



**Minutes of the Trustee Meeting for English Bridge Education & Development CIO  
Held at Young Chelsea Bridge Club, 54 Goldhawk Road, London, W12 8HA  
on Wednesday 1<sup>st</sup> March 2017 at 12:30pm**

Present:	Andrew Petrie (AP)	Chairman
	Mike Hill	Trustee & Treasurer
	Gary Ames (GA)	Trustee
	Bernard Eddleston (BE)	Trustee
	David Waxman (DW)	Trustee
	Rob Lawy (RL)	EBU Representative
	Peter Stockdale (PS)	(minuting the meeting).
Apologies:	Jeremy Dhondy (JD)	Trustee
	Caroline Small (CS)	Trustee
	Barry Capal (BC)	General Manager EBU & EBED

AP gave apologies from JD, CS and BC.

The Trustees were given an opportunity to disclose any conflicts of interest. There were none.

## **2. Minutes of the meeting 1<sup>st</sup> December 2017**

### **2.1 Accuracy**

The minutes were approved as accurate.

### **2.2 Matters arising**

There were no matters arising.

## **3. Chairman's Report**

AP had circulated his report prior to the meeting.

He noted that no 'Key Performance Indicators' had been formally agreed, and therefore he had included in the report some which he thought to be appropriate and highlighted key areas for consideration.

## **4. Finances**

### **4.1 2016/17 Forecast & 2017/18 Budget**

MH had circulated these figures and a report prior to the meeting.

It was agreed that the budget would reflect the costs and pricing related to the existing teacher and TD training courses, rather than the possible restructured courses, though the actual financials would ultimately change if the courses changed. It was queried whether the proportion of Richard Banbury's (RB) time spent on TD training was too high. It was agreed that the new Chief Executive (NCE) would be asked to look at this.



It was also queried whether the provision of time being spent on teacher training would be too high in future. It was agreed that this would likely resolve itself once existing projects were concluded.

It was noted that the budgeted amount had not been spent on Grants, Future Projects, or Regional Youth activities. It was agreed that an amount allocated to Future Projects should be retained in future budgets. With regard to the other two areas, it was noted that the staff and Trustees should advise Gail Nancarrow (GN) to assign expenditure to these areas where at all possible. It was recognised that all of RB's time on Junior activities was shown in 'Juniors – General' in the accounts. It was agreed that for the 2017/18 budget and thereafter the appropriate proportion of his salary would be included in the accounts under 'Junior – General', 'Junior Teach In', and 'Regional Youth Activities'. This would help to better indicate the 'true cost' of each area of activity. RB would be asked to liaise with GN to provide the appropriate figures.

AP would ask Sue Maxwell (SM) to confirm whether anything had been included in the budget for new Bridge for All practice books.

It was agreed that MH and AP would work on the next version of the budget and would circulate this by email to the Trustees for their approval.

#### **4.2 Proposed prices**

Proposed prices for 2017/18 had been circulated prior to the meeting. As noted earlier in the meeting, the discussion would focus on the price for the courses in their existing form, and also on establishing a structure for pricing going forward.

##### **TD training:**

The proposed price for TD training based on the current 4-day structure was agreed, and it was noted that RB had suggested a price if the 3-day structure was adopted. It was raised that there had been suggestions of providing a resource which would enable/help clubs to prepare people to run 'simple club duplicates'. RB would be asked to discuss this with Gordon Rainsford and produce a costed proposal in time for the next quarterly review in May.

##### **Teacher training:**

The cost of Teacher Training Courses, and the level to which the cost of the courses would be subsidised, was discussed. This focussed on the courses in their existing two-day format. DW reported that the Education Advisory Group (EAG) was likely to suggest how the subsidies be applied.

It was raised that in future there should be a method to establish whether the delegates are of a suitable standard – perhaps by the submission of a biography, or taking of a short test. It was understood that SM and Lisa Miller (LM) were giving this matter some consideration.

The level of support towards the cost of the course was agreed, and the pricing for the two-day course established accordingly.

GA gave an overview of the proposal to change the teacher training course to three days. The third day would include a component on integrating the pupils into club sessions, and optional afternoon sessions on marketing/promoting the lessons, and on teaching bridge to juniors.



It was queried whether one three-day course would be popular, or whether three one-day sessions – or a single introductory day, followed by two further days at a later date – may be more popular or logistically optimal.

It was agreed that the aim should be for a final report on the matter from the EAG for the June meeting. Details of the new Teacher Training Course would be discussed at the next quarterly review. SM would be asked to produce a proposal, and RL, DW, GA and Titch Glenday would provide help as required.

Changes to the cost of the course, to include the compulsory purchase of purchase 3 books – the student notes for Bridge for All books 1 & 2 and Fast Track Bridge – were agreed.

It was noted that revenue from the Sim Pairs events for 2017 would be placed in a restricted fund for expenditure on improving and developing the infrastructure for bridge teaching in England. It would be necessary, therefore, to ensure these restricted funds were used for appropriate expenditure in this area.

#### **4.3 2017/18 Operational Plan**

AP had circulated the Operational Plan prior to the meeting. The priorities for 2017/18 which he outlined were agreed with the addition of delivering a new teacher training course by September. It was agreed that the highest priorities should be given to delivering: the baseline service; the Fast Track Bridge project; the Junior Camp at Loughborough.

It was agreed that the possible advert in the Daily Telegraph to promote autumn bridge lessons would not be booked for 2017, and the provision for this would be removed from the 2017/18 budget. There was agreement there was insufficient quantifiable successes generated by the advert which was run in 2016, and that the anecdotal evidence that the scheme had generated 'goodwill' amongst clubs and players was not seen as sufficient in itself to justify repeating the scheme. It was also recognised that there was not a comprehensive and robust database of teaching activity currently available, and that would need to be developed before respondents to an advert could be adequately serviced. EBED did not currently have the necessary staff resources to carry out, or manage, a project to establish one before the end of the summer. RL would report this at the next EBU board meeting. RL stated that he believed the EBU would both be disappointed, and would like to see such a database of teaching activity developed. It was agreed that the Trustees would consider co-funding a project with the EBU to deliver this database. If such a database was developed in time to allow the servicing of respondents to an advert at the start of the autumn, then the Trustees would reconsider funding the advert, using money from the Future Projects budget.

#### **5. Strategy and 5 Year Financial Plan**

AP had circulated this document prior to the meeting. The figures confirmed that the projects could be supported going forward.

#### **6. Fast Track Bridge project**

##### **6.1 Update**

GA gave an overview of the progress of the project. SM had provided a timeline for the completion of the material and an outline of some of the 'launch activities'.



Concern was expressed that the timescale for producing the material was tight, with little margin for delays. It was noted that JD would be reviewing the progress and material in April, and further appraisal could be made at the quarterly review in May.

It was recognised that the teacher's guide should acknowledge that FTB will not be suitable for everyone, and that there may be a higher 'drop-out rate', and that the teacher should act accordingly.

## **7. Education Advisory Group**

DW reported that the EAG – which also included GA, SM, LM, Mike Rothwell, Ann Wall and Sally Bugden – had identified 18 recommendations which it would be putting forward to the Trustees following their meeting later in the month. It was hoped that this would be available in time for the Trustees' meeting in June. These would be presented without further consultation with EBTA members, as the recommendations were clear, but it would hope that there would be consultation by EBED on their implementation.

They believed that twelve of these recommendations should be actioned within the next year, and the others were longer term projects – DW noted that some of these were not costed and would require a lot of work. He also acknowledged that action had already been taken by EBED in some of the areas the EAG were going to highlight, and nothing which had been done would be contrary to any of the EAG's recommendations.

One area which DW highlighted was the EAG's ideas relating to Teacher Training. As previously discussed the EAG were in favour of revising the course, but they also raised issues relating to: qualifications and accreditation; quality assurance; and the tutors who were providing the training.

It was agreed that the NCE would consider a governance structure for EBTA.

DW gave his opinion that the EAG had fulfilled its remit, so did not see need for further meetings, but individual members could be available to SM on an ongoing basis as 'reference' points.

## **8. EBU perspective**

RL gave his opinion that recent EBED activities were very positive. He noted that the EBU was experiencing a decline in competition revenue, and a 'levelling off' of the number of players in general, and this may necessitate a reduction in the level of financial support that the EBU will give to EBED. The EBU would therefore look favourably on any activity by EBED which increased the quantity and/or quality of players – whether through initiatives aimed at players or teachers. Growing junior bridge was seen as particularly important.

RL advised the Trustees of the membership recruitment work being done by Yorkshire CBA which was being funded by the EBU.

## **9. Research project**

The Trustees noted that CS had kept them well apprised of the developments in this project since the last meeting. They did not believe that there was anything further to discuss.



## **10. Youth Advisory Group**

BE reported on the efforts being made to encourage clubs to introduce bridge to schools. A list of 'thriving' clubs had been identified, and 23 with teaching programs had been approached, and were encouraged to engage with schools in their area. Only five had responded, and it was planned to approach a further 20 – albeit ones without an active teaching program – in the near future.

The books by Liz Dale had been used to successfully introduce bridge in to a number of schools in areas around Hitchin and Stamford. These books enable the school teacher to run the class despite having little experience of playing bridge as they could learn alongside the pupils. This model may prove in future to be more successful than groups led by a 'bridge teacher'.

The possibility of providing a resource for training those who would be teaching bridge to children was raised. This would need to be properly structured, though it was noted that it could possibly be done through a series of videos.

BE reported that the Surrey Schools Cup, which RB had supported, had been successful, though entries had been lower than hoped/expected. Another residential event would be taking place in Cheltenham in April, run by Joan Bennett and Ro Kaye. Work had begun on organising the Junior Teach-In which would take place in Loughborough on 1<sup>st</sup> – 3<sup>rd</sup> September, and would be discussed further at the next YAG meeting.

There had been no progress on the 'schools pack'. It was discussed whether it might be appropriate to look for external help in this area.

## **11. Communications**

PS advised that another newsletter would be circulated to EBU members in May so he would soon be collating contributions from the Trustees and staff. He also noted that some of the charity's activities were not covered on the EBED website, so he would be aiming to include webpages which gave a summary of work in these areas.

## **12. Any other business**

None