



Board Basketball England

Board Meeting Minutes

Date: 12 July 2017 **Location:** Coca-Cola
1a Wimpole Street
London
W1G 0EA

Present:

Clare Wardle, Chair (CW)
Grace Jacca, Vice Chair (GJ)
Stewart Kellett (CEO)
John Wells (JW)
Nicky Shaw (NS)
Melissa Hague (MH)
Dial in Steve Bucknall (SB)
Dial in Abi Cohen (AC)
Dial in Allan Heye (AH)

1. Apologies for Absence

RL not present

2. Minutes from Previous Meeting

Minutes agreed from last board meeting (May 2018).

3. Declarations of Interest

SB- potential interest in Commonwealth Games
GJ- Full member now of GB Masters

4. Chairs Update (CW)

The Chair updated the Board on activity with external stakeholders. A meeting took place with SE and RL to check progress on working with BBF. There was an offer from SE to support legal process on SLA.

SK explained a call was arranged for tomorrow to work on governance support grant from SE.

Recommendations

The Board:

- a) Noted the chairs update

5. CEO Update

An overview was provided on the progress on our agreed priorities and across some key developments for the Board to be aware of.

Group discussion on who the new Finance Manager should report to- agreed they would report to MH. CW- need to interview within the next 2 weeks. **Agreed for JW to sit on interview panel (GJ as sub).**

Discussion on minimum operating standards for facilities when entering national leagues. SB- regional committees need to be involved with monitoring of standards

Discussion on customer satisfaction goal and rating- need to adjust to more realistic goal

Agreed that the website needs tidying up. NS- need to update members and revamp front page. **Action- SK to speak to SR with regards to this**

Appendix 2 and appendix 4 presented to the Board

SB gave an update on coaching and officiating content, new modules, education programs, tutors. Identified a need for level 2 to be more in depth

Discussed commonwealth games progress and SB outlined NT staff were struggling with the handover. **Action- VD present at next meeting. Action- VD to work on NT arrangements with BBF.**

Recommendations

The Board:

- a) Noted the progress against priorities
- b) Noted the progress on new roles and restructure
- c) Noted key developments relating to national teams

WORKING LUNCH 13:05pm

6. Governance Action Plan (MH)

MH gave an overview of expectations arising from the new Code of Governance in Sport and from the Sport England Governance Audit.

Discussion on risk register. **Action- JW to split risk register into Operational and Strategic. Action- AH to discuss insurance with MH**

Discussion on when is acceptable to circulate Board papers- **agreed one week before meeting was sufficient**

The Board:

- a) Agreed the next stage of work to be implemented
- b) Agreed to set dates for Chair and CEO evaluation
- c) Agreed to items listed in risk register and actions above

7. Finance Update

The Board was updated on improvements to financial management controls, budget position and cash flow. BE will be working with Sedulo to undertake a review to provide better quality financial information.

Cash balance of 4 accounts noted, and Board made aware that the next drawdown is due soon (BBF payment will be included in this amount).

The Board:

- a) Agreed to management accounts to date
- b) Noted the cash flow position
- c) Approved the proposed improvements to the finance function

8. Commonwealth Games

The Board were updated on the approach to the Commonwealth Games. SB summarised last meeting in which Women's coach was agreed but the choice in men's coach was to be delegated to panel members. **Action- MH to be involved in filling coaching roles**

The Board:

- a) Noted the financial constraints for fielding teams at the Commonwealth Games 2018
- b) Approved the approach to recruiting Head Coaches, staff teams and players
- c) Noted the approach we are taking with the BBL, WBBL and BBF to create player availability and support for the preparation

9. Safeguarding and Compliance

The Board were updated on key matters relating to Safeguarding and Compliance

Action- NS to review report and discuss current cases in more depth

10. AOB

Action- Board agrees to increase fees for non-EEA players from October 2017

GJ outlined the need to co-opt onto the Board. Noms committee need to look at succession planning

CW- date for AGM- Manchester Performance Centre. **Action- notice of AGM on website. MH to send to Board for approval**

Date and timings of meetings in September, November, January and March to be discussed at next meeting. Next Board meeting Tuesday 5th September London. **Action- MH to circulate list of dates**

END OF MEETING