

Welsh Athletics Board Meeting Minutes

8th January 2024

Meeting held online via Teams

Present: Steve Perks [SP], James Williams [JW], Lorna Kerr [LK], Jonathan Ford [JF], Jonathan Roberts [JR], Helen Adams [HA], Chris Gough [CG], Lynne Brier [LB], Dan Clements [DC]

Papers circulated in advance:

1. Draft Minutes September 2023 (002).docx
 2. Final WA Strategy Document 2026.pdf
 3. Finance Manual (1 of 2) – POLICY for Financial Management.pdf
 4. Governance Sub Group TOR – (People & Culture) Dec 2023.pdf
 5. Safeguarding report December 2023.docx
 6. CEO updated Dec 23.docx
 7. WA Board Dec 23 – Finance Update_final.pdf
 8. WA Strategy.pdf
-

1. Apologies:

Tom Overton

2. Declaration of Interest:

CG now sits on the Board of R4W charitable foundation.

3. Actions from meeting:

ID	Action	Owner
3	<p>Portfolio plans for 2023.</p> <p><i>28/01 Completed by HA, TO, LK and JF</i></p> <p><i>Next meeting to be done by LB, DC, JC</i></p> <p><i>27/03 Completed by DC, Next meeting to be done by LB and JC</i></p> <p><i>05/06 LB to review objectives and JW to present slide and objectives for next meeting.</i></p> <p><i>25/09 Closed.</i> LB presented Objectives. General Council to be reviewed post appointment.</p>	Closed
7	<p>LK to propose arrangements for 2023 (Ref Confidential Paper)</p> <p><i>28/01 Verbal update provided, work remains ongoing</i></p> <p><i>28/03 Ongoing</i></p> <p><i>05/06 No update provided, action moved to NE</i></p> <p><i>25/09 Closed.</i> Proposals agreed by board and have been implemented.</p>	Closed
8	<p>Actions 8 and 9 combined. Board briefing on the structure of R4W Ltd and future funding opportunities.</p> <p><i>27/03 JW to share</i></p> <p><i>25/09 To prioritise post Cardiff Half Marathon, concerns about meetings scheduled which have not been formalised. Requests for funding have been made without a response being received. Formal Letter to be issued around our expectations for future governance and funding requests.</i></p>	JW / SP / JF
11 (i)	<p>Solution needed for ED&I data capture</p> <p><i>27/03 Covered at ED&I, further update to be held next meeting.</i></p> <p><i>05/06 Ongoing</i></p> <p><i>25/09 Closed.</i> New member joined and is working on ED&I Survey, actions will continue to be tracked at subgroup.</p>	Closed
11 (ii)	Solution needed for information sharing and collaboration at Board Level	Closed

	<p>27/03 <i>Carried forward</i></p> <p>05/06 Closed with operational Teams site</p>	
14	<p>Commonwealth Games Report – Action Plan to be produced</p> <p>05/06 <i>Ongoing</i></p> <p>25/09 Action Plan has been produced, will be shared with the Board. Action Closed.</p>	Closed
15	<p>Safeguarding Training</p> <p>05/06 <i>Session for Safeguarding Training to be set up</i></p> <p>25/09 Closed – Session held on 26th June</p>	Closed
16	<p>Safeguarding Objectives</p> <p>05/06 – <i>LB to review proposed Objectives for Safeguarding</i></p> <p>25/09 Closed covered as Agenda item with portfolio objectives presented Safeguarding</p>	Closed
17	<p>Increase Membership Numbers</p> <p>05/06 – <i>TO to lead a review and present an action pan of how we can increase membership numbers</i></p> <p>25/09 Initial discussions with Hannah P & sub group. Confident membership work is progressing as already linked into high level business outcomes. Mystery shopper approaches to clubs have started.</p>	TO
18	<p>Dashboard KPIs - DASHBOARD KPI with commentary.xlsx</p> <p>All to ensure KPIs for Nov are updated by 10th November</p>	All
19	<p>Member Price Increase</p> <p>James to arrange a follow up call, specific actions:-</p> <p>equality impact assessment to be done for junior members</p> <p>Work to be done with members ahead of the AGM to gather support for proposal.</p> <p>Information to be produced showing where membership fees are pent</p>	JW

20	Four Year Financial Forecast CG to present financial projections for next four years	CG
21	Staff Engagement Survey To be reviewed by People and Culture Sub Group	LK

4. Welsh Athletics Strategy Refresh Presentation [JW]

JW presented a refresh of current strategic objectives. Everyone within WA will work toward the new objectives and vision with current members of SMT drafting the refresh with assistance from Sport Wales. A new vision will hopefully provide clarity on what WA aims to achieve with more specific strategic pillars.

JW answered questions from the board on areas such as measuring progress with dashboards, embedding EDI throughout the strategy, coach upskilling, and digital strategy.

The Commonwealth Games were discussed from a question raised from a financial perspective.

The Board unanimously accepted the proposal so far.

5. CEO and Chair Updates [SP, JW]

a. Sport Wales

SP and JW presented funding reductions to NGBs from Sport Wales and Gov. JW presented current plans for cost efficiency.

b. UKA

SW spoke on the UKA financial situation and their plan in place following. Plans to report back on this with further updates.

c. Safeguarding

JW presents Safeguarding update.

6. Sub-Group Matters

a. Finance [CG]

Refresh of the forecast is due. Expectations of where WA will come in at the year end presented.

b. EDI [HA]

WA achieved InSport silver award with credit to Libby Steele and Helen Adams' efforts. Plans to capture data more effectively.

c. Performance [DC]

Selection policy has been through sub-group. Future direction of performance programmes being reviewed with standards.

d. People & Culture [LK]

Revisit of TOR following broadening of scope to 'People & Culture' as opposed to just 'Governance'.

7. AOB

- a. TOR updates to People & Culture Sub-group – **Action-to add in that decisions go through the Board. Unanimously accepted.**

- b. Financial regulations ***Unanimously accepted***
- c. JW presents-
 - i.* Partnership with Mind introduced.
 - ii.* Commercial deal with Polytan introduced.
 - iii.* Discussions with Parkrun and London Marathon in place.
 - iv.* Formalised discussions with Swansea University.
- d. Scope to recruit additional Board members

8. Date of Next Meeting

TBC

Note – minutes from previous meetings should be circulated and agreed electronically.