

## Overview of Board of Directors' Meeting

Held on Wednesday, 16 February 2022, 09:30 – 12:30 via Zoom conference call

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**Directors in attendance:** Dr Ibrahim Akubat, Dr Adam Gledhill FBASES (part), Prof Zoe Knowles FBASES (Chair), Greg Koral, Vinny Leach (part), Dr Kiara Lewis FBASES, James Tugwell, Susan Went, Ian Wilson (Exec Director)

**Attending:** Dr Andy Smith FBASES MBE (item 2 only)

**Minutes:** Jane Bairstow

**Apologies:** Dr Andrew Mitchell, Dr Lindsay Bottoms FBASES

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### 1 **Welcome and opening remarks**

ZK welcomed everyone to the meeting. The priority focus areas for discussion were outlined.

### 2 **BASES Climate Change Action Team: Net Zero pledge**

AS gave an overview of his paper on Pledge to Net Zero. As part of that pledge the Association has committed to submitting a 'science-based target' by 15 May 2022 to reduce its carbon footprint. A discussion took place, and the Board supported the paper and proposals.

### 3 **Chair's matters**

ZK stated that the HR, Remuneration and Appointments Committee will soon meet to discuss the staff handbook, current salary bands, and staff benefits

ZK updated the Board on a query raised by LB about the value of a current member benefit for which LB will follow up.

### 4 **Declarations of Interest**

There were no declarations of interest.

### 5 **Minutes of the previous Board meeting (held on 15 November 2021)**

These were accepted as a true record of the meeting.

AG provided a brief update on the D36 project, for which a presentation will be made at the April 2022 Board meeting

AG provided an update on the Spring 2022 TSES publication and plans that are in place for articles for Summer/Autumn 2022. Discussion took place to ensure the Expert Statement guidelines are adhered to at the point of the final version being submitted to TSES Editor.

### 6 **Matters arising:**

The Structure and Terms of Reference document had been updated after the December 2021 Board call to reflect the recently added Groups. Current version is now on the [website](#).

Board noted the decision at the January 2022 Board call that the 2022 Heads of Department Forum would be held online.

Board noted that the University of Huddersfield had confirmed on 28 January 2022 that the 2022 Student Conference would take place in person this year.

7 **2021-2022 Operational Plan Q3 report**

Board discussed the Q3 report and respective deliverables. IW noted the April 2022 Board will consider the Year 1 measures, following which Year 2 deliverables and measures will be developed.

**KPI dashboard**

Board considered the current Dashboard and discussed the information and trends. Agreed TSES can be promoted on the social platforms. GK noted the Dashboard would be reviewed in April, to ensure it was providing the Board with the relevant information, or whether a different approach is needed.

8 **Updates were provided for the following Standing Committees:**

Division Committee - Biomechanics & Motor Behaviour

Division Committee - Physical Activity for Health

Division Committee - Physiology & Nutrition

Division Committee – Psychology

Division Committee – Sport & Performance

Human Resources, Remuneration & Appointments Committee

Finance & Risk Committee - the financial performance in the Q3 Management Accounts was looking good. Following an annual review of the Reserve policy, the Board approved the recommendation that no change was required.

Governance Committee

Professional Standards Committee

Stakeholder Committee

Division Chairs are to ask their Divisions to review the current Division content on the website and notify the Office of any required updates. Standing Committee Chairs will also include the dates of their meetings within the shared meeting calendar, as BASES members are advised each Monday on social channels as to which meetings are taking place that week.

9 **Applications for consideration under the special project (big ticket) budget line**

The paperwork for consideration of both an Early Career Researcher Grant and Public Engagement & Outreach Project Grants were considered. It was agreed both authors be invited to the April 2022 Board meeting to present refined papers and field further questions from the Board.

10 **Accreditation Reviewers' payment paper**

The Board discussed a paper and agreed for a small working group of the Board to be established to take this matter forwards. Any changes will be communicated to members in due course.

11 **Policy on the recruitment of ex-offenders**

The Board approved the policy. Regarding SEPAR, IW will discuss any training and guidance requirements with the SEPAR Criminal Convictions and Applications Review Panel (CCARP). The policy will be added to the SEPAR webpage in due course.

12 **Inter Board and Committee communications**

The Board discussed a paper from the Governance Committee highlighting the flow of information and communication upwards, downwards and sideways. The Board supported and approved the principles within the paper and further discussions will take place on the proposals. It was agreed that, moving forwards, an overview document of the Board meetings will be created after each meeting and uploaded onto [the Governance](#)

[part of the website](#), to allow members and the public to see the items discussed by the Board. An annual corporate governance meeting schedule will be developed and added to the Governance part of the website, to allow members and the public to see when each of the Standing Committees and Advisory Groups meetings are scheduled.

13 **2023 Student Conference bid**

The sub-group of the Board tasked with reviewing and assessing the applications received to host the 2023 Student Conference provided feedback and recommendations to the Board, which were endorsed. All applicants will receive feedback and an announcement about the successful applicant will be made across the comms channels soon.

14 **Special Interest Groups and their alignment**

These discussions are ongoing.

15 **Access to annual conference to acknowledge Division Committee members' commitment**

The Board agreed to offer an additional place at the annual conference (to the value of one delegate place with accommodation) for a Division committee member as a way to acknowledge their work and commitment.

16 **Any other business**

The Board was in receipt of the Science Council Strategy 2022-2025, noting that Equity, Diversity, and Inclusion were a core strand of their new strategy.

**QAA Collaborative Enhancement Project**

ZK advised that the recent bid from members of the Education & Teaching SIG was unsuccessful. The project aimed to produce a graduate capability framework for Sport and Exercise Sciences-related provision within Higher Education. The E&T SIG will now look to produce a graduate framework, and an accompanying toolkit resource, to assist the integration of graduate skills into curricula.

**Dates of next meeting:**

**Board Call:**

24 March 2022, 0900 – 1000

**Board Meeting:**

26 April 2022, 1300 – 1600