

Overview of Board of Directors' Meeting

Held on Wednesday, 12 February 2025, 9:30 am to 1 pm, via Teams conference call

Directors in attendance: Prof Zoe Knowles FBASES (ZK) (Chair), Dr Daniel Bailey FBASES (DB) (Physical Activity for Health Division Chair), Chris Davison (CD) (Non-Executive Director), Dr Mitch Finlay (MF) (Sport and Performance Division Chair and BASES Deputy Chair), Dr Andrew Mitchell FBASES (AM) (Biomechanics and Motor Behaviour Division Chair) (part*), Dr Alan Ruddock FBASES (AR) (Physiology and Nutrition Division Chair) (part), James Tugwell (JT) (Non-Executive Director) (part*), Susan Went (SW) (Senior Non-Executive Director), Ian Wilson (IW) (Chief Executive Officer).
* prior to the meeting, provided input into the agenda discussion items that they had to step out of.

Attending: Dr Andy Miles FBASES (AM) and Dr Andy Borrie (AB), SES Ltd (Item 6); Jo Rycroft (JR), CEP-UK (item 7); Dr Adam Gledhill FBASES (AG), TSES Editor (item 8)

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

Apologies. Dr Helen Rippon (HR) (Non-Executive Director), Dr Amy Whitehead (AW) (Psychology Division Chair).

1 **Welcome and opening remarks.**

ZK welcomed everyone to the Board meeting. The priority focus areas for discussion were outlined by the Chair. ZK noted the recent media coverage about the HE sector, of which the Board will keep abreast of the ongoing challenges. ZK noted that she had written to the Secretary of State for Education and to the Chair of the Office for Students back in December 2024, both of which received an acknowledgment and response. She noted that the Chair of the Public and External Affairs had attended the launch of the APPG Northern Culture report at the House of Commons which included a quote from our response around thinking outside of silos. ZK noted that discussions continue around Pedagogy and the possibility of any new Division. She noted that discussions will take place this year regarding Board succession planning for those NEDs whose tenures were concluding late 2025 / early 2026.

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. ZK declared that the work of CEP-UK is linked to LJMU, her employer. There were no other declarations of interest.

3 **Minutes of the previous Board meeting (held on 19 November 2024)**

These were accepted as a true record of the meeting.

4 **Matters arising:**

The Board formally ratified the appointment of MF as Deputy Chair.

Noted the Board had agreed the 2025 Division Day non-member registration fee.

Noted that a £50 charity donation had been made to both Move Against Cancer and The Multi Bank in December 2024 in lieu of posting Christmas Cards to stakeholders.

Noted that re-accreditation criteria for Fellows whose BASES Accreditation has lapsed was shared in January 2025. Prompt responses had been issued to a small number of Fellows who had contacted the Office following communications about Incorporation and post-nominal implications to non-accredited Fellows.

Noted that Dr Andy Scott FBASES had presented to the Board in January 2025 around the Degree Accreditation Project Group.

Noted that the new Taylor & Francis affiliate agreement contract was progressing.

5 **BASES CPD Reflections and initial thoughts for developments**

AM and AB both attended this item and provided an update since taking on the CPD Provision role in September 2024, including an update on the CPD provision, initial reflections on the role and suggested actions and required Board support. The Board thanked SES Ltd for the helpful updates and for their recent work and suggestions.

6 **Clinical Exercise Physiology UK update**

JR attended this item and provided an update, including an update on new members, the accreditation assistance programme, Academy for Healthcare Science (AHCS) registration and MSc course accreditation, CPD and networking, the 2025 BASES/CEP-UK Conference, and the work of the three Working Groups – Standards and Education, Advocacy and Practitioners. The Board thanked JR for the helpful updates and for her recent work and achievements, wishing her well for when her current role as Clinical Exercise Physiologist, Sport and Exercise Sciences concludes in April.

7 **The Sport and Exercise Scientist update**

AG attended this item and provided an update, posing some questions to the Board. A discussion took place, and the Board thanked AG and the Editorial Advisory Group for their ongoing work.

8 **BASES Policies**

As part of a regular policy review by the solicitor, CEO and GovCo, the Board approved the following three policies to be uploaded to the governance pages of the website: Code of Conduct; Equal Opportunities; Safeguarding and Welfare.

9 **Biennial Membership Survey (December 2024)**

Board reviewed the 2024 member feedback report and discussed the findings. A new infographic will be developed to show the data, and this will appear in TSES Summer'25. Discussions will take place within Division Committee meetings, expanding on any key areas within the "member consultative element" of the 2025 Division Days, to address some of the feedback.

10 **International Institution Endorsement Framework**

Board agreed that in forming any partnership, risk (reputational and financial) is key. The Board considered whether a simple checklist was appropriate to start engaging with international institutions, or whether a more comprehensive risk register (potential risk, mitigation, net risk) was required. Discussion took place over minimum standards and policies that would need to either be in place or have a plan to be in place before meaningful discussions about course accreditation could take place.

11 **Metrics: Year 1 (Apr 2025 to Mar 2026) Operational Plan Focus**

Board reviewed the draft 2025 to 2026 Operational Plan metrics and deliverables. Minor amends were suggested after which the Operations Team will work with the Advisory Groups to advance the deliverables from April 2025 onwards.

12 **CEO Report: 2024-2025 Operational Plan – Q3 update.**

IW provided an overview on the status of the Q3 operational plan, noting some good work has taken place on a number of deliverables over Q3. The report included highlights, challenges, observations and plaudits.

13 **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.

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

Division Committee - Biomechanics & Motor Behaviour,

Division Committee - Physical Activity for Health

Division Committee – Psychology

Division Committee – Sport and Performance

Human Resources, Remuneration and Appointments Committee.

Finance & Risk Committee. Board approved the Q3 Management Accounts. Board will meet on 6 March to discuss the draft 2025 -2026 budget.

Governance Committee

Learning and Development Committee, including a discussion around (i) the need to see more of certain key areas for Expert Statements and (ii) how webinar presenters were currently struggling with time and funding.

Professional Standards Committee

Stakeholder Committee.

15 **Any other business**

IW noted that the EDI Advisory Group had recently signed off the BASES submission of the EDI Progression Framework and Benchmarking 3.0. Following a review of the document by the Chair, this was then submitted to the Science Council.

IW noted there will be a review of accreditation / endorsement programme submission fees and reviewer fees in the spring, following the last review which took place in summer 2022.

Dates of next meetings:

Extraordinary Board Meeting (to discuss 2025-2026 budget)

Thursday 6 March 2025, 9 am to 9:45 am

Board Call:

Thursday 17 April 2025, 9 am to 10 am, for which ZK outlined some of the agenda items for discussion.

Board Meeting:

Wednesday 14 May 2025, 9:30 am to 1 pm, Virtual