

PENTATHLON GB

DRAFT BOARD MINUTES

PGB Board Meeting – Microsoft Teams

Thursday, March 27th, 2024: 12:00 – 16:30

Board Members

Attendees: Diana Hunter (DH), James Burton (JB), Nicola Robinson (NR), John Mayock (JM), Andrew Price (AP), Will Brown (WB)

Apologies: Mike Townley (MT), Craig Anthony (CA), Claire MacLellan (CM), Sam Curry (SC), Emma Dowden (ED) & David Langridge (DL)

Guests in Attendance: Mark Boote (MB); Maria Parkes (MP) (Finance), Jamie Cooke (JC) (Performance), Rhys Edwards (RE) (Pathway) and Clare Lobb (CL) (UKSI / Performance)

#	Agenda Item	Actions
1.	<p>Introductions / Welcome.</p> <p>DH opened the meeting at 12:00.</p> <p>DH reflected on the better start to the year and the stability that came with the new CEO and Head of Performance appointments as well as the UIPM following congress at the end of 2024.</p> <p>DH outlined how important it was to support the UIPM and further develop the relationship with them. We are very well represented at a commission level but need to ensure that we are front and centre of supporting them as we seek inclusion as a sport at Brisbane 2032. We also want to maximise the opportunity that exists around UIPM events.</p> <p>The appointment of Kirsty Coventry to the role of President of the IOC was discussed and applauded and further conversations were held about how we could best support her in her role.</p> <p>It was agreed that, if possible, the International Relations Working Group (IRWG) meeting scheduled for the end of April should be brought forward to before Easter to allow for better planning ahead of UIPM meetings.</p> <p>It was agreed that board meeting dates were to be recirculated.</p> <p>Conflict of Interest – no conflicts of interest were declared</p>	WB
2.	<p>December Minutes</p> <p>The December minutes were approved and should now be published on the website and relevant channels</p>	WB

PENTATHLON GB

3.	<p>2025 Meetings and Events</p> <p>WB presented a calendar of events, board meetings and key dates for the board to be aware of.</p> <p>A discussion followed about the support and promotion of GB based Pentathlon events that might not fall under the direct management of Pentathlon GB. It was agreed that, where possible, these should be included in the calendar and promoted via Pentathlon GB channels.</p>	WB
4.	<p>4.1 Governance & Risk Committee (GRC)</p> <p>The priorities paper relating to the Governance & Risk committee was presented and discussed.</p> <p>The board welcomed and agreed with the priorities and requested a more formal Terms of Reference (ToR) to run alongside the priorities.</p> <p>It was agreed that the Governance & Risk committee should be reviewing the APA and selection policies at their meeting on April 3rd and that after that meeting and prior to the next board meeting that the ToR and these policies should be sent to the board as exceptional items for review and response.</p> <p>4.2 Sports Committee</p> <p>NR presented the proposal for the Sports Committee, a newly proposed sub-committee with a focus on bringing together the Pentathlon Community.</p> <p>It was proposed that CA would Chair the Committee and that NR would be a representative on it.</p> <p>It was agreed that, in order to help in decision making that the Sports committee would bring both issues <i>and</i> recommendations to the main board. It was also agreed that in order to facilitate the most diverse and welcoming recruitment process that an additional letter should be prepared to simplify the role of the Sports Committee for prospective members.</p> <p>WB was asked to produce a chart of the various committees and their reporting structures.</p> <p>There was then a detailed conversation about the role of the volunteer and how Pentathlon GB could support them more fully. This should be delivered by the executive with any exceptional recommendations being brought back to the main board.</p>	<p>WB / MT</p> <p>WB / MT</p> <p>NR / CA</p> <p>WB</p> <p>WB</p>
5.	<p>Finance</p> <p>AP, MB and MP joined the meeting.</p> <p>WB gave an overview of recent developments including the submission of the 4 year UK Sport Budget (February 5th), progress made towards the current year forecast and the planning and thought processes for the FY2025/26 budget.</p>	

PENTATHLON GB

	<p>5.1 Year end forecast</p> <p>MB presented the current forecast for the FY2024/25 financial year (ending 31st March 2025) and was pleased to report that we were highly likely to end the year with a small surplus.</p> <p>MB listed the variances within the forecast, considerations for future years and also the prudent approach taken in achieving this out turn.</p> <p>The Board wanted to put on record their thanks to MB, MP, AP, JB and Tom Gostelow (TG) for their hard work and success.</p> <p>5.2 FY2025/26 budget</p> <p>MB then presented the proposed budget for the FY2025/26 financial year (ending 31st March 2026).</p> <p>MB listed the variances within the budget from the current year, highlighting areas that had been de-risked and risks / opportunities where they existed. The budget again showed a small surplus.</p> <p>The approach that MB and MP had taken in preparing the budget was welcomed by the board and the budget was duly signed off.</p> <p>JB raised a question about how we were going to track performance and ensure we get regular opportunities to review and intervene (if necessary). It was confirmed that progress had been made in this area and that the Executive team would continue to work in the same way.</p> <p>5.3 Finance AOB</p> <p>The possibility of a year-end date change was discussed to allow for more alignment with the Pentathlon “season” and to de-risk certain key moments in the year (e.g. Schools Biathlon). This was to be investigated by the finance group.</p> <p>MB reported that the UK Sport sponsored audit of financial process (delivered by BDO) was now largely completed and we were awaiting an update from BDO.</p> <p>MB and MP left the meeting.</p>	<p>MB / MP</p> <p>AP / MB / MP</p>
<p>6.</p>	<p>Performance Team Update</p> <p>JC and RE joined the meeting.</p> <p>JC took the board through developments and progress since the Board Strategy Day held in February 2025.</p> <p>JC said that the ranking events held over winter / spring had been a welcome addition to the calendar. Affording opportunities to a greater number of athletes and helping with event selection.</p> <p>The coach recruitment process had reached the interview stage with a decision expected in early April.</p>	

PENTATHLON GB

	<p>Work on the selection criteria / APA matrix is ongoing. JC to share proposals with the GRC.</p> <p>The Hungarian Indoor Championships in Budapest represented a great opportunity for GB athletes with many getting their first taste of senior international competition. Emma Whitaker won the Women's event.</p> <p>World Cup selection for WC3 and WC4 has now been completed.</p> <p>JC has identified the week commencing 18th May as his ideal start date for the new structure and performance strategy development.</p>	JC
7.	<p>Anti-Doping review</p> <p>CL joined the meeting, JC and RE remained.</p> <p>CL gave an overview of Anti-doping compliance within Pentathlon GB including athlete transition, testing updates and necessary levels of board awareness and compliance. There was a substantive discussion on the subject including how we can best support raising awareness and educational elements.</p> <p>It was agreed that CL would remain the executive lead and NR the board lead on anti-doping.</p> <p>A copy of the board meeting minutes are to be shared with CL for onwards distribution.</p> <p>Website resources are to be checked and updated.</p> <p>Promotion is to be planned for Clean Sports Week from the 19th May 2025</p> <p>A robustness process is to be run internally to determine any appropriate internal / external response to a failed test.</p> <p>CL, JC and RE left the meeting</p>	<p>WB / CL</p> <p>WB / TG</p> <p>WB / TG</p> <p>HR Committee / GRC</p>
8.	<p>Management Update</p> <p>8.1 CEO report</p> <p>Board members had previously been issued with the CEO / Executive report. Most notable items had been pulled out for discussion elsewhere within the board meeting agenda.</p> <p>It was agreed that a Schedule of Business relating to Board policies should be distributed to Board members and relevant committees.</p> <p>8.2 Strategy & Operational plan</p> <p>WB presented an update on the strategy with the inclusion of an 18 month action plan with a focus on 4 core priorities.</p>	WB

PENTATHLON GB

	<ol style="list-style-type: none"> 1. Cultural alignment of the organisation. 2. The growth and diversification of GB based events. 3. The appointment of a marketing / communications lead. 4. Clarity and development of coach education, Hubs and volunteers <p>It was acknowledged that to achieve this we needed leading governance and finance support and that it would also require staff development and training as well as the cultural development work.</p> <p>An updated / consolidated version of the presentation is to be sent to the board for awareness and comment.</p>	WB
9.	<p>AOB</p> <p>9.1 OCR athlete welfare</p> <p>In response to a query from Kate Allenby the board discussed concerns raised about athlete hand injuries as a result of OCR training and events. It was agreed that this would be referred to the UIPM medical commission.</p> <p>9.2 Safeguarding</p> <p>The safeguarding report and action plan was received by the board. The board has requested for monthly case updates / loads.</p> <p>9.3 Additional information</p> <p>NR invited board members to the Schools National Laser Run and World Laser Run qualifier (inclusive classification event for new Para athletes on the 12th and 13th July)</p> <p>A group of athletes, led by NR, will be going to Club La Santa, Lanzarote.</p> <p>NR has been discussing a coach education / CPD modules with Scottish Pentathlon and Brightspace. To be formalised internally.</p> <p>Saturday 29th July will see the first full para pentathlon (globally) taking place in the Liverpool pentathlon.</p> <p>9.4 Actions from Board Strategy Day</p> <ul style="list-style-type: none"> • Proceed with University of Bath facilities agreement • Proceed with Scottish Pentathlon heads of terms • Develop Strategy and Operational plan for board review • Produce ToR / guidance on a potential Sports Committee 	<p>WB</p> <p>WB / Di Murray</p> <p>ALL</p> <p>NR / RE</p> <p>WB WB WB CA / NR</p>
	<p>The meeting closed at 16:15</p>	