

Overview of Board of Directors' Meeting

Wednesday, 15 November 2023, 1:00 pm to 5:00 pm, CBS Arena, Coventry and via Zoom conference call.

Directors in attendance: Dr Ibrahim Akubat FBASES (IA) (Sport and Performance Division Chair), Dr Lindsay Bottoms FBASES (LB) (Deputy Chair and Physiology and Nutrition Division Chair), Dr Adam Gledhill FBASES (AG) (Psychology Division Chair), Prof Zoe Knowles FBASES (ZK) (Chair), Greg Koral (GK) (Non-Executive Director), Prof Kiara Lewis FBASES (KL) (Physical Activity for Health Division Chair); Dr Andrew Mitchell FBASES (AM) (part) (Biomechanics and Motor Behaviour Division Chair), James Tugwell (JT) (Non-Executive Director), Ian Wilson (IW) (Chief Executive Officer).

Attending: Dr Amy Whitehead (AW) (Psychology Division Chair-Elect), Dr Rob Morris (RM), Chair, SEPAR AG (item 5), Nicky Armstrong (NA), Convenor, Occupational Performance SIG (item 6); Prof Tony Myers (TM), Convenor, Sport, Exercise and Health Analytics SIG (item 7); Dr Matthew Timmis (MT), Member, HE Endorsement Scheme AG (item 9).

Minutes: Jane Bairstow (JB) (Senior Admin Officer).

Apologies: Dr Helen Rippon (HR) (Non-Executive Director) and Susan Went (SW) (Senior Non-Executive Director).

1 **Welcome and opening remarks.**

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

2 **Declarations of Interest**

Directors were reminded of the need to declare their interest in any items and to remove themselves from such decision making when required. IA declared an interest in item 7.

3 **Minutes of the previous Board meeting (held on 13 September 2023)**

These were accepted as a true record of the meeting.

4 **Matters arising:**

Chair and CEO updated the Board on a recent Microsoft OneDrive storage capacity issue, for which options are currently being explored to mitigate such an issue in the future.

Noted a discussion had taken place with Prof Richard Davison FBASES, local planning Chair of ECSS Congress 2024 regarding a BASES symposia session. The Climate Change Action Team was approached but were unable to submit a quality proposal within the short timelines, due to other priorities for the Group.

Noted that on 6 October 2023, BASES had submitted responses to the Research Excellence Framework 2028 (REF2028) regarding issues for further consultation following the initial decisions.

Noted that on 10 October 2023, the EDI AG had considered the Open Letter to the Prime Minister, Secretary of State for Science, Innovation and Technology, and Chairman of the Conservative Party regarding their recent speech about the EDI in Science. It was an individually signed letter that the CEO had signed on behalf of BASES.

Noted that the CEO had met with Legal Advisor and Consultant on 13 October 2023 to advance the Royal Charter and Bylaws. The CEO had provided an update to the Board on 26 October 2023, including the name change to CASES, the Chartered Association of Sport and Exercise Sciences, for which a Special Resolution paper was included within the 2023 AGM pack. The CEO had updated the Board on 30 October 2023 regarding new domain names. The Board had approved the purchase of cases.org.uk, which has been transferred successfully.

Noted that on 18 October 2023, the Board had approved the budget request for the filming of the *Faces of BASES* promotional campaign. The MarComms Manager then engaged the successful supplier and is advancing the plan for the initial video work, which will take place within Day 1 of the 2023 Conference.

Noted that the Board had signed off the new [Position Stand on Artificial Intelligence and Assessment](#) on 24 October 2023, which was then published and widely promoted from 1 November 2023. Chair placed on record the Board's thanks for the hard work of the author team, for whom the CEO had already passed on his thanks.

Noted that on 25 October 2023, Prof Andy Jones FBASES had provided responses to the Board's feedback regarding a new BASES Medal. Colleagues in the working group were thanked by the Board. KL offered to support the project to help refine the proposal and to move this initiative forward.

Noted that the CEO, Dr Dan Bailey and Dr Adam Grainger FBASES from the Conference Planning Group had met with KC Jones on 30 October 2023 to explore logistics and venues for a possible single, combined Conference in 2025. Noted there would be a number of questions included in the 2023 post-conference survey to seek delegate thoughts on the idea, possible dates and possible locations.

5 **SEPAR Advisory Group presentation**

RM attended this item and provided an update on the SEPAR programme, including areas that required investment to keep the programme cutting-edge and compliant with the Health and Care Professions Council requirements. The Board thanked RM for the programme update and for the ongoing hard work of the Group, the Consultant and Operations Team.

6 **Occupational Performance Special Interest Group update**

NA attended this item and provided an update since the SIG was formed. The Board thanked NA for the format of the informative update and for the Group's recent work.

7 **Sport, Exercise and Health Analytics Special Interest Group**

TM attended this item and provided an update on the recent work of this SIG. A request for funding for an ongoing project examining statistics education in UK Sport and Exercise Science-related undergraduate programmes was made. The Board thanked TM for the update and for the Group's recent work and forthcoming projects.

8 **Developing the 2025 – 2029 BASES Strategy**

Further to the work started at the last meeting, the Board discussed the evolution of the planning for the 2025 to 2029 strategy. A strategy development session will take place on 18 January 2023 and work will continue over the coming months, which will include engagement with the membership.

9 **BUES criteria changes – Climate Change and Sustainability**

Following the Board's review at the last meeting of the proposed changes for BUES criteria regarding climate change & sustainability, MT attended the meeting to field queries. A robust discussion took place. The Board thanked MT and the HE Endorsement Scheme Advisory Group for their ongoing hard work and efforts.

10 **Committee Representation**

The Board discussed the current Committee vacancies and the provision for an interim Senior Non-Executive Director to cover the period that SW would be away from her role.

11 **2023 - 2024 Operational Plan Q2 report**

IW provided an overview on the current deliverables, noting some good work has taken place on some deliverables over the first half of the year.

12 **KPI dashboard**

The Board reviewed this reporting tool, which visually shows actual performance versus trajectory. Discussion took place over a number of the KPI graphs, including those with a positive trend.

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

Division Committee – Biomechanics and Motor Behaviour, including planning for BIG for 2024.

Division Committee - Physical Activity for Health

Division Committee – Physiology and Nutrition

Division Committee – Psychology

Division Committee – Sport & Performance

Human Resources, Remuneration & Appointments Committee.

Finance & Risk Committee, including discussion on the use of reserves, core business sustainability and future budget process.

Governance Committee, including a discussion on Board and Committee Effectiveness.

Learning & Development Committee

Professional Standards Committee

Stakeholder Committee

11 **BASES/CEP-UK accreditation assistance programme**

The Board considered a paper from the Clinical Exercise Physiology UK (CEP-UK) Group. There are currently a large number of Sport and Exercise Science Departments in the UK which have not delivered an MSc that meets clinical standards. University programme leaders have requested help for which the CEP-UK has devised an assistance programme to help with programme design and delivery.

12 **Any other business**

Noted the 2023 AGM was taking place at 5:15 pm on Thursday 16 November 2023 at the CBS Arena, Coventry (and virtual).

Ramadan Guidance for Schools: Physical Education and Physical Activity – noted the draft guidance has been circulated to all interested stakeholders, including BASES, Youth Sport Trust, CIMPSA, Muslim Council of Britain, AfPE, with a follow-up meeting taking place on 23 November 2023, with KL and IA representing BASES.

Board considered which charity could receive a modest donation from BASES. [Crisis at Christmas](#), a charity that supports homelessness, received a small donation last year. The decision will be made at the December 2023 Board call and duly notified to the membership.

Dates of next meetings:

Board Call:

Thursday 14 December 2023, 0900 – 1000

Thursday 11 January 2024, 0900 - 1000

Board Meeting:

Tuesday 6 February 2024, 0930 – 1300, via Zoom.