

Abridged Minutes – BHS Board of Trustees
Thursday, 21 September 2023

Meeting	Board Meeting
Date	Thursday, 21 September 2023
Time	10:00 – 14:00
Venue	Blended/Board Room, BHS HQ, Abbey Park, Stareton, Kenilworth, Warwickshire, CV8 2XZ

Minute Agenda Item & Discussion

1. **Minutes of the Election Board Meeting held on Friday, 30 June**
 The minutes of the meeting held on 30 June 2023 were agreed to be a true reflection by the Trustees.
2. **Matters Arising from the Election Board meeting held on Friday, 30 June 2023**
 The matters arising from the meeting held on 30 June 2023 were noted as complete.
3. **Abridged Minutes of the Election Board Meeting held on Friday, 30 June 2023**
 The abridged minutes of the meeting held on 27 April 2023 were approved for publication on the BHS website.
4. **Conflicts of Interest**
 BS informed the Trustees that she has joined The Pony Club’s Equality, Diversity, and Inclusion (EDI) Advisory Group.
5. **EDI Strategy**
 The Trustees received a presentation on the work undertaken to date for the development of an EDI Strategy. The purpose of the project is to develop an equestrian sector-leading EDI strategy, including cultural transformation, supported by a 1, 3, and 5 year action plan focused on gender, age, disability, ethnicity, race, and socioeconomically underserved communities.

 The Trustees thanked the consultant for all his efforts to date on the EDI strategy, and for the thought provoking presentation. RC left the meeting.
6. **Trustee Elections**
 At the previous meeting the Chair had asked the Trustees to consider how to better engage members in the nomination and election processes. It noted that although there had been low levels of engagement from a nomination perspective in recent years, the calibre of candidates has been high and therefore there is a good skillset across the Board of Trustees.

 It was agreed that the Chair of the Nomination Committee would convene a small working group to review the trustee role description, to progress ideas to increase engagement in the Trustee Elections and to raise awareness and visibility of the Board.
7. **CEO Report**
 The CEO provided an overview of activity across the organisation since the last Board meeting, including highlights from each department, including:
 - The CLTH programme supported almost 1,000 young people in the last academic year.
 - Membership has continued to grow positively.
 - Over 1,000 education stakeholders have attended BHS Career Transition Fund Insight Days.
 - More than 3,000 DMMO applications have been submitted since the inception of Project 2031 (was 2026).
 - There has been an increase in the number of new Approved Centres joining the scheme. A much more agile approach has been taken to accepting centres that are working towards approved standard.

The Chair thanked JH for his update and noted that there are so many positive projects and pieces of work ongoing across the Society.

8. Health & Safety Update

A lot of work has been undertaken on arrangements for lone working over the past couple of years. All lone workers are now required to use a lone worker app on their phone.

The BEF have undertaken Environmental Sustainability research. The BHS would contribute to the BEF's research and work around sustainability, rather than replicating it in-house.

9. Equality, Diversity, Inclusion and Safeguarding

Following the open day at Eastminster a series of riding lessons spanning six weeks for attendees, both children and adults, have been paid for using BEF and Ride By Your Side funding. The Approved Centre and EDI Teams are now looking to replicate the open day in Manchester for a Muslim community.

There were not any major concerns to report. Some concerns pertaining to non-approved centres had been received and fielded to be picked up by the appropriate agencies.

10. Information Security

The GDPR Officer for the BHS has been delivering a lot of training to the Home Team and to volunteers in the evenings.

The use of a BHS volunteer email address has been made mandatory for the roles of volunteers that have access to data: Chair, Vice-Chair, Treasurer, and some other roles. A lot of work has been undertaken to make BHS volunteer email more accessible.

11. Project & Programme Report

The significant and impressive progress made by the Home Team since April, even during the summer months when a lot of annual leave is taken was noted. The Team have been working to close completed projects down and to make significant inroads to new projects, particularly relating to membership systems and audience insight.

12. Report from the Finance Committee Meeting that took place on 7 September 2023

The minutes of the meeting that took place on 7th September 2023 were distributed in advance of the meeting. It was noted that it was very encouraging to see how the SMT are managing discretionary spend.

13. Management Accounts and Forecast:

A full report on the management accounts and forecast was provided in the minutes of the Finance Committee meeting that took place on 7th September 2023.

14. Any Other Business

There were not any further matters for discussion.