

## Overview of Board of Directors' Meeting

Tuesday, 6 February 2024, 9:30 am – 1:00 pm, via Zoom conference call.

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**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), Prof Zoe Knowles FBASES (ZK) (Chair), Greg Koral (GK) (Non-Executive Director), Prof Kiara Lewis FBASES (KL) (part) (Physical Activity for Health Division Chair); Dr Andrew Mitchell FBASES (AM) (Biomechanics and Motor Behaviour Division Chair), Dr Amy Whitehead (AW) (Psychology Division Chair), Ian Wilson (IW) (Chief Executive Officer).

**Attending:** Dr Kotryna Fraser, Chair, Equity, Diversity and Inclusion Advisory Group (item 5); Jo Rycraft, Clinical Exercise Physiologist (item 6).

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

**Apologies:** Dr Helen Rippon (HR) (Non-Executive Director), James Tugwell (JT) (Non-Executive Director), 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. KL and JT had both provided input into the agenda discussion items prior to the meeting.

### 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. There were no declarations of interest.

### 3 **Minutes of the previous Board meeting (held on 15 November 2023)**

These were accepted as a true record of the meeting.

### 4 **Matters arising:**

Directors discussed Committee representation and current vacancies.

The interim Chair of the Governance Committee noted that the planned work regarding the Board and Committee effectiveness is yet to start, but this will be advanced over the next few months.

The Chair provided an update on recent discussions regarding updated BUES criteria for sustainability and climate action.

The Chair noted that following Board's approval in December to recruit a new Professional Standards Administrator on a 12-month fixed-term contract, to add capacity to the Operations Team, the successful candidate had accepted and would be starting on 11 March 2024.

Noted that in December the Board had supported a Leadership and Management workshop proposal, which will be launched from September 2024. Promotion of details of the training and qualification will be shared with members soon.

Noted that the Board had agreed in December to make a charity donation to Mind.

Noted that the Board had provided feedback in December regarding Ramadan Guidance for Schools and Educational Settings consensus statement.

Noted a new IT support provision began from 1 January 2024.

Noted that our initial petition for Charter Status was submitted on 31 December 2023. Minor amends were requested by the Privy Council Office (PCO), which were re-submitted on 25 January 2024. The PCO advised BASES on 31 January 2024 that the next stage will be to ask His Majesty in Council to approve an Order referring the Petition for consideration and report. Once approved, notice of the petition will be published in the London Gazette for a period of eight weeks. The PCO will write to BASES towards the end of w/c 19 February to confirm matters.

Noted a BASES Fellow has been appointed to the CIMSPA Workforce skills observatory.

Chair provided an update following recent Board discussions over a new BASES Medal, to be launched in 2024, and consideration of a new Lifetime Achievement Award, to be launched in 2025.

Chair noted that the Chair of the SEPAR Advisory Group had recently stepped down and open recruitment was currently in place, alongside a number of other Committee / Advisory Group roles.

Chair noted that In the past year, the World Health Organization published its very first global guidance for the delivery of Cardiopulmonary Rehab – see here. Prof John Buckley FBASES, a member of the BASES Clinical Exercise Physiology UK Group, was one of 11 members from around the world on the authorship group, the only member from the UK.

Chair noted that there is now a dedicated webpage to the role of Clinical Exercise Physiologists and the career pathway, the first time that NHS England has recognised a Sport and Exercise role and the associated career progressions within the NHS workforce.

#### 5 **BASES Equity, Diversity and Inclusion Advisory Group (EDI AG) presentation**

KF attended this item and provided an update on the work of the EDI AG, including the Professional Development and Mentoring Programme, recent diversity data analysis, consideration of individual support to Supervised Experience candidates and SEPAR candidates, and possible support to international members and supervisees from low to middle income countries. The Board thanked KF for the useful update and for the ongoing hard work of the EDI Advisory Group.

#### 6 **Clinical Exercise Physiology UK update**

JR attended this item and provided an update since starting the role in June 2023, including an update on new members, the accreditation assistance programme, Academy for Healthcare Science (AHCS) registration and MSc course accreditation, CPD and networking, NHS advocacy, education pathways, advocacy for the clinical exercise physiology profession and the CEP-UK Group structure. The Board thanked JR for the helpful updates and for her recent work and achievements.

#### 7 **Paediatric Exercise Science (PES) Special Interest Group**

Dr Ash Cox, Convenor of the PES SIG, had provided an update on the recent work of this SIG and plans moving forward, including a PES podcast, CPD support and schools sport science initiative. The Board provided some feedback and extended their thanks for the Group's recent work and forthcoming projects.

#### 8 **Advancing the 2025 – 2028 BASES Strategy**

Following work from the strategy development session on 18 January 2023, the Board reviewed the draft Vision, Mission, Strategic Objectives, Year One deliverables and associated timelines. Work will continue over the coming months, which will include engagement with the membership. The direction of travel will be shared with the membership at the 2024 AGM.

#### 9 **2023 - 2024 Operational Plan Q3 report**

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

10 **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.

Division Committee - Physical Activity for Health.

Division Committee – Physiology and Nutrition.

Division Committee – Psychology.

Division Committee – Sport & Performance.

Human Resources, Remuneration & Appointments Committee, including a proposal for staff long service recognition.

Finance & Risk Committee, including sign off of the Q2 and Q3 management accounts.

Learning & Development Committee, including a discussion on the Board receiving a presentation from the TSES Editor on future plans for our #1 member benefit.

Professional Standards Committee

Stakeholder Committee

11 **BASES Outreach Project Team update**

The Board considered a paper from the Chair of the Outreach Project Team which included an update on the 2023-24 School Poster Competition and the 10 hubs involved, and initial plans for the 2024-25 competition to include unlimited hubs.

12 **BTEC Endorsement**

The Board considered a proposal to endorse a BTEC in Sport and Exercise Science for entry onto BUES Endorsed degree programmes.

**Dates of next meetings:**

**Board Call:**

Thursday 21 March 2024, 9 am to 10 am

**Board Meeting:**

Wednesday 3 April 2024, 1 pm to 4:30 pm, Manchester Met/Virtual