



**MINUTES OF THE ARCHERY GB BOARD MEETING**

**Saturday, 17<sup>th</sup> February 2024**  
**held at the Friends House, Euston, London**

1.00pm to 5.00pm

<b>Present:</b>	Mark Briegal	MB	Chair
	Helen Bierton	HB	Elected Director
	Kienda Hoji	KH	Elected Director
	Devesh Mangtani	DM	Independent Director
	Andrew Stanford	AS	Elected Director
	Steve Tully	ST	Elected Director
<b>In attendance:</b>			
Full Agenda	Arran Coggan Ruth Hall Wendy Stead  Sandie McBennett	AC RH WS	Director of Sport Development Chief Executive Director of Finance, Governance and Business Operations Board Secretary
<b>Apologies:</b>	Lizzy Rees Victoria Barby Scott Smith	LR VB SS	Elected Director Elected Director Senior Independent Director

**1. Welcome and Apologies**

The Chair welcomed all to the meeting.

Apologies received from Lizzy Rees, Victoria Barby, Scott Smith and Tom Duggan were accepted.

**2. Membership**

2.1 The end of term of office at the 2024 AGM for Lizzie Rees and Steve Tully were noted. The Board wished to note its thanks to Lizzie and Steve for their 8 year commitment to the Board as Elected Directors which was greatly appreciated.

2.2 Andy Stanford and Victoria Barby would complete their first term of office to April 2024; both Andy and Victoria wished to stand again for election for a second term. Two further nominations had been received for the vacancies; Carol Bladen and Anthony Barclay MBE.

Four vacancies for Elected Directors were noted. The Nominations and Remuneration Committee had met to review the vacancies and nominations; the Committee recommended Andy Standford and Victoria Barby to stand for a second term in the forthcoming election and both Carol Bladen and Anthony Barclay as suitable nominees for the vacancies on the AGB Board.

**The Board approved the recommendation of the Nomination and Remuneration Committee for Andy Stanford, Victoria Barby, Carol Bladen and Anthony Barclay to stand for election.**

**3. Election of Archery GB President**

The role specification for Archery GB President had been approved and forwarded to the nominee for President. The nominee would be included in the AGM election paperwork if agreed.

The Board agreed the role of Vice President would not be required.

#### **4. Declarations and Conflicts of Interest**

No new declarations were made.

#### **5. Approval of Minutes**

The Board wished to note their appreciation for the quality and timely circulation of the Board pack.

The minutes of the meeting held on 25<sup>th</sup> November 2023 were reviewed with the following amendments noted:

- The KPI dashboard should include the zero fee members, along with new and renewing.
- The Membership Review item in the minutes should reflect the robust discussion around Option 3 and risks raised; the Board agreed to consider Options 2 and 3. The risk attached to Option 3 in particular could potentially lead to a decrease in membership. Additionally, one of the key benefits of membership would be safeguarding which should be emphasised in the minutes.
- The Chair re-confirmed the Committee membership:
  - Nominations and Remuneration Committee membership would be: Mark Briegal, Devesh Mangtani and Andrew Stanford.
  - Audit and Risk Committee membership would be: Scott Smith, Helen Bierton, Kienda Hoji and Victoria Barby.

**The minutes of the Archery GB Board Meeting held on 25th November 2023 were approved as an accurate record of the meeting with the above amendments.**

#### **6. Matters Arising**

The Action Points of 25th November 2023 were reviewed; the register was updated.

Completed actions would be moved to the bottom of the register.

Rob Marini and John Harrison of UK Sport joined the meeting remotely at 1.30 pm.

#### **7. Rob Morini Presentation, Head of Sporting Systems, UK Sport.**

Rob Morini and John Harrison joined the meeting to give background on System Master Planning from UK Sport. UK Sport, together with Sports Councils and representatives from NGBs had come together to form an Advisory Panel. The System Planning would focus on a centralised systems approach attributed to funding for back office costs.

Rob Morini gave context to the System Master Planning Project; in 2022 the project was presented to raise concerns around sustainability, economy and increased regulation, resulting in challenges in capacity and resource. When considering funding, NGBs were found to be funded up to 98% by the public purse with minimal income from private sources or commercial activity.

Working groups had been formed to discuss the following:

- Operational efficacy
- Unified approach to safeguarding
- Relevancy and revenue generation
- Structural alignment and integration
- A people system/workforce

The Board thanked Rob and John for their presentation.

Rob Morini and John Harrison left the meeting at 2.05 pm.

The Board noted the challenge in the future to retain the historical and cultural identity of Archery as a minority sport, balanced with effective initiatives to bring economies in light of future reduced funding.

The Board agreed to add a standing agenda item of 'Commercial Strategy' to the AGB Board Agenda in future and form a Commercial Steering Group.

**Action: The Board agreed to form a Commercial Steering Group made up of Helen Bierton, Devesh Mangtani, and Kienda Hoji.**

**Action: Board Secretary to add Commercial Report to future agendas.**

**Action: WS to prepare Commercial Report for June Board.**

**Action: WS to add System Master Planning to the Risk Register**

## 8. CEO Report

Report received. The following items were also reported:

- The Articles of Association continued to be reviewed.
- Meetings with Archery Northern Ireland, Welsh Archery Association and England Archery Federation had been well received. The discussions would cover the constitution of each organisation, their jurisdiction and what support the organisation would require in future.
- WAA faced continued funding challenges with a 20% reduction in funding from Sport Wales expected.
- In Archery Northern Ireland, a joint bid for funding had been submitted together with AGB. Andrew Stanford had been appointed as representative to Archery NI to give support to establish new Board members, a Treasurer and bank mandate. Archery NI and AGB had discussed a proposal to dissolve the present limited company and form an association, to encourage greater involvement from members and more members getting involved in committees. The Board wished to note their thanks to Andy for his time and commitment working with Archery NI.
- Accountability from each Home Nation for the administration of compliance and safeguarding would be standardised when the constitution of each Home Nation had been reviewed.
- The Company Secretary role had moved to Ruth Hall.
- A Governance Calendar had been produced and would be shared with the Board.

## 9. Safeguarding

Report received. A revised TOR for the Safeguarding Case Management Panel had been circulated.

A proposed role of Head of Ethics had been proposed to fill a resource gap in the Executive Team; Wendy Stead and Justine Hosking (Consultant) presently covered the role. The position was included in the current budget due to a surplus in staff costs as a result of unfilled vacancies. The Head of Ethics role would be part time initially and move to full time on the expected retirement of a staff member.

The annual safeguarding framework audit had been completed; all safeguarding standards had been met, noted as 'embedded'; the highest rating for the review.

A campaign launched in January 2023 contacted all clubs to check if a Welfare Officer had been lodged on Sport 80 (currently 95% do); the Board supported the initiative to introduce the minimum standards for all clubs to appoint a Welfare Officer. The first priority would be those clubs with Juniors to comply, followed by 100% of all clubs. Clubs with juniors would need to have commenced the process to appoint a Welfare Officer, approved with DBS and accreditation courses by the end of March 2024.

The Board noted an ongoing concern raised regarding children's safeguarding in pathway; Sport Resolutions would undertake an independent investigation. A scoping document would be prepared week commencing 19<sup>th</sup> February 2024.

## 10. Finance Report

Report received. The Board noted the current position against budget; however, the need to control costs and monitor strategic investment against return remained.

The investment in RDOs had been moved in the finance report from strategic investment to direct costs. The Board would be asked in the next 12 months whether to continue running at a deficit as a result of the strategic investment in RDOs. The campaign to provide entry level 'try archery', to retain and convert

new participants into continued membership during the Olympic season would be supported by the embedded plan for RDOs and their performance targets. The resource to meet the peaked demand for available coaches could be met by shared resource between clubs to direct new interested participants to archery, to available entry level courses within region.

An additional request to the board to invest in the Paris Olympics was presented. Other secured forms of funding could also be re-profiled to underpin the request for further investment to boost membership and participation in the Olympic Year.

**The Board agreed to drawdown £15,000 from reserves to invest in the Paris 2024 Campaign.**

**Action: WS/AC to report on ROI for the additional funding to promote archery during Paris 2024.**

The Insurance Renewal had been presented for approval. The insurers had suggested an increase in Public Liability to £15m based on industry reported claims increases. The Audit and Risk Committee had agreed and recommended the increase from £10m to £15m.

**The Board approved the Insurance Renewal for 2024/25 as presented.**

**Action: Board Secretary to forward the Director's Disclaimer for the Insurance Renewal to all Directors for completion and return.**

#### **11. Membership Review**

Report received. Options 2 and 3 were progressing in the Membership Review. The benefits and packages proposal for membership would continue to develop; the Safeguarding benefit would be prominent in the offer. EDI inclusion for clubs should be emphasised in the Membership model offered; to include training and support.

#### **12. KPI Report**

Report received. In the diversity worksheet, gender and race would be included as soon as the DIAP was complete. The Board wished to receive the whole workbook of the KPI report.

#### **13. Operations**

##### **13.1 Sport Development Report**

Report received.

**Action: AC to email the link to RDO Safeguarding.**

Competitions and Events were reported to be sold out. The calendar was currently saturated; a competition review was underway. UK Sport had earmarked £10k to enable a competitions and events strategy from grassroots to international events.

More venues were under consideration. The support and training for Clubs to plan a successful competition would be improved to include more TO support and training of Judges.

Hospitality for VIP provision at National Events was discussed. The Board agreed to review the offer to include accessibility and VIP delivery at events.

Membership trends would harvest demographic data which would be included in EDI reporting.

Many more judges would be required; succession would be a priority to recruit, train and retain. The level of investment into Judges accreditation and training would be reviewed.

### **13.2 Performance Report**

Report received. The Board noted the comprehensive and excellent report.  
The Board were invited to the Performance Archery Centre Opening on 22nd April 2024.  
The Board wished to pass on their good wishes to all Archers aiming for places.

### **13.3 Communications Report**

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

### **14. Audit and Risk Committee Report**

Verbal report received.

### **15. Board Risk Report**

The updated Board Risk Report was noted.

### **16. Nominations and Remuneration Committee Report**

Verbal audit received.

### **17. Policy Register Review**

The Transgender Policy had been updated following Board comment. The updated Policy differed to the World Archery Policy. The updated Policy would be promoted and communicated to the Membership.

**The Board approved the Transgender Policy.**

**Action: RH to contact World Archery to inform them of the updated AGB Transgender Policy.**

Tom Dielen of Sport Accord would attend on 10 April 2024 and for dinner at 8.00pm on 11 April 2024, followed by breakfast with Hilda Gibson and tour of the PAC on 12 April 2024; all members of the Board were invited to join the meetings.

**Action: Board members to let Board Secretary know if they wished to attend on 11/12 April 2024 to meet with Tom Dielen.**

The Policy and Procedures list would be updated to detail the schedule of review and when the policies would be reported to the A&R Committee. The DIAP would be completed by March 2024.

### **18. Serco/AGB**

Usage Agreement: the Agreement received was a standard agreement offered to all sub-lease contactors across all high performance centres. The Board agreed the proposed User Agreement did not give security on tenure beyond 2026. The contract stated it would novate to a new Contractor.

**Action: RH to review the clause which would novate the contract with impact on the security of tenure.**

### **19. AOB**

No AOB items were raised.

### **20. Closed Session for Directors**

### **21. Date of Next Meeting**

**7/8th June 2024 Strategy Day and Board Meeting**

**The meeting closed at 5.00pm.**