

Final Minutes: Board of Directors		
Date:	24 February 2021	
Time:	4pm	
Venue:	Via Zoom Conference Call	
In attendance:	Mike Robinson	Chairman
	Jim Mann	Senior Independent Director
	Adrian Christy	Chief Executive
	Joyce Church	Elected Director
	Nick Cox	Elected Director
	Peter Emptage	Elected Director
	Pete Fitzboydon	Elected Director
	Mike McSweeney	Elected Director
	Jackie Newcombe	Elected Director
	Alison Odell CBE	Elected Director
	Tosin Akinluyi	Co-opted Director
By invitation:	Mark Boote	Finance Director
	Giles Dunning	Chief Operating Officer
	Jon Austin	Performance Director
	Nick Rimmer	Head of Development
	Chris Miller	Major Event Operations Manager
Apologies:	Elaine Fletcher	Interim Executive Assistant to Chief Executive (Minutes)

Note: 6.30pm Pete Fitzboydon and Tosin Akinluyi left the meeting.

	INTRODUCTION
	<p>The Chairman opened up the meeting by asking the Board if there were any objections to recording the meeting in order to produce minutes at a later date. There were no objections forthcoming.</p> <p>The Chairman welcomed Tosin Akinluyi as a Co-opted Director to the Board and Tosin said a few words to introduce herself.</p> <p>The Chairman also introduced Chris Miller to the meeting, to update on the YONEX All England Championships and gave an overview of the running order of the Board meeting with the key priority of discussions around badminton and the return to play, followed by the Business Plan 2021/22 and Budget ahead of sign off in March.</p> <p>The Chairman brought the Board's attention to a new section referring to the Advisory Boards where any recommendations or matters requiring the Boards attention would be presented in future.</p>
1	DECLARATION OF INTEREST
1.1	To report any new declarations of interest <p>Jackie Newcombe declared that she is taking up a Trusteeship role for the Professional Football Association (PFA) Charity. There is no conflict of interest.</p> <p>Peter Emptage declared that his wife is launching a commercial business related to a new junior programme called NextGen and also a coaching franchise that they are working on at the moment and there have been some discussions with the coaches. It was noted that the potential for conflict was most likely in the context of the work of the Player Development Board.</p>
2	STRATEGY
2.1	<p>The Chairman introduced Chris Miller (Senior Competition Manager) who gave a presentation on the Yonex All England Championships in order to provide reassurance to the Board in relation to the health and operational risks associated with the Championships. These included where players are isolated if they contract Covid-19 and how do we ensure that players don't leave the bubble/hotel.</p> <p>The Chairman welcomed any questions from the Board with main points covered below;</p> <ul style="list-style-type: none">- There are a number of designated points of entry and exit for players due to limited availability of flights - some are from London, in addition to Birmingham and transfers are booked through the events team to ensure the bubbles are maintained.- Contact tracing has been one of the key learnings following the Australian Open tennis event, together with catering and transport which is difficult to control and the crisis communication plan- If any key members of the Badminton England team have to isolate, the continuity plan specifies a deputy for each role (e.g. Mark Downie steps in for Chris Miller) together with support from the BWF

- Sharing some of the protocols through social media would reinforce good practice to fans.

The Chairman thanked Chris Miller for taking the Board through the protocols and wished the team a successful Championships. The CEO gave the Board a brief overview of a SAG call which took place before the Board, where all attendees were hugely reassured and felt lucky to have Chris Miller leading the event.

To receive the Business Plan, Financial Framework and Budget for 2021/22

The Chairman handed over to Nick Rimmer to give an overview of a roadmap on what restarting badminton could look like, including details of the consultation process to support the badminton community to return to play. The return date depends on government advice and how successful the roadmap out of lockdown is.

The Chairman suggested Nick Rimmer return to the Board when the consultation process has taken place and the plans have been firmed up.

Actions

- a) Nick Rimmer to return to the Board when the consultation process has taken place and the plans have been firmed up.

A discussion took place around the remaining Business Plan objectives and the importance of the focus on the first three objectives which will require our particular attention:

1. Restart and rebuild badminton
2. Deliver medal winning performances in Tokyo
3. Protect our financial stability

Actions

- a) Jon Austin to connect with Peter Emptage following the meeting in relation to the objectives around medals

The Chairman handed over to Mark Boote who gave a brief overview of the content of the draft financial slides contained in the Board pack, noting that the budget is in draft format as it assumes that the YONEX All England Championships goes ahead.

A discussion took place around the accelerators for growth. The Board noted the accelerators identified at this stage and would revisit these at the end of March, when more detailed plans had been worked up by the Exec Team. It was agreed that separate approval would be needed for each of the proposals.

The Board approved the financial commitment to accelerate Coach Development (£40K) and Para-Pathway (£25K), subject to confirmation by Jim Mann, following a conversation with Jon Austin.

The Board approved the Business Plan and overall financial framework with the final budget to be presented to the Board in March for approval.

2.2	<p>To receive the Terms of Reference for the Equality, Diversity and Inclusion Working Group</p> <p>The Chairman handed over to Jackie Newcombe who provided a summary and context around the development of a strategy to consider equality, diversity and inclusion.</p> <p>A discussion took place on the different interpretations of equality, diversity and inclusion and the importance of creating this strategy for the organisation and for badminton in England more widely.</p> <p>The key points noted as follows;</p> <ul style="list-style-type: none">- Currently in a fact finding phase- The intention is to develop a strategy to address equality, diversity and inclusion by July- Important that this work is led from the top and that Badminton England makes a statement of intent to stakeholders- Timing is key to balance resources with other priorities identified in the Business Plan, particularly return to play and preparing for Tokyo- Have our lens open – this is not just about gender, ethnicity but also about diversity of thought and the representation of those taking part in badminton <p>The Board unanimously approved the Terms of Reference for the Equality, Diversity and Inclusion Working Group.</p>
3	UPDATES
3.1	<p>To receive an update from the Chief Executive</p> <p>The Board received and noted the CEO’s Report, the following points were highlighted:</p> <ul style="list-style-type: none">- Meeting to be held with Sport England on 25 February in relation to the Sector Revival Fund [REDACTED]- A one year extension of NEC Group agreement will be signed re the YONEX All England Championships 2022 on similar terms- [REDACTED] agreed this morning with TOTAL to support the YONEX All England Championships- 20% rebate from Hiscox Insurance received, as not fully utilised cover from them this year.
4	GOVERNANCE
4.1	<p>To receive updates from Advisory Boards/Committees:</p> <ul style="list-style-type: none">i. England Performance Boardii. Player Development Board – areas of ongoing discussion are;<ul style="list-style-type: none">- Coach education and coach development plan- Working with the development of the talent pathway around the ETC’s- The challenge the sport is facing is financial – how could we encourage players to be more self-funded (eg individual sponsorship)iii. Finance & Risk Board

	<p>iv. Disciplinary Committee - [REDACTED]</p>
5	REPORTING
5.1	<p>To receive the Management Scorecard and Management Commentary to the end of Q3</p> <p>The Board received and noted the Management Scorecard and management commentary to the end of Q3. There were no questions forthcoming.</p>
5.2	<p>To receive the Management Accounts to the end of Q3</p> <p>The Board received and approved the Management Account to the end of Q3.</p>
5.3	<p>To receive the Safeguarding Report</p> <p>The Board received and noted the Safeguarding Report. There were no questions forthcoming.</p>
6	MINUTES and ACTION POINTS
6.1	<p>To approve the minutes of the Board of Directors' meetings held on 27 January 2021</p> <p>The Board reviewed the minutes and unanimously agreed them.</p>
6.2	<p>To review actions <i>Requiring Attention</i> only contained within the Action Items Register</p> <p>The Board received and noted the Action Items Register. There were no questions forthcoming.</p>
6.3	<p>Matters Arising from the Board Meeting of 27 January 2021 not notified in advance of the meeting and not included in the agenda</p> <p>There were no matters arising from the Board meeting of 27 January 2021.</p>
7	<p>AoB</p> <p>Jon Austin brought the Board's attention to the recent Olympic qualification date extension from 2 May to 15 June.</p> <p>The Chairman concluded the meeting by thanking everyone for their time and attendance and wished the team the best for the YONEX All England Championships.</p>

Future Meetings 2021

Board (4pm, unless stated)	General Meeting (1pm, unless stated)
Wednesday 31 March	Thursday 29 April
Wednesday 28 April	Saturday 26 June (AGM, starting at 2pm)
Wednesday 28 April	Thursday 28 October
Wednesday 26 May	
Wednesday 23 June	

Decision Summary:

Reference	Board of Directors Decision	Decision Maker	Agreed Date
2.1, To receive the Business Plan, Financial Framework and Budget for 2021/22, Paper BD/02/21/01	The Board approved the Business Plan and overall financial framework with the final budget to be presented to the Board in March for approval.	BoD	24 February 2021
2.1, To receive the Business Plan, Financial Framework and Budget for 2021/22, Paper BD/02/21/01	The Board approved the financial commitment to accelerate Coach Development (£40K) and Para-Pathway (£25K).	BoD	24 February 2021
2.2, To receive the Terms of Reference for the Equality, Diversity and Inclusion Working Group, Paper BD/02/21/02	The Board unanimously approved the Terms of Reference for the Equality, Diversity and Inclusion Working Group.	BoD	24 February 2021
5.2, To receive the Management Accounts to the end of Q3	The Board approved the Management Account to the end of Q3.	BoD	24 February 2021
6.1, To approve the minutes of the Board of Directors' meetings held on 27 January 2021, Paper BD/01/21/1/Min	The Board reviewed the minutes and unanimously agreed them.	BoD	24 February 2021