

Board of Trustees

MINUTES

Date of Meeting: 22nd September 2015
Time: 18:00-20:00
Venue: Carmelite Chambers, 9 Carmelite Street, London, EC4Y 0DR

UKDS15.14 **Attendance**

UKDS15.14.1 **Present**

Philip Gerrard – PG (Chair)
Jonathan Reid – JR (Trustee)
Piers Martin – PM (Trustee)
Graeme Knight – GK (Trustee)
Josef Baines – JB (Trustee)
Vincent Dickson – VD (Trustee)
Paul Huggins – PH (Trustee)

UKDS15.14.2 **In attendance**

Lee Dolby – LD (UKDS Director of Development)
Lesley Freason – LF (Director of Finance and Administration – Royal Association for the Deaf) for finance section only.
Peter Shilston – PS (interpreter)
Donna Rubin – DR (Interpreter)

UKDS15.14.3 **Apologies**

Craig Crowley – CAC (Honorary President)
Richard Hill – RH (Trustee)
Danny Lee – DL (Trustee)
Gordon Hay – GH (Trustee)

UKDS15.15 **Declaration of Trustees Interest**

UKDS15.15.1 None declared.

UKDS15.16 **Minutes of last meeting**

RECEIVED Unconfirmed minutes of the meeting 23rd June 2015

APPROVED The minutes were approved as an accurate record of the meeting with the following amendment made;
15.7.8 'Prioritise' to 'Priorities'

UKDS15.17 **Government: A New Strategy for Sport: Consultation paper**

UKDS15.17.1 Government is developing a new strategy for sport, one that reflects today's social, financial, attitudinal and technological realities. This consultation highlights ten themes that together capture the issues that we want to address. Each theme contains a number of specific challenges and for each of those, a question to frame consultation responses.



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TASK CC to lead a response paper with input from the board

UKDS15.18 **Business plan overview and report**

RECEIVED & NOTED Business plan executive summary by LD
Operational business plan by LD

UKDS15.18.1 The report showed the status of targets within the plan to date. with red meaning that action require attending and at risk of falling off track and Green meaning progressing as plans or successfully completed.
Red 9% (11%)*, Amber 32% (27%)* and Green 59% (62%)*
*denotes previously reported percentages.

UKDS15.18.2 Board members monitored the progress on the business plan.

UKDS15.18.3 LD reported that the national research project on deaf participation is progressing very well with 23 individual sport profiles created;

UKDS15.18.4 The Board considered the challenges mentioned within the report including the progress of talent development which is reported separately in the meeting. The report noted some capacity challenges within the definitely inclusive project as the network grew. LD is currently developing a project proposal in discussion with a funder; Reaching Communities Fund (Big Lottery) with a view of some investment to tackle the capacity issues.

UKDS15.18.5 The Reaching Communities Fund potential application would take place within a six to eight month timeframe.

UKDS15.19 **Talent programme Update**

RECEIVED & NOTED Talent Update update report by LD
Talent Development Project mock application by LD

UKDS15.19.1 The talent project funded by Sport England comes to an end on 30th September 2015. Discussions are on-going with Sport England on future investment on talent for deaf sport. Proposals are being developed and if successful will be implemented in 2016.

UKDS15.19.2 The current talent project will cease on 30th September as planned. The contract for the talent officer post will be terminated as per procedure and talent work will be handed over to LD.

TASK Complete the proposal for Sport England's consideration on investment for talent in deaf sport.

UKDS15.20 **Annual Report Draft for review of 2014-2015**

RECEIVED & NOTED Annual Report

UKDS15.20.1 The annual report covers UKDS's work, where the money comes from and

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Signed: *P.P. Gellman*

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how the money was spent, in the past year. The annual report is the narrative report that is included with the audited accounts. The accounts are currently being audited to be completed before the next AGM.

UKDS15.20.2 The board discussed the contents of the annual report and felt that further work was needed on the annual report to capture accurately UKDS's activities in the past year.

TASK Trustees to send annual report comments to LD and PG.
LD and PG to amend the annual report.

UKDS15.21 **Elite Performance Group Update (EPG)**

UKDS15.21.1 JB provided a verbal update to the Board. JB advised the board that it is difficult for the group to function without any funds in place to support it. The group is working out cost effective way of conducting its business.

UKDS15.21.2 A recruitment drive had commenced to appoint a Chef De Mission and the next stage is to interview the applicants..

UKDS15.21.3 JB had announced his intention to step down from the Board at the next AGM. The board thanked JB for his service to UKDS.

APPROVED PM and DL will lead the EPG on behalf of the board replacing JB.

TASK Circulate updated Terms of Reference for the EPG **PM / DL**

UKDS15.22 **Finance Update**

RECEIVED & NOTED Management Account (MA)summary and narrative report for April 15 – July 15.

UKDS15.22.1 The Management accounts are broken down into four areas; core costs (£924) c/f (£281), Inclusive Sport £20,566 c/f £35,385, Talent Development (£12,487) c/f (£2,745), IS underspend (£726) c/f (£314). Overall surplus figure £32,516 (restricted £32,326 and unrestricted £190).

UKDS15.22.2 While core costs were back in surplus at 31st March 2015, travel expenses have resulted in a deficit position at 31 July 2015. Talent Development shows a deficit as the final payment on the project is still outstanding. Otherwise, all funding due had been received.

UKDS15.23 **Matters arising**

UKDS15.23.1 All matters arising are logged onto a table for monitoring purposes.

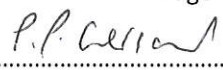
UKDS15.24 **Trustee only section – staff remuneration**

UKDS15.24.1 The board discussed the cost of living pay award to employees. The funding for the projects included an increase at 3%

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APPROVED To award 3% cost of living increase to employees.

UKDS15.25 **Review of meeting**

UKDS15.25.1 The board was keen to develop a clearer reporting structure at governance level to ensure accurate monitoring levels were in place.

AGREED To review UK Deaf Sport governance structure
To have a Trustee only strategy review session

The meeting closed at 8.30pm

Signed as an accurate record of proceedings
By Philip Gerrard, Chair

Signed
Dated

P.P. Gerrard
6th feb 2016.