

MINUTES

Approved at 24 November 2021 Board Meeting



Meeting **BOARD**

Location Online (Google Meet)
Date / Time Wednesday 29 September 2021

Present: Mark Davies (MD) (Chair)
 Kate O’Sullivan (KOS)
 Liz Behnke (LB)
 Nick Hubble (NH)
 Laura Lion (LL)
 Simon Reeves (SR)
 Karena Vleck (KV)
 Martin Claxton
 Peter Milhofer (PM)
 Tina Kokkinos (TK)

Apologies: Susan Lightman

In attendance: Genevieve Collett (GC, Minute Secretary)

1	CHAIR’S INTRODUCTION Mark Davies (MD) welcomed the Board to the meeting.
2	APOLOGIES FOR ABSENCE and quorum The meeting was quorate. There were apologies for absence from Susan Lightman.
3	DECLARATIONS OF INTEREST There were no new declarations of interest from the Board.
4	APPROVAL OF MINUTES from the previous Board Meeting on 13 July 2021. The minutes of the above meeting were noted and approved by the Board. It was advised that Martin Claxton’s (MC) name was missing from the list of attendees on these minutes when in fact he had been present. Action: Genevieve Collett (GC) to amend the July minutes to reflect MC’s attendance.
5	MATTERS ARISING (not otherwise covered on the agenda) All other matters on the action tracker had been completed or were on-going apart from the following matter:

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	<p>Resignation: MD informed the Board that Helen Rowbotham (HR) had resigned as Director of Rowing Community & Strategy to take on a new role as CEO of a charity, Access Sport. He told the Board that HR had agreed to work her full notice period of 3 months under the terms of her contract. This took her employment with British Rowing up until 31 December 2021. MD had wished HR every success with her new appointment.</p>	
6	DISCUSSION ITEMS	
6.1.	<p>SPORT ENGLAND 2022-2025 INVESTMENT SUBMISSION</p> <p>MD introduced the paper and asked for the Board's thoughts on the investment submission paper, although Kate O'Sullivan (KOS) informed the Board that the paper before them was not the most recent version in existence. Simon Reeves (SR) asked whether the latest version should be reviewed by the Finance Committee within a special meeting, but an imminent deadline (the final submission date was Tuesday 5 October) made this impossible. KOS informed the Board that following a meeting with Sport England on Tuesday 28 September Helen Rowbotham had been told by them that they were largely happy with the submission made by British Rowing.</p> <p>MD asked the Board whether they should</p> <ul style="list-style-type: none">a) Keep the submission as it was.ORb) Edit down and amend the submission paper, asking for an extension if doing so proved necessary. <p>The Board commented on the length of the submission and the fact that the word count went beyond Sport England's guidelines in all six of the sections. Some strong arguments were advanced in favour of an extension, and the view expressed that the submission was not of an acceptable standard.</p> <p>Decision:</p> <p>It was agreed that:</p> <ul style="list-style-type: none">1. The Board would request for the paper to be cut back to within the word count requested.2. This edited version should be passed back to the Board for review and approval.3. If that process would not be completed by the deadline, BR should request an extension. <p>Action: MD to communicate that to Helen Rowbotham.</p>	MD

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6.2	<p>DIVERSITY AND INCLUSION SURVEY FINDINGS</p> <p>Liz Behnke (LB) opened the conversation on the survey findings. She noted that Jacqui Traynor was doing a sterling job on pulling together this piece of work and that further documents would be received by the Board over the next few months. LB further noted that it was an important piece of work and that its findings should be taken seriously by the organisation.</p> <p>Discussion ensued as to how best to embed change, with it being noted that as coaching licences are for life, people can play significant roles in the sport without being made aware of changing best practice.</p> <p>Decision: It was agreed that the Board would return to the Survey findings when they had clarity of strategy going forward, to ensure greater impact.</p>	All
7	ITEMS REQUIRING BOARD APPROVAL	
7.1	<p>AFFILIATIONS AND RESIGNATIONS</p> <p>The paper was approved by the Board.</p>	
7.2	<p>GOVERNANCE AUDIT ACTION PLAN</p> <p>Decision: It was agreed that this paper would be deferred to the next meeting.</p>	
7.3	<p>EQUITY, DIVERSITY, AND INCLUSION</p> <p>The Board discussed this paper, the current debate about transgender athletes in sport, and the position of various sporting bodies domestically and globally in respect of both. The Board was asked to approve the paper on the basis that it was approving the broader principles outlined in it, and that layers would come in later around the regulations regarding transgender individuals' participation. It was approved as a high level approach which could later be edited to reflect World Rowing's policy stance.</p> <p>Decision: The paper was approved by a majority of the Board. TK dissented on the grounds that the Board should be taking more time to consider wider issues raised by the survey discussed under 6.2 above before committing to the approval.</p>	
7.4	<p>ANTI-DOPING ANNUAL REPORT</p>	

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	<p>The Board discussed the inclusion of the Boat Race A-Crews and Henley Women's Regatta championship athletes as National Level Athletes as defined by UK Anti-Doping.</p> <p>It was agreed that the suggestion of an accompanying guidance paper advising why such a recommendation made sense would be made at the forthcoming meeting of the sub-committee for anti-doping, which Nick Hubble (NH) would be attending.</p> <p>Decision: The Board agreed to approve the revised Anti-Doping Policy but agreed to continue discussions via NH around Boat Race A-Crews and Henley Women's Regatta championship athletes being included as National Level Athletes before approaching UK Anti-Doping.</p>	NH
7.5	<p>INVESTMENT COMMITTEE MANDATE</p> <p>TK informed the Board that at the last Finance Committee meeting it had been agreed to collapse the Investment Committee into the Finance Committee.</p> <p>Decision: It was agreed and approved that the Investment Committee Mandate should be updated to include Tina Kokkinos and remove previous Chair, John Hinnigan. The Board agreed to individually sign the letter provided by Killik & Co to confirm this. It also authorised the continued appointment of Killik & Co as Investment Managers for British Rowing.</p> <p>Action: TK to advise Tatiana Doncaster that the Investment Commitment Mandate Letter should be circulated and signed by the Board.</p>	TK
7.6	<p>NON-AUDIT SERVICES POLICY</p> <p>Action: The policy paper was accepted and approved by the Board.</p>	
7.7	<p>BOARD APPOINTMENT</p> <p>Decision: The Board formally approved LB's appointment as Senior Independent Director for a second term.</p> <p>Action: MD to discuss with SL what the second term would involve and whether the current 3 year term could be changed to 4 years.</p>	MD/SL
8	ANY OTHER BUSINESS	
	<p>DATE OF NEXT MEETING – 24 November 2021, 12:15, Google Meet</p>	

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9	BACKGROUND PAPERS INCLUDED TO FRAME DISCUSSION	
A.	<p>CEO & DIRECTORS' TEAM</p> <p>A1. KPI Status Report A2. Financial Commentary A3. Risk Register (16.08.21) A4. CPGA Update A5. Home International Regatta Coastal Update</p> <p>The above papers were noted by the Board.</p> <p>Decision: (A5) The Board agreed to commit to hosting the International Coastal Regatta every four years at a cost of £5K.</p>	
B.	<p>COMMITTEES</p> <p>B1. Audit & Risk Committee Minutes (from 23.08.21 meeting) B2. Finance Committee Report (from 07.09.21 meeting) B3. Safeguarding Committee B4. International Relations Steering Group (from 20.09.21 meeting) B5. Governance Review Update B6. Sport Committee</p> <p>The above papers were noted by the Board.</p>	
C	<p>WORLD ROWING COASTAL CHAMPIONSHIPS AND BEACH SPRINT FINALS 2022 STATUS REPORT</p> <p>The paper was noted. There were no comments or questions from the Board.</p>	