



Minutes of the EA Board Meeting

Held on Wednesday 11th May 2016 at 1330
At Sport Resolutions, 1 Salisbury Square, London

Present: Peter King (PK) Chair; Chris Jones (CJ) CEO part attended 1330-1455;
Peter Crawshaw (PC); Mike Harris (MH); Neil Costello (NC);
Tim Soutar (TSO); Karen Neale (KN) left meeting from 1520-1535;
Steve Grainger (SG); Tony Shiret (TSh)

In Attendance: Michael Davis (MD) – Company Secretary/Head of Finance &
Governance

Minutes: Lynette Smith, Membership Services Manager

Guest: Jane Stewart (JS) part attended 1330-1455

1. Welcome

PK welcomed all to the meeting.

2. Apologies

Wendy Sly (**WS**)
Sally Hughes (**SH**)

3. Declarations of Interest

Updates were noted.

4. Approve Draft Minutes of Previous Meeting Held on Wednesday 23rd March 2016 – All

- Amendment to Item 3 – **TSO's** club not **TSO** had developed a parent's council.
- Amendment to Item 9 add in bullet point - not all Directors agreed with the objections that were feedback to Nigel Holl.

5. Actions/Matters Arising – All

- 17 – Digital Strategy is continuing to be reviewed – item to be added to July's Board Meeting agenda.

6. EA Strategy Planning & Sport England 17-21

- **NC** provided an overview of the Strategy Planning document, confirming activities are being achieved in line with timelines detailed.

- **JS** confirmed that Appendix 4 is helping the SMT to shape and form their plans and there is work ongoing regarding evidencing and checking of the sub priorities, to ensure they are achievable.
- Sport England meeting held with **CJ, JS** & Matt Birkett and gave an update on next stages of process.

7. **CEO Report (taken as read) CJ**

- Registered athletes for the year have now increased from those documented in the CEO report to 84,774.
- **CJ** confirmed that Nigel Holl has now been confirmed as Director of Strategy and Partnerships and has resigned his position at Scottish Athletics.
- Volunteer and Officials development/investment - **MH** advised that there was a concern raised at National Council last week that we request too much of our officials – **CJ** confirmed that this development/investment is a strategic objective.
- Feedback from our Consultation events have confirmed that volunteering/officiating is a high priority for our sport.
- **TSh** asked with regard to UKA Coach education what is the structure and **CJ** advised that a representative is in the process of being appointed as a project manager and consequently there was no review date for the Athletics Coach course yet.

8. **National Council Update – TSh**

- A request has been made for an interim paper to be produced regarding the Schools review to advise the NC what progress has been made.
- Facilities update provided to NC from Michael Hunt, consultation with KKP was work in progress with a base line audit, agreed that a numeric framework was a good idea.
- Portfolio system moving forward
- An update on 2017 was provided from Terry Colton.
- NC to find practitioners of the sport to modernise and assist the digital strategy.

9. **Financial Reports – MD**

- The Financial reports were taken as read
- Sport England budgeted targets are being met.

10. **Reports from Committees / Advisory Groups – Chair**

Nominations - KN

Updates presented by **KN** and **TSo**.

Audit & Assurance Committee – PC

The Moore Stephens on-site audit report originally awarded a green/amber rating. This has been challenged and is now upgraded to a full green rating.

Treasury Management and Investment policy will be reviewed by the Board in July.
Anti-fraud policy will also be reviewed by Board in July.

Governance Committee – KN

Confirmed the name change from Governance Working Group to Governance Committee.

With regard to Committee's and Advisory groups and their membership, a process of review is required to understand the effectiveness of the groups, their terms of reference and their start and end date, where appropriate. A short questionnaire will be circulated to all Board and co-opted group members to ascertain how they are working.

Following the Board Effectiveness workshop, a first draft of the terms of reference for the stage 2 process has been sent to **TSh. TSh** to feed comments back.

Participation – SG

No meeting since last Board Meeting however, facilities discussions have been happening off line.

Performance – MH

No meeting since last Board Meeting, meeting to be held 12th May.

Coach Education process is a concern, although now there is a new Project Manager in place this may mean progress in this area.

County Championship process requires review. A record number of Counties have been given grants.

Areas Meetings, the next meeting will be held with them in June.

Inter-Counties Champs will be held again this year.

Commonwealth Games meeting has been held, with further meetings being attended by Martin Rush and Andy Day. It will be held in Australia and there will be a holding camp prior to the Games and support staff and EA funding to contribute to the camp will be required.

To advise, for the UKA Coach steering Group, initially two National Council representatives were in attendance and the requirement for them to attend has now been withdrawn.

Commercial – SH

No update provided.

Membership & Consultation – WS

No meeting has been held since last Board meeting and no update provided.

11. Health & Safety Report

- Report taken as read

12. AOB

- None raised.

Meeting Closed at 1615

**Next meeting will be held on Wednesday 13th July 2016,
Venue: The Sport Resolutions, 1 Salisbury Square, London, EC4Y 8AE**