

## Minutes – BHS Board of Trustees

Thursday, 13 February 2025

<b>Meeting</b>	<b>Board Meeting</b>
<b>Date</b>	Thursday, 13 February 2025
<b>Time</b>	10:00 – 14:00
<b>Venue</b>	Blended from the Board Room, BHS HQ, Abbey park, Stoneleigh, CV8 2XZ

Minute	Agenda Item & Discussion
1.	<p><b>Minutes of the previous meeting</b></p> <p>The minutes of the Board meeting that took place on Thursday, 12 December 2024 were agreed to be a true reflection.</p>
2.	<p><b>Matters Arising from the previous meeting</b></p> <p>The matters arising from previous meetings were noted as complete.</p>
3.	<p><b>Abridged minutes of the previous meeting</b></p> <p>The abridged minutes of the Board meeting that took place on Thursday, 12 December 2024 were approved for publication on the BHS website.</p>
4.	<p><b>Conflicts of Interest</b></p> <p>There were not any new conflicts of interest declared.</p>
5.	<p><b>Chief Executive’s Report</b></p> <p>The CEO Snapshot report was distributed in advance of the meeting. A few areas were highlighted for the Trustees’ reference:</p> <ul style="list-style-type: none"> <li>- <b>BHS Volunteer Email</b> An important objective of migrating volunteers across to the new BHS volunteer email system has passed a significant milestone. A lot of work has been put into this project, which it is vitally important from an information security perspective, allowing BHS to offer more services and protect its data.</li> <li>- <b>Communication of the 2025-2027 Strategic Plan</b> A major piece of work has commenced since the last meeting, in communicating the 2025-2027 strategic plan to the BHS One Team. To date, the strategic plan has been communicated to 20 different volunteer and stakeholder groups across the country. The response has been overwhelmingly positive.</li> <li>- <b>Industry Share of Voice</b> The end of year Communications report found that the BHS has seen a significant rise in ‘share of voice’, up by 40% year-over-year.</li> <li>- <b>Ministerial Meeting</b> The Executive write to the Undersecretary of State for the Department for Environment, Food and Rural Affairs at the end of 2024. In response, Baroness Hayman has invited BHS to attend a meeting to discuss Active Travel, Rights of Way, Environmental Land Management Schemes, and Equine Identification, along with an invitation for the Minister to visit a Changing Lives Through Horses centre to experience the wider social benefit that horses bring to society. The matter of business rates was referred to the Exchequer, as it does not fall within Defra’s remit.</li> <li>- <b>Changing Lives Through Horses</b> This week marks a significant milestone, with over 1,000 young people participating in the programme at one time.</li> </ul>
6.	<p><b>Health &amp; Safety Report</b></p> <p>The report that was distributed in advance of the meeting was noted. The following points were highlighted for the Trustees’ reference:</p>

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- **Health & Safety Policy**

Following a review of the policy, the Safety Trustee has suggested a number of actions to include different information to make the policy more current, including more detail around occupational health, and the inclusion of the use of All-terrain Vehicles which were previously covered by a risk assessment, but not referred to in the policy itself.

- **Accidents**

There have been a few reportable accidents, as outlined in the report. More robust reporting of accidents at assessments has led to the increase in the number of reports.

- **British Riding Clubs Accident Report**

The annual report is consistent with the previous year, with 4% of accidents deemed as 'serious'.

**7. Diversity, Equity & Inclusion Report**

The report that was distributed in advance of the meeting was noted. The following points were highlighted for the Trustees' reference:

- **Hidden Disabilities Sunflower Accreditation System**

BHS has signed up to the scheme, following in BRC's footsteps, with the intention to encourage BHS Approved Centres to sign-up also.

- **Everyone Welcome**

The Everyone Welcome Pilot Centres are up and running with their projects. Of 15, nine Pilot Centres have applied for and received funding from BHS. There are a broad range of projects being undertaken with different groups, including (not limited to) the Krimmz Youth Club for Muslim girls, women and children who have relocated due to domestic abuse, and children on 'pupil premium' from low socioeconomic groups. Four Pilot Centres are delivering *BHS Coaching 4 All* training to Coaches in their nations and/or regions.

**8. Safeguarding Report**

The report that was distributed in advance of the meeting was noted. The following points were highlighted for the Trustees' reference:

- Safeguarding concerns continue to be received, assessed, and where appropriate escalated with British Equestrian (BEF).
- The Safeguarding Officer course is still being rolled out to all Approved Centres to ensure that there is a trained officer in every centre – this activity is funded by *BHS Ride By Your Side*

**9. Information Security**

The report that was distributed in advance of the meeting was noted. The following point was highlighted for the Trustees' reference:

- A significant amount of GDPR training is being delivered to BRC Clubs and BHS Approved Centres, which has been gratefully and well received.

**10. Project & Programme Report**

The Chief Operating Officer provided an overview of progress against the current projects and programmes, a full report on which was distributed in the minutes of the Finance Committee meeting that took place on 30 January 2025.

The Access Fighting Fund and Changing Lives Through Horses have become business-as-usual and will not be reported on via the Project & Programme report moving forward.

**11. Report and minutes from the Finance Committee Meeting on 30 January 2025**

Governance recommendations in the trading subsidiary British Horse Society (Trading) Limited ("BHS Trading") were approved, including the appointment of Directors: Sally McCarthy (BHS Chair) and James Hick (BHS Chief Executive).

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**Enterprise Risk Management Report (ERMR)**

The Chief Operating Officer provided an overview of updates which had been made to the ERMR since the last meeting.

Reputational

BHS being brought into disrepute by the actions of a Centre or Member – the risk has been lowered from red to amber due to the activity underway with internal groups and the BEF working group and the actions delivered as part of that.

People and Knowledge

The Home Team Survey for 2024 was completed in December and the analysis has been completed. The Board of Trustees will receive and update on the results and subsequent actions at the April 2025 Board meeting.

Income and Revenue

The number of Approved Centres continues to be a challenge. There has been interest from different business types in different areas of the industry, which is positive, but riding schools continue to be under threat.

**Cashflow**

The cash flow forecast is in accordance with normal cycles.

**Investments**

The Society's investments are being managed and holding well given the current volatility of markets.

**12. Management Accounts**

The management accounts for December 2024 were distributed in advance of the meeting. The Finance team are underway with year-end preparations, and preparing for the audit which will commence on 3 March 2025.

**13. Safety Presentation**

The Director of Safety, and Safety Team Leader joined the meeting to present the work of the BHS Safety Team, a vitally important area of the Society's work.

The presentation included updates on: Dead Slow statistics for 2024, the Horse I App, UK Road Education, projects with the Road Safety Trust, changes to the official Highway Code, Close Pass Operations, Ride Safe, dogs, fireworks, and Henry the Horse.

The Trustees thanked the Director of Safety, and Safety Team Leader for their presentation, following which they left the meeting.

**14. Any Other Business**

**a) Welfare Trustee**

The Co-opted Specialist Trustee for Welfare had made a recommendation regarding their successor to the role upon standing down in July 2025. It was agreed that the Chief Executive should approach the individual regarding the co-opted role of Specialist Trustee for Welfare. Following a detailed conversation regarding the role and suitability, the individual had indicated their interest in joining BHS Board of Trustees as a co-opted Trustee if approved by the Nomination Committee and Board of Trustees.

It was agreed that the Nomination Committee would consider the candidate's experience and suitability and approve their appointment.