



Meeting Actions

Date:	06/06/2018
Venue:	Young Chelsea Bridge Club 54 Goldhawk Road London W12 8HA
Time:	1230 - 1600
Meeting:	EBED Board Meeting
Attendees:	<p>Andrew Petrie - Chairman (AP)</p> <p>Gary Ames – Vice-chair (GA)</p> <p>Jeremy Dhondy – Trustee (JD)</p> <p>Bernard Eddleston – Trustee (BE)</p> <p>Mike Hill – Trustee & Treasurer (MH)</p> <p>David Waxman – Trustee (DW)</p> <p>Donna Wright - CEO EBED (DMW)</p> <p>David Emerson – EBED Education & Youth Officer (DE)</p>
Apologies:	<p>Caroline Small – Trustee (CS)</p> <p>Claire Wheeler – EBED Training Manager (CW)</p>
Agenda:	<p>Agenda Item 1 – APOLOGIES</p> <p>Agenda Item 2 – MINUTES OF LAST MEETING</p> <p>Agenda Item 3 – DECISIONS AGREED BY EMAIL</p> <p>Agenda Item 4 – FINANCES</p> <p>Agenda Item 5 – CEO HIGHLIGHT REPORT</p> <p>Agenda Item 6 – UPDATE ON ACADEMIC RESEARCH</p> <p>Agenda Item 7 – YOUTH MATTERS NOT COVERED AT #5</p> <p>Agenda Item 8 – EDUCATION MATTERS NOT COVERED AT #5</p> <p>Agenda Item 9 – TRUSTEE SUCCESSION PLAN</p> <p>Agenda Item 10 – GOVERNANCE</p> <p>Agenda Item 11 – FIVE YEAR FINANCIAL PROJECTION</p> <p>Agenda Item 12 – AOB</p>



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Agenda Item 1 - APOLOGIES

AP opened the meeting and thanked everyone for attending
 Apologies were given from CS, and CW and recorded in the minutes
 AP welcomed DE, and those who had not met DE before introduced themselves

Agenda Item 2 – MINUTES OF LAST MEETING

(a) Accuracy

Agenda Item 3 – the word “loose” should probably be “lose” – meaning of sentence not clear –
Action: DE to clarify with CW

JD commented that action numbers were referred to with no information on what those actions were

Agenda Item 11 – “council shareholders” should read “county shareholders”

Agenda Item 11 – “studentship at Sterling” should read “Stirling”

(b) Matters Arising

BE asked about the progress of the Schools Database, DE confirmed that he had started work on it but a lot more needed to be done – **Action: DMW and DE to work on Schools Database, to present at next board meeting**

AP said that there was some confusion as to whether it was the Club Teacher Training (CTT) course that was limited to 10 delegates or the Teacher Educators’ Day. DMW confirmed it was the CTT course.

(c) Approval

The minutes were approved, subject to the changes listed in 2(a).

Agenda Item 3 – DECISIONS AGREED BY EMAIL (Papers distributed prior to meeting)

AP reported that a funding increase to the University of Stirling for the PhD Studentship had been approved, and that withdrawal from our agreement with South Bucks Bridge Club had also been approved. It had also been agreed to publish an EBED Investment & Funding Policy on the website.

AP had also dealt with a grant for attendance at the European Youth Pairs of up to £1000, but that this must be granted on the basis of separately identifiable cases. JD questioned the flexibility of the granting policy, suggesting that the framework of up to 10 grants of up to £100 was inflexible. DMW asked how much hardship was involved in these cases, and AP said that pupil premium entitlement was not a measurement used in this case.

Agenda Item 4 – FINANCES



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17/18 Forecast Outturn

MH provided copies of the actual v. budget comparison at 31/3/18, in addition to the papers provided prior to the meeting. He reported that we were at that stage £18k better off than expected, largely due to increased sale of student materials (up £12k) and income from bridge tuition at SBBC (up £6k). The actuals for end of 2017/18 are still to be produced, but it appears we will be left with reserves of £310k. Congratulations were recorded to the staff at Aylesbury for the increases in the sale of materials, and special thanks were recorded to Gail Nancarrow for all her work.

18/19 Resource Plan

The resource matrix was discussed briefly, with DMW explaining that CW's high % in Education General was because the planned Governance and Fast Track Bridge projects had not been drawn out of this %.

18/19 Business Plan/Priority Objectives

Action – DMW to prepare plans for three scenarios – (a) No extra income, “business as usual”, (b) £25k p.a. extra income – how to generate, how to spend, (c) £50k p.a. extra income, how to generate, how to spend. BE requested longer term plans for the growth of “training as a business.” It was agreed by the meeting that there had been a problem in the past with giving things away, and that improvement was still needed.

A workshop is to be planned for discussion of our future plans – **Action: DE to set up Doodle poll for dates in Late October 2018.**

18/19 Budget

No concerns were reported with the budget.

Agenda Item 5 – CEO HIGHLIGHT REPORT

DMW introduced her highlight report, and it was agreed that she did not need to go through it in detail as all attendees had had a chance to read it in advance of the meeting.

Matters Arising

Website – DMW and JD working together on this, they reported that at their initial meeting in April they agreed the actions required. First of these is to get feedback from “stakeholders”. Some tidying up has been done, and this is ongoing. GA pointed out that the Teachers’ Zone in particular needed working on, by the time of the Teachers’ Conference if there is to be one.

Teachers Directory – DE distributed a printouts of the webpages involved. It was requested that the directory be sorted by surname and club affiliation of the teacher be included. **Action: DE to update directory to sort by surname and include club information.** DMW explained that this is an interim solution and that Michael Clark was in the process of creating a search function linked straight to the EBU database program,



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Workbooks.

Teacher Educators – DE distributed an overview of the recent Teacher Educators’ Day delivered by CW. The follow-up event will be on July 19th, where the Teacher Educators will be briefed on the CTT course. It was reported by DMW and GA who attended that there were a lot of good ideas in the room on the day, including an online forum for Teacher Educators. The group may also be developed as Teacher Assessors. GA reported that he came away enthused, and that he felt that the other attendees felt that they were being listened to. 16 potential Teacher Educators are to be invited to the briefing day. GA said that it was important that if they are to be assessors to make sure they have progressed through the EBTA ranks themselves. **Action: DE to work towards getting Teacher Educators to Professional EBTA status.**

JD queried the provision of The Ruffian and Accolade on the website – **Action: DE to make The Ruffian available through MyEBU.** It was agreed that Accolade should remain in the Teachers’ Zone, but that a sample copy of each magazine should be available publicly to show the benefits of EBU/EBTA membership for students/teachers.

DW asked about TD training provision after the end of Richard’s contract – DMW briefed the group on plans for the future.

BE asked for clarification on the Fast Track Residential project – DMW explained that a contractor had been invited to manage the pilot but it has now been agreed that CW will be running the pilot.

Agenda Item 7 – YOUTH MATTERS (Agenda Item 6 was omitted)

BE reported that a YAG meeting had been held in March, and that two new members of the YAG had been added – Louise Selway (Imperial College student) and Megan Jones (U21 International squad and EBED Diamond Level recipient). He said it would be very good to have better youth representation in the group. AP raised the question of the sustainability of some youth matters, which BE responded to. **Action: BE to respond to e-mail from SBC President.** It was agreed that JD should be next port of call if BE was unsuccessful in resolving the situation.

DMW reported that EBED had been successful in gaining a grant from the Makers of Playing Cards Charity for £2,500.

DMW explained that EBED now had the results for nomination of the Alec Salisbury award and the Tom Bradley Award. This prompted GA to ask about any developments on a general (i.e. non-youth) teaching award, and DMW confirmed that this was in the pipeline for the near future, with a donation to support it already received and to be presented at the teachers’ conference. JD had put DMW in touch with Ron Millet regarding awards.

Agenda Item 8 – EDUCATION MATTERS

DW stated that several of the EAG recommendations have now been implemented and he was pleased with this.



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Two individuals have resigned from the EAG, and having heard of the success of the Teacher Educator Day, DW is considering replacing the EAG by a committee from within the Teacher Educator group. **Action: AP, GA, DW and DMW to meet to discuss this in the next couple of months.**

GA brought up the improvements to the Hand Generator tool, including ability to play the cards. **Action: DE to engage with Mike Rothwell regarding adding this to EBTA Teachers' benefits.**

DMW explained that a Teachers' Conference date to be moved to spring of 2019.

Agenda Item 9 – TRUSTEE SUCCESSION PLAN

AP explained timescales of trusteeship terms ending.

Three applications have been progressed to the interview stage. AP explained the intention to appoint two new trustees immediately after the interviews, and a third when AP steps down. BE suggested that whoever is to replace AP as chairman is appointed vice-chair and GA agreed that he would be happy to step down from this role. It was agreed that the situation would be reviewed after the interviews on June 28th.

Agenda Item 10 - GOVERNANCE

A paper regarding this issue had been distributed prior to the meeting. JD stated that he believed that the trustees did have access to the required documents for the governance of the charity. DMW explained that the policies are updated annually, and made available on the shared drive. AP believes that all the trustees could be liable if all required policies are not included and up to date. It was agreed that an audit trail needs to be in place, and DW suggested consulting the NCVO Good Trustee Guide, saying that he thought it was a better guide than the Charities Commission Essential Trustee Guide which is currently given to all trustees. **Action: CW to check essential policies are in place and all are reviewed upon her return.**

Agenda Item 11 – FIVE YEAR FINANCIAL PROJECTION

It was explained that the five-year projection was missing £8.2k p.a. for research in the next two years. There was some discussion around the need for addressing our income streams, and GA asked where our substantial lines of income were beyond the EBU and sales of our materials? It was agreed that fundraising should be led by projects rather than projects being led by fundraising.

Agenda Item 12 - AOB

DMW explained that EBED are planning a Bridge for All Book 3. The title of the book was briefly discussed, with an agreement that Year 3/Book 3 was not suitable. It was agreed a follow-up to Fast Track book is needed.

BE said that he had been continuing his discussions on research regarding bridge in schools. He explained



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that the PhD Studentship at Stirling could cover some youth work but not to the full extent of what we would like to do, and that a fuller answer on this from Samantha would be coming soon.

DMW requested help from the trustees to recruit more non-bridge playing volunteers for the upcoming fMRI study at Imperial College London. We have plenty of bridge volunteers.

AP thanked all of the meeting attendees and closed the meeting

MEETING CLOSED 16:00



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ACTION SUMMARY

ACTION	AGENDA ITEM / ACTION / NOTES	RAISER	OWNER	DUE DATE	STATUS	UPDATES
A021	Agenda Item 2 – Minutes of Last Meeting <ul style="list-style-type: none"> Clarification of loose/lose 	AP	DE	Immediate Effect	Open	
A022	Agenda Item 2 – Minutes of Last Meeting <ul style="list-style-type: none"> Update Schools Database 	BE	DMW/DE	Next Meeting	Open	
A025	Agenda Item 3 – Decisions agreed by e-mail <ul style="list-style-type: none"> Look at adopting EBU Abuse of Staff Policy 	JD	DMW	Next Meeting	Open	
A026	Agenda Item 4 - Finances <ul style="list-style-type: none"> Prepare three business plan scenarios 	AP	DMW	Next Meeting	Open	
A027	Agenda Item 4 - Finances <ul style="list-style-type: none"> Set up Doodle Poll for Business Plan Workshop 	AP	DE	ASAP	Open	
A028	Agenda Item 5 – CEO Highlight Report <ul style="list-style-type: none"> Sort Teacher Directory by Surname, include club information, post on website 	GA	DE	ASAP	Closed	CLOSED
A029	Agenda Item 5 – CEO Highlight Report <ul style="list-style-type: none"> Work towards Teacher Educators having Professional EBTA Status 	GA	DE, DMW	Ongoing	Open	
A030	Agenda Item 5 – CEO Highlight Report <ul style="list-style-type: none"> Make The Ruffian available through MyEBU 	JD	DE	ASAP	Open	
A031	Agenda Item 7 – Youth Matters <ul style="list-style-type: none"> BE to respond to e-mail from SBC President 	DMW	BE	ASAP	Closed	CLOSED – Discussion with SBC ongoing



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A032	Agenda Item 8 – Education Matters <ul style="list-style-type: none"> Meet to discuss future of EAG 	DW	AP, GA, DW, DMW	Next Meeting	Open	
A033	Agenda Item 8 – Education Matters <ul style="list-style-type: none"> Engage with Mike Rothwell regarding update to Hand Generator macro 	GA	DE	ASAP	Open	
A034	Agenda Item 10 – Governance <ul style="list-style-type: none"> Check all essential policies are in place and all are reviewed on her return 	DMW	CW	Next Meeting	Open	