



Minutes of the UK Deaf Sport (UKDS) Board meeting held at SportPark Offices, Loughborough  
 Wednesday 12<sup>th</sup> July 2017 at 16.00  
 Approved by the Board at the meeting on the 13 September 2017

<b>Present</b>		
Piers Martin	Executive Chair and Director	PM/Chair
Philip Gerrard	Director	PG
Gareth Hunt	Director	GHT
Danny Lee	Director	DL
Lara Lill	Director	LL
Christof Niklaus	Director	CN
<b>Also in attendance (non-voting)</b>		
Valerie Copenhagen	Head of Participation	VC
Barinder Dale	EFDS Head of Corporate Services	BD
Interpreters x 2		
<b>Apologies for absence</b>		
Craig Crowley MBE	Honorary President	CC
Vincent Dickson	Director	VD
Gordon Hay	Director	GH
Graeme Knight	Director	GK
James Dixon	Athlete Representative	JD
Claire Stancliffe	Athlete Representative	CS

REF	MINUTE	ACTION
<b>78.</b>	<b>CHAIR'S WELCOME</b>	
78.1	The Chair welcomed the Board to the meeting and thanked BD for arranging the room.	
78.2	The Board noted apologies as recorded above.	
78.3	The Chair informed the Board that GH had written to him to resign from the Board for personal reasons. The Board noted its appreciation and gratitude to GH for his years of support to UKDS.	
<b>79</b>	<b>CONFLICTS OF INTERESTS</b>	
79.1	The Chair noted no new conflicts and no conflicts in relation to the Agenda.	
<b>80.</b>	<b>MINUTES FROM THE LAST MEETING</b>	
80.1	<u>The minutes of the last Board meeting held on 26<sup>th</sup> April 2017 were considered by the Board and were agreed as a true and accurate record.</u>	
<b>81.</b>	<b>MATTERS ARISING</b>	
81.1	There were no matters arising from the minutes.	
<b>82.</b>	<b>ACTIONS OUTSTANDING</b>	
82.1	67.1: Risk Register is on the agenda.	
82.2	67.10: DBS checks have now been completed for Board members by VC. It was noted that for new Board members they would require a DBS check.	
82.3	69.4: Meeting to be set up for PM performance review and continuing oversight.	PG

82.4	71.1: Governance report – PM informed the Board that if UKDS is successful in its application to Sport England for funding, we will have further discussions on specific governance requirements. The Leadership Committee will lead on this.	PG
<b>83.</b>	<b>RISK REGISTER</b>	
83.1	The Board discussed the Risk Management Strategy and Risk Register, noting the following key points: <ul style="list-style-type: none"> <li>– The Risk Register supports the organisation’s strategy</li> <li>– The Risk register will become a standing item on the Board meeting agenda</li> <li>– The primary risk for the organisation is losing Sport England funding and this reliance needs continuing discussion</li> <li>– Whilst DeaflympicsGB planning was going well, the mission presented a high risk to the organisation</li> <li>– Setting out under Leadership, Participation and Performance would help with clarity</li> </ul> <u>The Board agreed the Risk Management Strategy and Risk Register.</u>	
<b>84.</b>	<b>CHAIR REPORT</b>	
84.1	The Chair reported to the Board on activity since the last meeting, specifically focusing on the following key points:	
84.2	<u>SE Submission</u> <ul style="list-style-type: none"> <li>– PM gave thanks to LL and VC with the work that had gone into the first submission.</li> <li>– UKDS had not been successful in receiving funding from SE from the first submission, but had been invited to re-submit with amendments. Specifically explaining the journey UKDS had taken in the last year and the governance changes made.</li> <li>– UKDS will know by 28<sup>th</sup> July if the application has been successful</li> <li>– It was important to note that management charges for NGB overheads have been reduced to 5% per annum rather than 10%</li> <li>– It was noted by the board that a discussion needs to be had about how Leadership goes forward and how we can find additional funding to support this area.</li> </ul>	
84.3	<u>Paul Challinor</u> Paul Challinor has left UKDS. The @admin email account is now being managed by VC so that she can report on the administrative capacity required. The Board noted its thanks to Paul for his time and his passion for deaf sport, specifically to the recent fishing project. Thanks was also noted to VC also too for managing Paul during a challenging transition.	
84.4	<u>Board Development:</u> LL & PM are working on a skills matrix for the Board and this will be sent out to the Board members for completion by early September so that results can be shared at the next Board meeting. The skills matrix would inform the next stage of recruitment for Directors.	
84.5	<u>September meeting</u> The following items should be considered for the September Board Meeting: <ul style="list-style-type: none"> <li>– The organisation’s strategy, specifically in terms of priorities.</li> <li>– Board skills and recruitment plan</li> <li>– Deaflympics GB Review</li> <li>– Review of Congress and the organisation’s International Relations.</li> <li>– Plans for raising awareness within Government</li> </ul>	
<b>85.</b>	<b>PARTICIPATION</b>	
85.2	VC provided an update on areas of work, specifically noting: <ul style="list-style-type: none"> <li>– Research carried out with NDCS regarding views of parents/carers towards sports and physical activities that their deaf children take part in.</li> <li>– Research/evaluation carried out by UKDS and Sports Coach UK around ‘Effective Communication’ course.</li> </ul>	

<b>86.</b>	<b>FINANCE</b>	
86.1	BD provided an update on the management accounts. She specifically asked the Board to acknowledge that the majority of her capacity was currently used managing the finances for DeaflympicsGB and the individual sports. There was a concern raised over the costs associated with this and it was agreed the Deaflympics GB budget must accommodate this.	DL, CN
86.2	The Board were presented with the new way of how finances will be reported at Board Meetings. GH is happy with this new way of presenting the finances. Each area of work (Leadership, Performance and Participation) will need to update the cashflow for September board meeting.	VC, PG, PM, CN
86.3	The Management Accounts previously circulated were <u>approved by the Board</u> .	
<b>87.</b>	<b>UKDS BOARD GOVERNANCE AND COMPOSITION</b>	
87.1	PM had circulated to the Board members the following documents: – Code of conduct – Role description – Directors duty and responsibility letter <u>The Board agreed these documents.</u>	
87.2	The Board considered and approved the appointment of two new Directors: Alex Newton and Tim Chapman. PM will contact them and invite them to the September meeting. It was raised that the Board needs to consider recruiting wider representation, specifically in terms of deafness and gender. It was acknowledged by the Board that someone with commercial/fundraising expertise would be essential if the organisation is to progress.	PM
<b>88.</b>	<b>INTERNATIONAL RELATIONS</b>	
88.1	PG and CC spoke to an International Relations Strategy which, at its core, aimed to have stronger UKDS representation in the ICSD by 2021.	
88.2	It was agreed that this would be discussed in September, following PG's report on the ICSD Congress in July.	
88.3	PG gave a summary of the Congress proposals previously circulated. The Board noted his recommendations and delegated the authority to him to make voting decisions in the best interests of UKDS's long term strategy.	
<b>89.</b>	<b>PERFORMANCE</b>	
89.1	An update on DeaflympicsGB plans for the Deaflympics was provided by DL & CN, raising the following key points: – Chris Doyle has been recruited as the Deaflympics GB Media Officer. Chris will be responsible for uploading information/results and news about how Deaflympics GB team are getting on throughout the Games – Preparation for the Deaflympics is going well, on schedule and on budget – currently operating at a small surplus. – BBC See Hear are not attending the games, despite budgets being approved – The Board gave thanks to CN and DL for all of the work gone into the preparation for the Deaflympics. Thanks was also mentioned to Natalie Walker – The performance committee will work hard to look at how to raise awareness of the success of the games post Deaflympics. An impact report will be created post games and shared online. The Board wished CN and DeaflympicsGB all the best for the Deaflympics.	
<b>90.</b>	<b>ANY OTHER BUSINESS</b>	
90.1	There was no other relevant business.	

<b>91.</b>	<b>DATE OF NEXT BOARD MEETING</b>	
91.1	The date of the next Board meeting is agreed as: 13 <sup>th</sup> September 16.00-19.00, Stifel Offices, 150 Cheapside, London, EC2V 6ET	
<b>92.</b>	<b>CLOSE</b>	
92.1	There being no further business, the Chair closed the meeting at 19.00.	



13<sup>th</sup> September 2017  
Piers Martin  
Chair