



**MINUTES OF THE TRIATHLON ENGLAND MANAGEMENT BOARD MEETING HELD ON THE 6<sup>th</sup>  
MAY 2017 AT THE BRITISH TRIATHLON OFFICES, LOUGHBOROUGH  
11:30 - 17:00**

**Present:** Bill James (Chair) (BJ), Sally Lockyer (SL) Duncan Hough (DH), Sarah Taylor Hough (STH), Richard Fuller (RF), Francis Riley (FR), James Barton (JBa), Claire Stirling (CS), Simon Wergan (SW)

**Apologies:**

**In attendance:** Jack Buckner (CEO) (JBu), Natalie Justice-Dearn (NJD), Jo Simpson (JS) (item 4.4)

**Minutes:** Michael Buccheri (MBu)

Item	Minute	Owner and due date
1.	<b>Opening remarks and apologies</b>  The Chairman welcomed everyone to the meeting. The minutes from the last TEMB meeting were approved and signed off.	
2.	<b>Declarations of interest</b>  None.	
3.	<b>Items for discussion or decision</b>	
3.1.	<b>CEO Update</b>  The CEO gave an update to the TEMB; explaining how TE wants to step up their strategic planning and look forward to 2018. It was agreed that after a joint strategy session between BTF and Home Nations in early 2018 would be valuable. TE Chair added that the TE Committees and Steering Groups should be formalised during 2017.	

	<b>ACTION: Updated organisational chart to be distributed to the TEMB</b>	<b>JBu</b>
<b>3.2.</b>	<p><b>Financial Update</b></p> <p>JBa gave an update on TE finances; he explained the tracking forecast shows a surplus of c £19k, and no major changes expected before year end.</p>	
<b>3.3</b>	<p><b>Talent update</b></p> <p><b>Talent and Skills Schools</b></p> <p>SW gave an update on Skills School; over 1000 juniors had participated in 54 skills school days with a predicted 1500-2000 to have participated by August.</p> <p>SW explained how he would like to modify the way the Talent section of the board report is put together; including an understanding and feel for the athlete development framework.</p> <p><b>Commonwealth Games (CWG)</b></p> <p>SW gave an update on the progress of the CWG Steering Group; the group has connected thinking and want to progress on how to translate the success and profile of the TE at CWG across the organisation. The Steering Group had created the selection policy document and are finalising the panels and appeals policy.</p> <p>A discussion was had around targets and expectations of the team; SW explained that this was currently a work in progress. Note: CWGEngland are not setting medal targets.</p>	
<b>3.4</b>	<p><b>Membership</b></p> <p>JS gave a presentation on membership.</p>	

3.5	<p><b>Delivery</b></p> <p>NJD presented an update on Delivery which included:</p> <ul style="list-style-type: none"> <li>• Regions; Coach Education Review</li> <li>• Partnerships and projects; YHA, sh2out, Women’s participation, UK School Games</li> <li>• Sport England Strategy; context, core market and mass market (GO TRI)</li> </ul> <p>A discussion was had around the Coach Education Review and the role played by Council members.</p> <p>A discussion was had around GO TRI; it was agreed that database of GO TRI participants needs to be connected to overall membership database with NJD stating that this will be scoped. Also, having assistance from head office in promoting local/regional GO TRI events was discussed; the CEO stated that this is the step change TE needs to make.</p> <p>The TEMB thanked Dr. Ilona Berry for her Sport England work</p> <p>The Chairman discussed the work that is going into putting together a Diversity pilot in the London region to understand activity and barriers to participation in the BAME community.</p>	
3.6	<p><b>Proposal for Review of Duty of Care</b></p> <p>The Chairman discussed the proposal; he explained that he wanted approval from the TEMB for the review to take place.</p> <p>TEMB approved the proposal for the review.</p>	
3.7	<p><b>Independent Board Review</b></p> <p>The Chairman explained the Independent Board Review process.</p> <p>All approved for the review to take place</p>	
4	<p><b>AOB</b></p> <p>TRI Mark - information to be sent out by NJD</p>	

	SL gave a brief update on Skills School branding with British Triathlon as lead brand and Home Nations supporting brand and in the customer journey.	
--	--	--