

TITLE OF MEETING: Board Meeting
DATE AND TIME: Monday 22nd March – 5pm
LOCATION: Virtual Meeting

Action Target

1. Welcome and apologies

The Chair welcomed all present to the meeting.

Board Chair: David Tucker (Chair)
Director of Competitive Events: Margaret Docherty (COM)
Director of Coaching: Mal Evans (COA)
Director of Development: Adam Tanner (DEV)
Director of Governance: Foster Johnson (GOV)
Director of Finance: Stephen Hemsley (FIN)
Independent Director: Dr Anna Molony (IND)
Bowls England 2020 President – Paul Robson (PRE)
Chief Executive: Jon Cockcroft (CE)
Head of Business Operations: Helen Slimm (HBO)

Apologies:

Independent Director – Marketing & Communications: Harry Nijjar (MAR)

2. Previous minutes – accuracy/matters arising

The minutes of the Board Meeting held on 2nd February 2021 be signed as a true and correct record.

There were no matters arising.

3. Declarations of Interest

None declared

4. Operational Report

The CE had circulated an operational report, in advance, to provide all board members with an overview of activity since the previous meeting. A summary of the report, which was compiled by both board and staff members, has been circulated within the accompanying synopsis. During the meeting, the following further discussions took place:

Member Services and Development:

The CE and HSD had attended a meeting with the Yorkshire Committee and have since planned a meeting with all Yorkshire Clubs to present the benefits of affiliation and to encourage local engagement.

A discussion took place between Board Members on ensuring the benefits of Bowls England support were enjoyed by affiliated members only. A new affiliated clubs only section of the website was being explored.

The Board approved a proposal to allow British Crown Green Bowling Association (BCGBA) to be a member of the Bowls Development Alliance until the end of the Sport England funding cycle. The proposal will help continue to build relationships and allow us to present a better case to Sport England in terms of bowls' ability to deliver growth in participation.

The plans for Bowls' Big Weekend were discussed 300+ individuals signing up within the first 24 hours and 1000 individuals currently registered for the opportunity to hear about the BBW first. The first webinar, sold out very quickly and there are plans to release further seminars.

Competitions

The deadline for competition entries closed ahead of target. Over the 2021 season, we will be able to fully review the competitors experience in 2021 and engage in further consultation.

A discussion took place between C, IND and FIN about the small reduction in competitive entries for the women's competitions and ways in which we can encourage women to return to the sport.

International Success

World Bowls have agreed that a rebranded and refreshed World Bowls Championships will now be held every two years starting in 2023 with all member nations eligible to enter. FIN questioned the cost implications, of a full World Bowls Championships rather than an Atlantic Championships.

The CE gave an update from the recent BIBC AGM, with a further Board discussion to take place at the July meeting.

Coaching

The C congratulated the COA on becoming a Level 3 tutor. Coach Bowls has increased its membership to 1230 coaches during the recent registration. The COA gave an update on the proposed plans to create regional 'centres of excellence' with the hope of creating a link with Coach Bowls and the recognised centre which can be used for generating media attention and to help raise the profile of the venue.

Brand and Communications

DEV updated the Board on the increased entries for Story of the Year. 2019 received 28 entries with the current round closing on 103. Entries are now closed the shortlisting process will take place.

Governance and Overheads

The CE updated the Board on the appointments of a new Head of Communications, Rob Short and a new Marketing Officer, Katrina Shilladay. The interview process is underway for the Event Officer and the People and Governance position will be re-advertised alongside the role of Finance Manager and Participation and Clubs Officer.

It was noted that John Hughes retired on March 17th and Jamie Chestney would be leaving on April 29th.

It was resolved that a discussion on BE's Disciplinary regulations would take place at the next Board meeting.

5. Operational Plan RAG Status

The CE provided a status update, it was noted that there was a positive change on the International Bowls objectives due to the work of the Performance Director to secure additional fixtures for the Commonwealth Games squad.

The transgender policy is currently under review and we are in the final stages of consultation with a report back to be received by the Board at a later date.

6. Management Accounts

Management Accounts had been circulated prior to the meeting, after a review there were no further questions.

7. Finance Strategy

The FIN had prepared a Finance Strategy, for the Board to review. It fleshed out the direction over the coming years that was presented at the AGM, and that align with the future strategy.

The GOV, COM and FIN had a discussion on the reduced travel expenses in relation to reduced entries at the Nationals. C and FIN discussed the future of Riverside House and Victoria Lodge. FIN advised that WDC had been advised that there are no current plans for the lodge.

The C recorded thanks on behalf of the Board for the work of FIN on developing the strategy.

8. Governance Working Party Report

The GOV presented a report from the Governance Working Party, in doing so he thanked the Working Party and Sport England for their input to date.

Following discussion by all Board members, it was agreed that the accompanying Board synopsis should include a strong assurance of Bowls England's commitment to progressing towards achieving greater gender parity and diversity throughout the organisation.

The Board, led by the Chair, has committed to undertake and maintain an annual evaluation of its own skills, its own performance and its directors. In addition, annual satisfaction surveys will be circulated to both staff and volunteers (County Administrators, Selectors, Team Managers, Committees and Board) with the results to be presented to the Board for evaluation.

As a commitment to good governance, all future Board agendas will include as standing items; financial position in relation to budget and forecast, risk management and internal control systems. A yearly review will be held by the Board on the effectiveness of the organisations risk management and internal control systems, leadership diversity, the strategy, the annual satisfaction

survey and a bi-yearly review of the financial process and procedures (5.3) and organisational policies

A draft plan for the 'about us' section of the website was presented to and approved by the Board, which will eventually include all updated documents and relevant policies when available.

A meeting of the Bowls England Board will be held in July when a draft director's code of conduct, skills matrix, director's conflict of interest policy, terms of reference and induction policy will be supplied for approval and a full discussion will take place on the future governance of the Board and Bowls England.

9. Risk Register

The updated risk register was presented to the Board, the risks that had changed in level were:

Increase in risk level on critical failure of business systems, the planned server update has been pushed back due to all staff being unable to visit the office together. This does not affect back up or emails.

Going forward the agenda will have the top five risks as a standing item.

10. MAR Recommendation Tracker

The Management Audit and Review Committee compiled a tracker of recommendations for the Board. This had been updated with the progress on all open recommendations.

12. Any other notified business

None