

Overview of Board of Directors' Meeting

Held on Tuesday 5 June 2018 at 6.00pm

The Seminar Room – Browne Jacobson LLP, 6 Bevis Marks, London EC3A 7BA

Directors Present:

Lizzie Broadbent (LB)
Alastair Gilmartin Smith (AGS)
Rosemary Leonard (RL)
Colin Rattigan (CR)
Marty Rolle (MR)
Richard Wheater (RW)
Gillian Wilmot (GW) – Chair

In attendance:

Emma Atkins (EA)	Director of Coaching, UK Coaching
Mark Gannon (MG)	Chief Executive Officer, UK Coaching
Melanie Mallinson (MJM) (<i>Part</i>)	Director of Marketing and Communication, Coachwise
Fiona Smith (FS)	Group Finance Director, UK Coaching
Melanie Walker (MW)	Executive Assistant, UK Coaching (Minutes)
Andy Whiting (AW)	Group Business Development Director, UK Coaching

Apologies:

Wayne Allison (WA) attending an SRA event on behalf of the Board

1 **General Data Protection Regulation (GDPR)**

MJM gave an update on the GDPR work undertaken to date to ensure compliance by 25 May'18, the Group Data Protection Policy, the privacy policy and the updates to the UK Coaching website.

2 **Declarations of Interest**

There were no declarations of interest.

3 **REPs and the working relationship with CIMSPA**

The Board discussed a paper about how we work with CIMSPA (The Chartered Institute for Management in Sport and Physical Activity) with regards to REPs (The Register for Exercise Professionals).

4 **Group Strategy**

The Board considered a report and paper on the price point for the paid coaching subscription service due to be launched in October 2018.

5 **Board Sub-Committee Updates**

5.1 **Nominations Committee (NomCo)**

- GW confirmed that all Board performance reviews had been completed
- The Board ratified the NomCo recommendation for the renewal of LB and RL for another two-year tenure.
- Following the Internal Board Effectiveness Review, GW confirmed that an action plan would be developed by the NomCo for review at the September 2018 Board meeting.
- GW reported UK Coaching were in the process of appointing an external consultant to undertake the external Board Effectiveness Review

5.2 – Governance Committee (GovCo)

- MR confirmed the UK Coaching Articles had been filed with Companies House
- All Board members had confirmed in writing their approval of the Coachwise Articles. GW has signed the special resolution to approve their adoption.
- MG confirmed that in order to align the two Boards, the new structure for the Coachwise Board will include a member from UK Coaching, an independent NED and senior Executive member of staff

5.3 - Finance, Audit and Risk Committee (FAR)

- FS talked through the Q4 Financial Review
- AGS gave a brief summary of the FAR meeting (16 May 2018): BHP had started the external audit of accounts for 2017-18 and all is progressing to plan; three shortlisted auditors will be presenting their pitches to the July'18 FAR committee; good progress, observations and recommendations had been made from the Internal Audit
- Board reviewed and agreed the proposed investment policy as recommended by the FAR committee, agreeing to move risk appetite from Low/Medium to Medium.
- MG reported that there were two risk framework models currently being considered, with the aim of aligning over the next period

5.4 - HR & Remuneration Committee (HR&RemCo)

- LB provided an update from HR&RemCo meeting (22 May 2018)
- Board approved the draft Remuneration Policy
- GW confirmed the Board had formally noted the final Group Grading Structure and the changes to Occupational Sick Pay and Maternity Pay, both implemented 1 April 2018.

6 Board Equality Champion update

The Board noted the current Diversity Action Plan (DAP) (V2.1). No amendments, updates or new actions were noted. LB is advancing the Board Diversity and Inclusion training plan, which is one action within the DAP

7 Group Update

Board discussed the update papers for Coachwise, 1st4sport, REPs and UK Coaching, the latter of which covered updates on Q4 Funders' status, Q4 Operational Plan status, Duty of Care, Coaching week, UK Strategic stakeholder group meeting, 2018 UK Coaching Conference, 2018 UK coaching awards and 2019 Applied coaching research conference.

8 Board Members – Closed Session

A closed session was held between the Board members only.

8 Date of next meeting

Tuesday 18 September 2018, London

There being no further business the meeting closed at 21:15