

**Directors Present:**

Wayne Allison (WA) via conference call  
Lizzie Broadbent (LB)  
Atholl Duncan (AD) – Chair  
Alastair Gilmartin Smith (AGS)  
Colin Rattigan (CR)  
Marty Rolle (MR)  
Richard Wheater (RW)

**In attendance:**

Neil Ashton (NA)	Chief Operating Officer, UK Coaching
Emma Atkins (EA)	Director of Coaching, UK Coaching
Nick Barley (NB)	Chair, Coachwise Limited
Michelle Bramley (MB)	UK Coaching Director (as from 1 Jan '20)
John Clark (JC)	Head of Learning & Assessment, Coachwise (for item 8 on agenda)
Michelle Fulford (MF)	Consultant, Rapport HR (for item 6 on agenda)
Mark Gannon (MG)	Chief Executive Officer, UK Coaching
Rosie Ranganathan (RR)	UK Coaching Director (as from 1 Jan '20)
Jo Stent (JS)	UK Coaching Director (as from 1 Jan '20)
Lisa Thompson (LMT)	PA to Chief Executive Officer, UK Coaching (minutes)
Deborah Vickers (DV)	UK Coaching Director (as from 1 Jan '20)

**1 Chair's welcome**

AD welcome the new Board members to the meeting. A warm welcome was extended to Nick Barley (attending as an observer), Michelle Fulford (for agenda item 6) and John Clark (for agenda item 8).

**2 Apologies**

Apologies were noted from Melanie Mallinson (MJM).

**3 Declarations of Interest**

AD noted his interests had been updated prior to the meeting. There were no new declarations of interest made.

**4 Minutes of previous meeting (19 Sept '19)**

The accuracy of the minutes were agreed with no amends.

**Actions Arising**

Actions were noted as either completed, ongoing or on the agenda.

**5 Chair Activity Update**

The Chair provided an update on key meetings and activities he had been involved with, including a meeting held with key stakeholders where essential areas and opportunities were discussed.

**6 Project 2020**

The revised Strategy was presented to the Board outlining the current position and key actions carried out following the Board meeting in Sept '19. The key areas were addressed, along with the core focus for 2020.

Following discussions, it was noted there were a number of areas to be progressed by April 2020. An update on income streams to be discussed at the Board Strategy day in Feb '20.

**7 Financial Performance**

The Q2 2019-20 financial performance and long-term financial plans were reviewed, discussed and noted by the Board. Key areas were highlighted and assurances given to the Board over the long-term plan.

- 8 1st4sport – Strategic Review and Performance Update**  
An overview on 1st4sport vocational skills offer was presented to the Board and key opportunities were noted. End Point Assessment (EPA) and eLearning opportunities were also discussed, along with the apprenticeship levy.
- 9 Building the Profile of UK Coaching and our Stakeholder Strategy**  
A presentation on *Our Strategy to 2025 – Stakeholder Engagement* was presented and noted by the Board.
- 10 CEO Update Report**  
Key areas of the CEO report were discussed earlier in the meeting. The Board approved the integration of the new Microsoft system.
- 11 Board Equality Champion Update**  
The Diversity Action Plan was presented to the Board as part of the Code Sports Governance. The importance of diversity and inclusion being integrated into key messages were noted.
- 12 Staff Satisfaction Survey**  
It was noted the HR & Remuneration Committee (HR&RemCo) had reviewed the findings from the survey and were keen to ensure key actions identified within the staff engagement survey were implemented.
- 13 Sub-Committee matters arising**  
**Board Sub-Committee Membership**  
The sub-committee memberships were reviewed. CR to step down from HR&RemCo and a new Governance Committee (GovCo) Chair to be appointed due to Marty Rolle (MR) stepping down as a Board member at the end of Dec '19.
- Board Terms of Reference (TOR)**  
The Board reviewed and approved the TOR.
- Board Effectiveness Reviews**  
**Internal Board Evaluation**  
The Board reviewed the results of the Internal Board Sub-Committee Effectiveness review and were happy with the results.
- External Board Evaluation**  
It was noted the external review to be carried out later in 2020.
- Committee Recommendations for Board Ratification**  
**Corporate Governance Handbook**  
The Board approved the amendments to the handbook subject to the amends detailed in the meeting and ratified the decision made by the Governance Committee.
- Group Staff Handbook**  
The Board ratified the decision made by the HR&RemCo to approve the Group Staff Handbook.
- Modern Slavery Policy**  
The Board ratified the decision made by the Finance, Audit & Risk Committee (FAR) to approve the Modern Slavery Policy.
- 14 Risk Register**  
The Board reviewed the risk register. It was noted the document had evolved and was a much more useable document.
- 15 Any Other Business**  
**Board Induction Process**  
The Board agreed for the Board induction process for new Trustees to be carried out within three months of their appointment.

It was noted Marty Rolle (Mr) would be stepping down from UK Coaching Board at the end of Dec '19. Sincere thanks were expressed by the Board for her extensive contribution and services throughout her term of office, along with offering legal expertise when required.

## **16 Non-Executive Closed Meeting**

The Chair held a closed session with Board members.

### **Business for noting**

For minuting purposes, the following documents were noted by the Board:

- Filing of company documents with Companies House
- Confirmation statements
- Filing of company documents with Charity Commission
- Board Succession Planning (NomCo)
- Board member recruitment (NomCo)
- Board recruitment – terms of office
- Coachwise Board – The Board confirmed Nick Barley to be appointed the new Chair of the Coachwise Board

The Board noted the following:

- Diversity and inclusion – review of diversity work 2017-19
- Duties discharged by GovCo
- Staff Satisfaction Survey – headline results
- Nominations Committee minutes of meeting held 16 Aug '19
- HR&RemCo minutes of meeting held 1 Nov '19
- GovCo minutes of meeting held 13 Nov '19
- FAR – draft minutes of meeting held 18 Nov '19
- Board conference call minutes of meeting held on 4 Oct '19