

ENGLAND ATHLETICS BOARD MEETING OUTCOMES

Thursday 8th September 2022
London and via Microsoft Teams

Present:

Gary Shaughnessy, Chair (GS)
Lorna Boothe (LB)
Peter Crawshaw (PC)
Steve Grainger (SG)
Leshia Hawkins, (LH) – via Teams
Janyce Holmes (JH)
Chris Jones (CJ)
Janice Kaufman (JK)
Clive Poyner (CP) – via Teams

In attendance

Sarah Benson, Head of Talent (SB)
Emma Davenport, Head of Club Support and Participation (ED)
Michael Davis, Head of Finance (MD)
David Franks, Board Observer (DF)
Dan Isherwood, Head of Operations (DI)
Helen Kendall, Observer (to be confirmed as Non-Executive Director at the AGM)
Sam O'Shea, Board and NED Secretary (SO)

James Webb, PR & Comms Manager – via Teams [item 9 only]
John Devine, Muckle LLP – via Teams [item 9 only]
Carla Boaks, Muckle LLP – via Teams [item 9 only]

Apologies

Adetunji Akintokun (AA)
Jim Buckle, Observer (to be confirmed as Non-Executive Director at the AGM)
Julian Starkey (JS)
Anne Wafula-Strike (AWS)

1. Welcome and Apologies

Welcome to Helen Kendall and Sarah Benson
Apologies received from AWS, AA, JS and JB

2. Declarations of interest

There were none.

3. Draft minutes of the July meeting

Resolved and Actions:

1.) The Board agreed the minutes were a true reflection of the meeting.

4. Actions/matters arising

The Board noted the actions and their progress.

5. CEO report

5.1 Dashboard. The Board agreed the dashboard contained very useful data and suggested that a more detailed version may be useful to share with England Council.

5.2 CWG. The excellent and positive performances on and off the track was noted by the Board. EA was looking to build on this success, particularly with regard to children and funetics.

5.3 Transgender. UKA's revised policy statement was due to be announced soon.

5.4 Personal Best Foundation. Initial Trustee interviews have taken place, with LB as part of the interview panel. Final interviews were taking place today.

5.5 Advisory Groups. The Board was supportive in principle of the creation of an engagement group to support EA with accessibility and communication within the sport.

5.6 Club of the Future. CJ highlighted the current breakdown and demography of our clubs along with the challenges and opportunities. Showcasing trailblazer clubs of the future would focus on a key priority for EA,;to arrest the drop-out of T&F athletes between the ages of 15 - 23.

The cost implications of any decisions would be integrated into the 23-24 operational plan which would come to the Board for comment in January.

The Board reflected on how the sport was changing. They agreed that whilst it was important for EA to deliver what is planned and optimise our current model, potential radical longer-term solutions would further evolve with the sport.

Resolved and Actions:

1.) Club of the Future project:

- a. The Board was supportive in principle of a Club of the Future project.
- b. Discuss with England Council on 14th October and bring back to the November Board. Action: CJ

6. Chair's update

The key topics were discussed during the meeting.

7. Annual report / accounts and Letter of Representation

The Audit Findings Report from Haysmacintyre was shared. This had previously been reviewed by Audit & Assurance Committee.

Resolved and Actions:

1.) The Board was content with the Audit Findings Report.

8. Affiliation fees: approval of fee setting for 23-24

At the recent England Council meeting views were sought on the annual registration and affiliation fee decision for April 1st 2023. This feedback was provided to the Board to help make its decision. The England Council expressed support for the proposals as a collective.

A discussion took place regarding the potential registration of U11s. There are many competitions available for this age group and affiliation could result in more children feeling part of the athletics family. The Executive Team would look at this in more detail and bring back to the Board.

Resolved and Actions:

1.) The Board approved the athlete registration fee increase of £1 to £17 for 23-24.

2.) The Board approved the club affiliation/ member body fee remaining at £150 for 23-24.

9. AGM preparation / communications

The AGM was due to be announced to our members w/c 12 September. The main communication and additional documents for the website were shared with the Board for comment.

The Pre-AGM webinar is scheduled for the evening of 27th September.

CJ confirmed that the AGM would be live streamed as previously. Voting would be carried as in previous years, in person and via proxy forms submitted in advance.

Resolved and Actions:

1.) None.

10. Nominations Committee recommendations

- Senior Independent Director
- Committee memberships
- Board Champions
- Board Observer recruitment
- EA Director on UKA Board

Resolved and Actions:

- 1.) The Board approved Nominations Committee's Board and committee membership recommendations:**
 - a. AA as the SID (Senior Independent Director)
 - b. JB and HK as members of Audit & Assurance Committee.
 - c. HK as Chair of Remuneration Committee
- 2.) The Board approved the Committee's Board Champion recommendations of JH to continue as Board Sustainability Champion and JK to continue as Board Clean Sport Champion.**
 - a. (The Board noted that in December Nominations Committee will discuss further the role of Board Diversity Champion and the Welfare & Safety role).
- 3.) The Board approved the recommendations for the timeline and interview panel for the upcoming Board Observer recruitment**
- 4.) GS requested nominations from Board members for consideration as the EA nominated Director on the UKA Board. After discussion and no nominations, GS offered to take on the role in the immediate term. The Board gave their approval for GS to be appointed to the UKA Board.**

11. Audit & Assurance recommendation:

Resolved and Actions:

- 1.) The Board approved the following policies:**
 - a. Reserves Policy
 - b. Whistleblowing Policies (external and internal)

12. Audit & Assurance recommendation: Long Term and Medium Term deposit

MD asked the Board's views on the recommendation to invest in a 12 month account with Nationwide and a 6 month account with Santander. This is in line with EA's Treasury Management Policy which requires EA to spread investments across 4 financial bodies, including Nat West.

Resolved and Actions:

- 1.) The Board approved the above recommendations for the long term and medium-term investments.**

13. Financial summary – Q1 report

MD informed the Board that Q1 usually reflects the significant influx of the year's membership affiliation fees, but this would balance out over the 12 months. There were no immediate concerns.

Resolved and Actions:

1.) The Board noted the Q1 report.

14. Road Race licensing / MSO update

CJ reported that EA's accountability for Road Racing took effect from 1st September. The website and brand name will be thought out carefully so as not to cause confusion with other organisations.

Resolved and Actions:

1.) None

15. Board and Committee internal evaluation – timeline

Resolved and Actions:

1.) The Board noted the timeline and process.

16. Committees/Task and Finish Groups

Resolved and Actions:

The Board noted the draft minutes

17. AOB

17.1 Steve Grainger: SG had confirmed his apologies for the October AGM and so this was SG's last Board meeting. GS on behalf of the Board, thanked him on behalf of EA for his commitment and guidance over the last 8 years.

SECTION 2

Topics discussed/agreed outside of the main meetings.

Any information was initially recorded on the agenda for the Board's information.

Audit & Assurance Chair

The updated Skills Matrix was reviewed by Nominations Committee and on 9th August their recommendation was submitted to the Board. The recommendation was for Janyce Holmes to be appointed the Chair of Audit & Assurance, as her 4 years' experience of EA and A&A Committee would provide continuity. The Board approved the recommendation.