR for the Audit and Risk Committee were reviewed; the quorum for the committee was set at 3 Directors, the Committee recommended the quorum be changed to 2, with 4 Director members on the Committee.

**The Board agreed to the amendment of the ToR for the Audit and Risk Committee, to change the quorum from 3 to 2.**

**The Board approved the Staff Travel and Expenses Policy and Authority Limitations and Delegated Authorities Policy.**

Board Risk Report received.

- Serious safeguarding concerns were noted.

- PAC Usage Costs were noted as a concern.

1. **Nominations and Remuneration Committee Report**

The Nominations and Remuneration Committee had not met as there were no maters to discuss.

1. **System Master Plan**

Covered earlier in the agenda.

1. **Policy Register Review**

- Tor Audit & Risk Committee

- Staff Travel & Expenses Policy

- Authority Limitations and Delegated Authorities

- ToR Board Directors and Champions

All above policies approved.

1. **AOB**

No AOB items were raised.

1. **Closed Session for Directors**
2. **Date of Next Meeting**

**21st September 2024**

**The meeting closed at 3.00pm.**