

Overview of Group Board Meeting
Held on Tuesday 5 March 2019 at 9.00am
The Guoman, The Tower Hotel, St Katharine's Way, London E1W 1LD

Directors Present:

Nick Barley (NB) – Coachwise Board
Lizzie Broadbent (LB) – UK Coaching Board
David Gent (DG) – Coachwise Board
Alastair Gilmartin Smith (AGS) – UK Coaching Board
Dr Rosemary Leonard (RL) – UK Coaching Board
Marty Rolle (MR) – UK Coaching Board
Richard Wheater (RW) – UK Coaching Board
Gillian Wilmot (GW) – UK Coaching (Chairman) and Coachwise Board

In attendance:

Neil Ashton (NA)	Chief Operating Officer, UK Coaching
Emma Atkins (EA)	Director of Coaching, UK Coaching
Catherine Baker (CB)	Sport & Beyond (External Facilitator)
Mark Gannon (MG)	Chief Executive Officer, UK Coaching
Melanie Mallinson (MJM)	Marketing Director, Coachwise
Andy Whiting (AW)	Commercial Director, Coachwise
Lisa Thompson (LMT)	PA to Chief Executive Officer, UK Coaching (Minutes)

1 Chair's Welcome and Apologies

Apologies were noted from Wayne Allison (WA), Peter Prince (PP) and Colin Rattigan (CR).

Catherine Baker (Sport & Beyond) attended the meeting to help her understand the business to enable her to facilitate the Board Strategy session later in the day.

2 Declarations of Interest

There were no new declarations of interest.

3 Confirmation of items for pre-approval

The UK Coaching Board members approved the following:

- Minutes of the previous meeting (4 December 2018)
- 2018-19 & 2019-20 Staff Remuneration
- Group Equality Policy – annual review

The Coachwise Board members approved, in principle, the minutes of the previous meeting (4 December 2018).

4 Finance

The Board reviewed and noted the 2018-19 Q3 financial performance papers which provided an update on the Financial Control Framework and other financial areas.

The Board were also updated on the current position surrounding HR and IT Technology.

5 2019-20 Budget Planning

A discussion was held regarding the proposed 2019-20 budget and four-year plan. The Board agreed in principle to proceed with the budget as outlined in the report, but for this to be reviewed again at the next Board meeting in June. It was noted the key financial risks and opportunities had been outlined within the report.

6 Plans 2019-20

The Board were updated on the following plans for 2019-20:

- UK Coaching – key internal/external areas, positioning coaching, key development proposition for UK Coaching L&D and new innovations for L&D 2019-21.

- Coachwise commercial activity – productivity, business solutions, communications and business admin, eCertification, margins and Client Relationship Management (CRM)
- 1st4sport – eLearning, End Point Assessment (EPA), Centre Recognition fees, External Quality Assurance (EQAs) and CPD.
- REPs – various partner relationships
- Marketing and communications – key metrics 2018-19, digital journey to support future growth, marketing goals, activity calendar, content strategy/planning, wider coaching family and Coaching Week 2019.
- Central Services – an update on purpose, vision, the team, areas of support and objectives.

Risks and opportunities were noted, along with areas of growth. The Board were also updated on the Subscription Content Model.

7 Date of Next Meeting

19 June 2019, Leeds

8 Any Other Business

Feedback on the Chair description document was requested.

There being no further business the meeting closed at 11.45am.