

Director's present

Michelle Bramley (MB)
Katie Bunbury (KB)
Atholl Duncan (AD) – Chair
Adi Fawcett (AF)
Karim Harbott (KH)
Ed Hepworth (EH)
Colin Rattigan (CR) - virtual

In attendance

Ben Dickens (BD) – Director of Technology
Maureen Dinsdale (MDD) – Head of Finance
Heather Douglas (HD) – Head of Coaching & Policy
Sally Frani (SF) – People Experience Manager
Mark Gannon (MG) – Chief Executive Officer
Hayley Khan (HK) – Director of Development
Claire Lomax (CL) Head of Marketing & Comms
Lisa Thompson (LMT) – PA to CEO (minutes)

1 Welcome and Apologies

Everyone was welcomed to the meeting. Apologies received from Rosie Ranganathan (RR). The Board noted Alaina MacGregor (AMG) had stepped down.

2 Minutes of the previous meeting (24 October 2024) and rolling actions

The minutes of the previous meeting were approved with no amends. The actions on the rolling log were noted.

3 Declarations of Interest

There were no declarations of interest made.

4 Sport England / UK Sport Update

The Board were updated on the changes to key personnel at Sport England (SE) and UK Sport (UKS).

5 Stakeholder Update

Discussion held regarding stakeholder engagement progress to date. A stakeholder engagement update was presented to the Board at the last meeting. It was noted that VIP invites to the 2025 Awards ceremony in December would go out shortly.

6 Financial Performance

Update provided on the December YTD performance, January forecast and the 2025-26 budget. The Board approved the revised budget.

Risk Register

The Risk Register was shared with the Board. The Board discussed key risks and noted the mitigating actions / controls that were in place, and planned training for staff.

AI data had been categorised internally, driven by office-based permissions and restricted AI usage to internal tools only and unauthorised usage was blocked. The AI policy will be updated ready for the next Board meeting in June.

7 Coaching Advisory Panel Update

Following the findings from the coaching survey, MG/AF met to discuss way to bring the coaching story to the forefront of the Panel and to ask them to help address / resolve some of the issues. It was noted the original intention of the panel was for it to be a two-way communication channel to discuss issues within the sector and where UK Coaching could add more value. It was agreed next CAP meeting would be held in person in June, and several CAP members would be invited to attend a future Board meeting.

8 Technology Update

Demo instructions for the new website were sent to the Board prior to the meeting. The Board noted it was intended that the website would be launched 13/14 March '25. A brief overview of the new website functions / capabilities was shared. It was hoped to be able to provide reporting information at the Board meeting in June 2025. A digital marketing plan was in place and would commence on 3 April '25 following the website launch.

A brief update on AI was given as part of agenda item 6. It was noted there was a lot of *test and learn* around AI which would be reflected within the Policy – quarterly reviews to be carried out and updates

to be shared with the Board. A working group to be set up to explore ways how AI could be utilised within the business.

9 Governance and Compliance – External Board Evaluation

Discussions held at the Governance Committee (GovCo) meeting regarding how the External Board Evaluation could be managed. The Board confirmed they were happy to proceed with the decision to take a digital approach.

10 Board Committees

Delegated Responsibility Duties

The Board reviewed and ratified the decisions made by the Board Committee's below:

- People Plan
- Leadership Continuity Plan
- EEDI Policy
- Anti-Bullying & Harassment Policy
- Health and Safety Policy
- Joint Corporate Governance Handbook
- 2025 Data Protection Officer Position Statement
- Security and Data Protection Awareness Training and Testing Policy

Committee activity updates

A brief update was provided by the Committee Chairs – the key points noted were:

- Cyber Essentials Plus accreditation achieved
- Annual Statement of Compliance approved by UKCS Board (on behalf of 1st4Sport) and submitted to regulators
- Director of Technology appointed as the FCA Appointed Representative
- The Green Award was successfully launched at the 2024 Coaching Awards
- ESG Working Group meetings were better aligned with GovCo meetings and the ESG 3-year plan had been approved and launched on the website and promoted externally
- The investment portfolio was reviewed. A review of the mandate to be carried out
- Cazenove to continue to manage the investment portfolio for a further three years
- All company filings for UKC/UKCS were made on time to Companies House / Charity Commission
- Staff remuneration was discussed and agreed
- HR dashboards were reviewed – no major issues raised
- Annual review of the pension provider was carried out – to change providers from 1 April '25
- Best Companies staff satisfaction survey – next survey to go out to staff in May '25, results to be shared at the next Board meeting in June '25.
- Welfare and Safeguard Lead – consideration to be given as to who would take over this role due to AMG stepping down from the Board.

11 Forward Plan

Following the strategy discussions at the Joint Board meeting, it was suggested to review and refresh the forward plan based upon the revised purpose, where necessary.

12 Any Other Business

No other business was identified.

13 Dates of next meetings

- 30 April 2025 – update call
- 26 June 2025 – London
- 13 August 2025 – update call
- 15 October 2025 (date changed from 23 October) – Leeds

14 Pause and Reflect Session

As part of the Internal Board Evaluation, it was agreed by NomCo to hold pause and reflect sessions at the end of each Board meeting. The key findings were discussed.

15 Closed Session

A closed session was held with the non-Executive Directors and CEO.