

Director's present

Wayne Allison (WA)
Michelle Bramley (MB)
Lizzie Broadbent (LB)
Atholl Duncan (AD) – Chair
Rosie Ranganathan (RR)
Colin Rattigan (CR)
Jo Stent (JS)
Deborah Vickers (DV)

In attendance

Neil Ashton (NA) – COO
Nick Barley (NB) – Chair of UK Coaching Solutions
Amy Doram (ALD) – Head of People & Culture – Item 7
Mark Gannon (MG) – CEO
Hayley Khan (HK), Head of L&A
Jamila Juma-Ware (JJW) - Head of Marketing & Comms – Item 3 & 5
Rebecca McAuley (RMcA) – Senior Marketing Manager – Item 3
Lisa Thompson (LMT) – PA to CEO (minutes)

The order of the agenda was changed.

2 Taking Stock

A closed session was held with the CEO and Board members to discuss objectives.

1 Chair's Welcome and Apologies

The Chair welcomed everyone to the meeting. No apologies received.

Minutes of Previous Meeting – 26 Oct '21 and 30 Nov '21

Accuracy and actions arising

The minutes for both meetings were approved by the Board with no amends. The action log was noted.

Declarations of Interest

There were no declarations of interest made.

Chair Activity Update

Update to be provided at the next meeting.

3 Coaching Strategy – paper noted.

Children's Coaching Collaborative (CCC)

Brief background update was given. RMcA was appointed to lead and deliver the project, supported by Heather Douglas (HD). A summary presentation and update on the current status of the project were shared with the Board, key points were noted and JJW responded to any queries. The Board approved the budget as outlined for the project in accordance with the financial procedures.

5 Building the Profile

Presentation shared with the Board and key points highlighted. The Chair thanked JJW and her team for their hard work and acknowledged the great progress made.

6 Stakeholder Engagement Update

Discussion to be held outside of the Board meeting regarding stakeholder engagement. It was felt the Coaching Advisory Panel could play a key role in being the conduit to coaches and the Board suggested for the panel to be invited to the next Board topic-specific meeting in Mar '22.

4 Finance – paper noted

2021-22 Finance Performance (Dec YTD)

A brief overview of the December YTD figures was given and these were discussed. A tender document had been drafted for the appointment of external auditors which was shared with the Board.

2022-23 Budget and Four-Year Plan

An overview of the outturn forecast for 2021-22 and the budget for 2022-23 was presented to the Board. The Board approved the budget for 2022-23.

Principal Risk Register

A simplified principal risk register had been produced and the risk heat map outlined the current risk rating for eight principal risks. The Board approved the risk register.

REPs/CIMSPA annual review and audit

The papers were noted and a brief update was given.

7 People & Culture Update

A brief update was given and key points noted. It was noted UK Coaching had been shortlisted for three categories in *Best Companies Live*.

8 Committee Chair Updates and Status against Governance Code Requirements

A brief update on the following areas by each of the Committees was given.

Committee Chair Updates and Status against Governance Code Requirements

A brief update on the following areas by each of the Committees was given:

- The Board agreed to the appointment of two new non-Executive Directors.
- The Board noted the GovCo update paper which provided an update on the external Board Evaluation Action Plan, completion of Board Safeguarding training and retrospective DBS checks.
- It was advised as part of the EDI Champion role, LB would join GovCo and provide an update on this area on behalf of the HR&RmCo.
- Board Terms of Office – the revised code was discussed. The Board ratified the GovCo and NomCo recommendation to continue with the current Board Terms of Office.
- Corporate Governance Handbook – the recommendation from GovCo was to review the handbook incrementally, as and when there were important legislative requirements and to complete a formal review every four years in line with the new governance code. The Board ratified the GovCo recommendation. The next formal review to take place in 2024.
- An ESG Champion update was given, noting internal/external objectives had been agreed. An ESG Strategy session to be held at a Board topic-specific meeting.
- The Board approved the recommendation to continue with the reserves policy for the year ending 31 Mar 22.
- Investment Strategy – The Board approved the recommendations as detailed within the FAR Committee update paper
- The Board ratified the FAR Committee's decision to approve the Group Risk Management Policy.
- The Board ratified the FAR Committee's decision to approve the three Business Continuity Plans.
- The Board ratified the FAR Committee's decision to approve the Financial Policies and Procedures Handbook and for the handbook to be formally reviewed every two years or amended as/when required
- The Board agreed with the recommendation made by the FAR Committee to continue with the current position regarding a Data Protection Officer and for the position to be reviewed in three years.
- The Board noted the HR&RemCo update paper which provided an update on the Executive Succession Plan, EEDI and staff policies. The Board confirmed they were happy to support the new approach to staff policies which was approved by HR&RemCo.

9 Any other business

The Coaching Advisory Panel to be invited to a future Board meeting.

10 Date of next meetings

- 5 July '22 – reporting & both board topic specific session (full day) – Leeds
- 3 November '22 – reporting & both board topic specific session (full day) – location tbc
- 28 February '23 – reporting (virtual)
- 28 March '23 – topic specific session