

Welsh Athletics Board Meeting Minutes

3rd June 2024

Meeting held remotely via video link

Present: James Williams {JW}, Steve Perks (SP), Chris Gough (CG), Chris Type (CT), Lorna Kerr (LK), Katy Evans (KE), Zoe Holloway (ZH), Dan Clements (DC), Jonathan Ford (JF)

Apologies: Tom Overton (TO), Lynne Brier (LB), Helen Adams (HA)

Papers circulated in advance:

- June 24 Agenda.pdf
- 2024-April BOARD Minutes (002).docx
- CEO update June 24.docx
- Safeguarding Action Plan 24.docx
- WA Board Jun-24 – Finance Update for FSG.pdf

Actions from meeting

ID	Action	Owner
3	<p>Portfolio plans for 2023. 28/01 Completed by HA, TO, LK and JF Next meeting to be done by LB, DC, JC 27/03 Completed by DC, Next meeting to be done by LB and JC 05/06 LB to review objectives and JW to present slide and objectives for next meeting. 25/09 Closed. LB presented Objectives. General Council to be reviewed post appointment.</p>	Closed
7	<p>LK to propose arrangements for 2023 (Ref Confidential Paper) 28/01 Verbal update provided, work remains ongoing 28/03 Ongoing 05/06 No update provided, action moved to NE 25/09 Closed. 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. 27/03 JW to share 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. 22/04 - No further meetings with R4W Ltd have taken place since last meeting. Next meeting of the R4W Charity Foundation pending and will receive an application from Welsh Athletics Ltd. JW reported on discussions ongoing with R4W regarding the evolution of WA licencing fees cost, positioning increasing costs as an</p>	JW / SP / JF

	<p>investment into the sport and activation of mutually beneficial initiatives.</p> <p>03/06 – CG reported that the application from WA for funding to support the Daily Mile and Starting Blocs were approved. There is now an agreed application process and tighter controls as to what funding goes to which bodies. CG updated on an SLA with R4W Charity Foundation and answered questions from the Board.</p> <p>JW provided an update on the London Marathon Group.</p>	
11 (i)	<p>Solution needed for ED&I data capture</p> <p>27/03 Covered at ED&I, further update to be held next meeting.</p> <p>05/06 Ongoing</p> <p>25/09 Closed. New member joined and is working on ED&I Survey, actions will continue to be tracked at subgroup.</p>	Closed
11 (ii)	<p>Solution needed for information sharing and collaboration at Board Level</p> <p>27/03 Carried forward</p> <p>05/06 Closed with operational Teams site</p>	Closed
14	<p>Commonwealth Games Report – Action Plan to be produced</p> <p>05/06 Ongoing</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 Session for Safeguarding Training to be set up</p> <p>25/09 Closed – Session held on 26th June</p>	Closed
16	<p>Safeguarding Objectives</p> <p>05/06 – LB to review proposed Objectives for Safeguarding</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 – TO to lead a review and present an action plan of how we can increase membership numbers</p> <p>25/09 Initial discussions with Hannah P & sub group. Confidential membership work is progressing as already linked into high level business outcomes. Mystery shopper approaches to clubs have started.</p> <p>03/06 – JW to focus on in CEO update</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> <ul style="list-style-type: none"> equality impact assessment to be done for junior members Work to be done with members ahead of the AGM to gather support for proposal. Information to be produced showing where membership fees are spent <p>21/02/24 – understood and agreed at AGM</p>	Closed
20	<p>Four Year Financial Forecast</p> <p>CG to present financial projections for next four years</p> <p>21/02/24 – on hold for circumstantially</p>	CG
21	<p>Staff Engagement Survey</p> <p>To be reviewed by People and Culture Sub Group</p> <p>21/02/24 – reviewed by PCSG</p>	LK

1. Declaration of Interest

None declared

2. Discussion items

- **Previous minutes**
 - o SP briefly reviewed the previous minutes.
 - o JW updates on potential dates for a Board workshop date and to possibly combine with the joint meeting with the GC. A facilitator is also yet to be identified. LK provided some suggestions.

- **Coach Development Discussion – CT/DC**
 - o DC gave an overview of a recent performance sub-group meeting involving the progress of the new performance model. DC highlighted coaching to be one of the biggest discussion points and the difficulty of the realisation of potential.
 - o Strategic discussions surrounding coach development and the position of the business were discussed
 - o CT presented three key areas including athlete rate of development, an applied knowledge gap, system limitations in terms of coach development. CT then presented actions going forward including a time bound strategy, a strong business case for this area and the Board to approve the investment and development in this space
 - o The Board would like more information on what good looks like. LK queries Coach data and if there were more information, CT explains it is of those areas needing development
 - o SP proposed a paper be developed in this area by January, the Board agreed

- **Officials Education Update – ZH**
 - o ZH presented changes to t&f officials pathway – changing levels of experiences to lessen the burden for officials wanting to progress. Changes are to make the whole process more accessible.
 - o The reasons for change were presented such as improving the completion rate, simplifying the processes, reducing admin burdens and removing barriers to progression
 - o ZH presented some challenges – particularly to the level 1 experience
 - o The EDI areas for improvement in terms of officials were highlighted. It was acknowledged that there are gaps in the data
 - o Risks such as societal changes, an ageing workforce and officials not relicensing were highlighted
 - o Next steps were presented including reviewing the pathway and official recruitment
 - o ZH answered questions from the Board

3. Sub-group Matters

- a. **Finance – CG**
 - i. CG updated the Board that external audits will occur in July. It is very early in the financial year to compare budgets but membership figures are strong against budgeted position so far.
 - ii. CG presented any potential risks as well as opportunities and the budget saving done in the previous financial year helps the organisation's position going into this year
- b. **EDI – HA**
 - i. WA are continuing to work through the Moving To Inclusion Framework
 - ii. Steps towards achieving insport Gold have begun
- c. **Performance – DC**
 - i. As above
- d. **Development & Participation – TO**
 - i. JW presented on the behalf of TO on the approach taken around education and health. The utilisation of key leisure providers was introduced.
- e. **General Council – LB**
- f. **People & Culture – LK**
 - i. No update

4. CEO Report

- a. JW presented a safeguarding report and a possible risk with a lack of legal aid for any concerns. Welsh Athletics went to panel with a safeguarding report and are yet to hear back.
- b. Recognition with success with World para champs medals – mention to Adam Rattenbery and Ryan Spencer-Jones
- c. Membership is at a record high for the membership year.
- d. Record entries at Welsh Senior and U15 Championships
- e. Junior league seeing higher rates of participation
- f. JW presents an age group proposal update that as task group is in place and sub-groups have been established to look at the progression. Due to resistance from some English clubs, an EGM has been called for EA to withdraw their support.

5. AOB

- a. **The next meeting will be joint with the General Council.**
- b. **The September meeting will be held on the 30th**
- c. **Expressions of interest to assist with recruitment for NED roles**

6. Date of next meeting

10th July 2024 (joint with GC)

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