

PENTATHLON GB

DRAFT BOARD MINUTES

PGB Board Meeting – Microsoft Teams

Tuesday, May 20th, 2025: 12:00 – 16:30

Board Members

Attendees: Diana Hunter (DH), James Burton (JB), Nicola Robinson (NR), John Mayock (JM), Mike Townley (MT), Craig Anthony (CA), Claire MacLellan (CM), Sam Curry (SC), Emma Dowden (ED) & David Langridge (DL) Will Brown (WB)

Apologies: Andrew Price (AP), Claire MacLellan (CM) & David Langridge (DL)

Guests in Attendance: Mark Boote (MB); Maria Parkes (MP) (Finance) and Jamie Cooke (JC) (Performance)

#	Agenda Item	Actions
1.	<p>Introductions / Welcome.</p> <p>DH opened the meeting at 12:00.</p> <p>DH referenced her supporting paper and comments / views within it. DH particularly highlighted the progress Jamie was making and the ongoing positive support that the board would continue to offer him.</p> <p>The board then discussed the cultural changes and change in personnel within the team, the need for clarity and structure for remaining staff.</p> <p>DH then opened a conversation about finance and referenced that Andrew Price would be stepping down from the board and that there was a need to replace him with another suitably qualified NED.</p> <p>The BDO audit was discussed along with the need to ensure all relevant policies were up to date. Although not yet published the feedback received had been positive and a “marked improvement” was referenced. It was requested that any future changes in finance policies coming from the BDO audit should be taken to the board for approval.</p> <p>DH also referenced the ongoing work with the UIPM including the potential for new events in the UK.</p> <p>Conflict of Interest – no conflicts of interest were declared</p>	
2.	<p>March 2025 Minutes</p> <p>The March minutes were approved and should now be published on the website and relevant channels</p>	WB

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<p>3.</p>	<p>Performance Team Update</p> <p>JC joined the meeting.</p> <p>JC had previously provided the board with an updated performance paper.</p> <p>JC discussed athlete progress over the World Cup series and updated on injuries and any other athlete matters.</p> <p>JC updated the board on the structure within the performance team and the progress made within the restructure.</p> <p>JC then detailed the development of the Performance strategy and the workshops that were taking place with all staff to get feedback and alignment. The 4 key elements of the strategy are Performance, Pathway, People and Culture. The importance of the week of the board meeting for the performance team was highlighted; notably the “reset” and “engagement” opportunities it presented.</p>	
<p>4.</p>	<p>Management update</p> <p>WB had previously issued the board with an updated report from the executive. Questions were invited from the board and are covered in this section.</p> <p>It was discussed and agreed that the laser run coaching course scheduled for the summer should be postponed to allow for a consultation with participants from the first cohort and the confirmation of coach development / education leadership within the PGB team.</p> <p>SC specifically mentioned the armed services and the opportunity to develop a laser run coaching course.</p> <p>WB updated on the completion of the recruitment for the volunteer / events team manager and coaching appointments.</p> <p>The need for clarity on the open water swim qualification was discussed.</p> <p>There was an extensive discussion on the volunteer policy, discussions with a number of the volunteer group themselves and the feedback from the internal group. The board had been issued with a range of proposals and after discussion the board were unanimous in their support of an enhanced and flexible volunteer policy.</p> <p>Commercial</p> <p>JM / WB then gave the board a commercial update with the following key points:</p> <ol style="list-style-type: none"> 1. Outline partnership agreed with HUUB with further meetings scheduled 2. Ongoing conversations with travel partners were taking place 	<p>WB</p> <p>Di Murray</p> <p>WB / MP / TG</p>

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	<p>3. A proposal was with a major sponsor around the support of a participation focused inner city / community / schools event</p> <p>Stakeholders</p> <p>WB updated the board on progress towards the DIAP and DH updated the board on the UK Sport relationship, their recognition of the positive changes that have taken place and ongoing requirements and support UK Sport can offer. Sport England are also working closely with PGB and have a particular interest in both the DIAP and the new participation role which they are supporting closely with.</p> <p>Facilities</p> <p>UK Sport are due to visit the University of Bath for a Pentathlon specific site visit at the end of May. The focus will be on the future site of the OCR course and the potential development of the fencing salle and adjacent offices and athletes lounge.</p>	
<p>5.</p>	<p>Finance</p> <p>MB and MP joined the meeting.</p> <p>MB gave an overview of the financial position of the 2024/25 financial year (prior to audit) and the variances within the year which included improved performance against membership and event revenue (against the rolling forecast) and some savings on the cost front.</p> <p>The final position was a surplus of £5.9k.</p> <p>UK sport finances have all been reconciled and were as forecast.</p> <p>The balance sheet shows net assets of £6.2k from a position of -£11k in 2022 and then -£20k in 2023.</p> <p>The current budget for 2025/2026 showed no change in forecast at the time of the EB meeting.</p> <p>Finance AOB</p> <p>MB also touched on the closing stages of the BDO audit and that the process had been a positive one with significant steps forward against previous audits.</p> <p>MP and MB then left the meeting.</p>	
<p>6.</p>	<p>Governance</p> <p>Sports committee</p> <p>There was a discussion around the progress towards the recruitment of members of the new sports committee and the methods by which we could do so.</p>	<p>WB</p>

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7.	<p>International Relations / UIPM</p> <p>DH updated the board on the conversations with the UIPM that took place at the 4th World Cup in Bulgaria. The meeting was positive and there was strong mutual support expressed from both sides. The relationship with the obstacle course community was discussed at length as was the focus on the IOC in the build-up to the decision around Brisbane 2032. DH, as PGB Chair, was invited as a guest to the World Championships in August 2025, a big focal event for the UIPM and the IOC. Commercial activity was covered in the discussions too.</p> <p>Future events opportunities were also discussed at length with the UIPM and subsequently by the PGB board at the board meeting. WB had previously issued the board with a paper on events opportunities.</p>	
8.	<p>Board Skills Matrix</p> <p>DH updated the board on the need for all board members to complete the relevant board skills matrix.</p>	All
9.	<p>AOB</p> <ol style="list-style-type: none"> 1. SC referenced a future conversation with Kit McConnell – IOC sports director; 2. NR provided an IPC / Para update including the event in Lithuania in August 2025 and the inclusion of Para Laser run at the World Ability Sports games. 3. NR also referenced the free educational resource on the UIPM site around para pentathlon modules and encouraged board members to do it. 4. CA asked for an update on the back office structure 5. The date of the next members forum was discussed 	<p>SC</p> <p>All</p> <p>WB</p> <p>WB</p>
	<p>The meeting closed at 16:30</p>	