

**Abridged Minutes of the Meeting of the Board of Trustees held on  
Thursday, 9 December 2021 at 10:00  
by Video Conference (Microsoft Teams) from the Board Room at HQ**

**1. Minutes of the meeting held on Wednesday 27 October 2021**

- The minutes of the meeting held on Wednesday, 27 October 2021 were proposed by the Chairman and agreed to be a true reflection of the meeting and the Trustees agreed.

**2. Matters Arising**

- The matters arising in the minutes of the meeting that took place on Wednesday, 27 October were noted as complete.

**3. Abridged Minutes of the September 2021 Board Meeting for publication**

- The abridged minutes of the meeting that took place on 27 October 2021 were approved for publication on the BHS website.

**4. Conflicts of Interest**

- There were not any conflicts of interest declared.

**5. Participation Strategy**

- The Trustees received a presentation from the Director of Education and the Director of Participation on the Participation Strategy for all areas of participation within the BHS, including Approved Centres, Changing Lives Through Horses, British Riding Clubs, the Professional Pathway, and International. This encompassed progress against targets to date and targets for the future.
- As part of the presentation there was a proposal to designate funds to be utilised for incentivising training for and assessment of the Professional Pathway. In the first instance this would be focused on Stage 2 and 3 qualifications, as there is an existing bursary available for Stage 4 and 5. The Board of Trustees agreed the proposal for a designated fund.

**6. Website Demonstration**

- The Marketing & Business Digital Lead and Digital Project Manager joined the meeting to provide a presentation demonstrating the progress made to date on the new BHS Website which is anticipated to go live in Q1 of 2022.

**7. Nomination Committee**

- The Board of Trustees agreed proposed amendments to the Trustee role description, the Generalist role description, the Generalist with Finance Knowledge role description, and the Safety role description. The key changes had been proposed with support from the Head of HR and mainly focused on descriptors around Equality, Diversity & Inclusion (EDI) and those used for the recruitment of an EDI Trustee.
- The vacancies becoming available for election in 2022 are two Generalists, one Education Specialist and one Access Specialist.

**8. CEO Report**

- Reflecting on 2021, the CEO summarised that the Society started 2021 in lockdown, but as it emerged, it maintained the momentum from 2020 with a keen focus on supporting riding schools and those associated with their businesses.

**9. Health & Safety**

- The BHS engages a new Health and Safety Adviser every three years. This process has been undertaken in 2021 and the new Adviser had produced a comprehensive report which the Health and Safety Team will look to address these in 2022.

#### **10. Safeguarding, Equality, Diversity, and Inclusion (EDI)**

- The BEF overarching report on the Reporting of Safeguarding Concerns had been received and the BHS is the Member Body reporting the most concerns. This is because the Society has very robust reporting systems. It is also due to the BHS being a larger organisation that picks up concerns ahead of other Member Bodies - i.e., a centre that is BHS Approved and a Pony Club Centre would usually report any concerns to the BHS.

#### **11. Information Security**

- A proposal for volunteer email accounts is going ahead which will safeguard volunteers from having their personal data in the public domain. This will be rolled out in due course.

#### **12. Digital Strategy Update**

- An updated was given on the status and progress of projects and programmes that fall under the Digital Strategy. There were not any reports of concern, and all projects were progressing as planned.

#### **13. Report from the Finance Committee Meeting that took place 25 November 2021**

- The Vice-Chairman and Chairman of the Finance Committee provided a summary of the discussion that took place at the Finance Committee, to support the more detailed information outlined in the minutes of that meeting that were distributed in advance of the board meeting. The Finance Committee had considered the proposed designations and in view of the very healthy forecast, overperformance and operating surplus recommended that the proposed designations be approved by the Board of Trustees.
- The Vice-Chairman and Chairman of the Finance Committee summarised that the 2021 budget had been cautious, and that the 2022 budget showed more ambition for growth. The Finance Committee recommended the budget for approval by the Board of Trustees.
- There had been a presentation on investments from Charles White of McInroy and Wood, and it was reported that there were not any matters of concern to report to the Board of Trustees.
- The Finance Committee acknowledged that how the forecasting had been done had allowed agile designations to be made in year, for the second year in a row, which they noted to be a great position for the Board. The Board agreed and noted their thanks to the Finance Department.
- The recommendations of the Finance Committee were all agreed by the Board of Trustees.

#### **14. Management Accounts for the period ending 30 October 2021 and forecast**

- It was reported that the main focus of discussion had been around giving the Trustees opportunities to consider and approve designated funds in-year, which shows positive governance and stewardship and gives the Society a great platform for planning impact in the future.
- It was noted that given the Board's most recent strategy of in year designations and utilising reserves it would be appropriate to review and probably expand the reserves policy as currently stated in the annual report and audited accounts

#### **15. 2022 Budget**

- The 2022 Budget was agreed by the Board of Trustees, including a 2022 designation for an Access Field Officer in Scotland.

#### **16. Any Other Business**

- There were no other matters arising for discussion.