



## UKDeafSport

Minutes of the UK Deaf Sport (UKDS) Board meeting held at South Bank University, London

Saturday 12<sup>th</sup> November 2016 at 16.00

Approved by the Board at the meeting on the 22<sup>nd</sup> February 2017

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

REF	MINUTE	ACTION
35.	<b>CHAIR'S WELCOME</b>	
35.1	The Chair welcomed the Board to the meeting and thanked LL for arranging the venue. He specifically welcomed VC to the meeting.	
35.2	The Board noted apologies as recorded above.	
36.	<b>CONFLICTS OF INTEREST</b>	
36.1	The Chair noted no new conflicts and no conflicts in relation to the Agenda.	
37.	<b>MINUTES OF THE LAST MEETING</b>	
37.1	The Minutes of the last Board meeting held on the 28 <sup>th</sup> September 2016 were considered by the Board and <u>were agreed</u> .	
38.	<b>MATTERS ARISING</b>	
38.1	There were no matters arising.	
39.	<b>ACTIONS OUTSTANDING</b>	
39.1	29.3: PG is in process of sending Directors an Induction Pack, DBS Form and Declaration of Interest and forms to complete Directors' registration.	PG
39.2	30.3: Office move ongoing but close to completion. LL has contacted SportsPark regarding accessibility issues.	
39.3	30.4: It was agreed to look at the Board skills evaluation and performance review in March in time for the April Board. LL to lead on this.	LL

39.4	31.5: Performance Committee have made appointments for DeaflympicsGB and will continue to report back to the Board on progress.	
<b>40.</b>	<b>CHAIR REPORT</b>	
40.1	The Chair reported to the Board on activity since the last meeting, specifically focusing on the following key points:	
40.2	<u>Staffing:</u> Clive Breedon left his role at the end of September. Charlotte Jeffries from UKDS has supported this process and Sport England were kept apprised. VC will start at the end of November as Head of Participation and has already been meeting with PM, Directors and Sport England to hit the ground running.	
40.3	<u>Office Move:</u> The move from Worcester to Loughborough SportPark is progressing slowly but is almost complete. The transfer of authority to EFDS with Unity Bank is the last process to complete and should be finalised by Christmas.	
40.4	<u>Sport England:</u> Tom Smith, our Sport England Relationship manager has left and is moving to the ECB. Lindsay Games has taken over his role and PM and VC have met her to discuss the changes at UKDS.	
40.4	<u>Governance:</u> The SE Governance Self Assurance was due on the 12 <sup>th</sup> December, PG to complete. PM also attended the SE and UK Sport launch of the new Governance Code and summarised the key changes to the Board.	PG
40.5	The Board thanked PM for his work.	
<b>41.</b>	<b>FINANCE</b>	
41.1	The Management Accounts previously circulated were <u>approved by the Board</u> .	
41.2	GHT offered to liaise with Barinder Dale (EFDS) in preparing the management accounts for the next Board meeting.	GHT, PM
41.3	The following signatories were <u>approved by the Board</u> : PG, CC, GH, PM plus Barinder Dale (EFDS).	
<b>42.</b>	<b>GOVERNANCE</b>	
42.1	The Board discussed issues coming out of the Governance Audit process.	
42.2	<u>The Board agreed</u> a maximum of 12 Directors.	
42.3	PM agreed to liaise with PG to produce a Schedule of Delegation.	PM, PG
42.4	It was clarified that only Directors had voting rights on the Board, as listed above.	
42.5	The issue of diversity and gender balance on the Board was discussed was highlighted as a priority for the next recruitment process.	
42.6	<u>The Board agreed</u> term limits in line with the new Governance Code (3 x 3 year terms) but agreed that staggering these terms was critical to sustainability and continuation.	
<b>43.</b>	<b>RISK REGISTER</b>	
43.1	PG presented the Risk Register to the Board. PM and GHT suggested a summary page that could be presented to each Board meeting which was <u>agreed by the Board</u> .	PG
<b>44.</b>	<b>INTERNATIONAL RELATIONS</b>	
44.1	GH reported to the Board on his trip to Armenia to the European Federation Congress and would provide a written report to the next Board meeting.	GH
44.2	CC added his observations as President, specifically about communication and governance.	
44.3	<u>It was agreed</u> that a summary of key outcomes should be communicated to the deaf sport community.	GH
<b>45.</b>	<b>COMMERCIAL</b>	
45.1	The Board discussed the discussions at the AGM on commercial, sponsorship and fundraising, specifically for the DeaflympicsGB Team. PM agreed to report back to the Board at the next meeting on this and to work with CS and the athletes on a way forward.	PM, CS

<b>46.</b>	<b>PARTICIPATION</b>	
46.1	PM introduced VC to the Board and she gave a summary of her interactions with UKDS so far.	
46.2	VC explained that as a deaf person she has never heard and as a tennis player she can also understand the barriers a deaf person goes through in playing sport.	
46.3	She explained that she had worked with PM to set the scene and had also spent time with SE. It was clear that there was lots to be done to show that we were delivering the current strategy and to build trust that we could deliver a new strategy for the next cycle.	
46.4	The Board welcomed VC to the organisation and wished her success in her new role.	
<b>47.</b>	<b>PEFORMANCE</b>	
47.1	DL reported on Performance activity since the last meeting, focusing specifically on the following key points:	
47.2	Plans for the Athlete and Team Manager Day in April was progressing, although Swimming could not attend.	
47.3	DL, CN and the Performance Committee were keeping an eye on the elevated risk of traveling to and within Turkey and were working with CS to ensure that communication to and from Team Managers and Athletes was effective.	DL, CN, CS
47.4	Errea had been appointed as Official Kit Supplier and would be supplying presentation suits free of charge.	
47.5	Selections would be made by the 5 <sup>th</sup> December and would be published on the UKDS website.	
47.6	Head of Sports Science and Medicine had been appointed.	
47.7	The fluctuating exchange rates were causing a problem, but would be managed.	
47.8	The Board thanked DL, CN and the Performance Committee for their work.	
<b>48.</b>	<b>ANY OTHER BUSINESS</b>	
48.1	PM informed the Board that he had received correspondence from a Matt Dimbylow, initially via Twitter to him and CS. Mr. Dimbylow had made claims that UKDS and the GB Women's Football Team owed him and his company money and goods that had been loaned. He explained that he had taken advice from PH and GK and he had written to Mr. Dimbylow stating that the Board would only discuss the matter when he had forwarded copies of signed contracts between the two parties. <u>The Board agreed this course of action.</u>	
48.2	CN presented a paper on restructuring Deaf Football, which was <u>agreed by the Board</u> .	
<b>49.</b>	<b>DATE OF THE NEXT MEETING</b>	
	<p><u>The date of the next Board meeting is agreed as:</u></p> <ul style="list-style-type: none"> <li>- 22<sup>nd</sup> February 2017, 16.00-19.00, Loughborough SportPark.</li> </ul>	
<b>50.</b>	<b>CLOSE</b>	
50.	There being no further business, the Chair closed the meeting at 14.55.	



22<sup>nd</sup> February 2017

Piers Martin

Chair