



Minutes from English Bridge Education and Development Trustee's Meeting on Monday 5th January 2026 at 9:15

Attendees

Ian Sidgwick – Chair (IS)
William Bourne – Treasurer (WB)
Richard Croot – CEO (RC)
Andrea Knox – Trustee (AK)
Nicky Bainbridge – Trustee (NB)
Lynne Ballinger – Trustee (LB)

Minutes by LB

Apologies - Tony Cherrett - Trustee(TC)

- 1) Minutes of the meeting held 3rd November 2025 to be reviewed, approved and matters arising IJS
 - a) Induction. **Actions RC** to draft presentation on EBED and **AK** to draft paper on legal responsibilities of a trustee.
 - b) New tricks. Contract/ Memorandum of understanding has been signed. RC has weekly meeting to monitor progress and initial stage has commenced
 - c) Meeting scheduling. Face-to-face meeting on 18th February at 11am to 3pm in Swindon. with a light lunch. June date and venue to be agreed at February meeting. Stratford- upon Avon Bridge Club could be a suitable venue.
 - d) Meeting minutes of 3/11/25 were approved. **Action RC** to upload all approved minutes.
 - e) Identify suitable candidates to pilot bridge as a career. **Action TC** carried forward from 19th October 2025 meeting
- 2) Approval of our new Code of Conduct. **Approved**
- 3) Approval of revised Trustee Role document. **Approved Action RC to update website**
- 4) Approval of DRAFT revised constitution WB
 - a) Delineate between EBU and EBED needs to be shared with the new trustees. **Action RC** to circulate. RC/IS available for any clarification
 - b) Need to assign lead responsibilities for finance, governance, and safeguarding roles. WB to lead on finance, LB to lead on Safeguarding **Action IS** to identify a lead for Governance role.

Wales Bridge Collaboration. Need to formalize their working relationship through a delineation document before finalizing the constitution. **Action RS & AK** to draft a delineation agreement to bring to the February meeting .

- c) Draft constitution will have a final review at the next meeting. It will then be sent to EBU for their approval.
- 5) Appointment of trustee safeguarding lead. LB appointed. **Action LB** to develop a better understanding of Adult at risk
 - 6) Y1 teaching materials and teacher training. Following wide consultation improvements have been identified. The timeline was agreed and as in the CEO report. Communication to start in March.
 - 7) AOB
 - a) EBED communications strategy and plan. A subgroup to be set up to consisting of IS, AK, NB, and RC to develop a communications plan. The first meeting will be on 15th January at 10:30. EBU to be invited to subsequent meetings . **Action RC** to set up s zoom meeting and circulate the link
 - b) Next meeting 18th February 2026 in Swindon 11am-3pm

Actions

- 1) **RC** arrange venue for the February 18th face-to-face meeting and confirm details with attendees
- 2) **RC** to draft induction presentation on EBED and circulate
- 3) **AK** to draft paper on legal responsibilities of a trustee for induction
- 4) **RC** to upload approved October and November minutes to the EBED website
- 5) **RC & TC** Identify suitable candidates to pilot bridge as a career
- 6) **RC** to circulate the delineate document between EBU and EBED
- 7) **IS** to identify a lead for Governance role
- 8) **RS & AK** to draft a delineation document (similar to the EBU/EBED one) for proposed cooperation with the Welsh Bridge Union, and EBED
- 9) **LB** to develop a better understanding of Adults at risk
- 10) **RC** to send out a zoom link to the communications subgroup to meeting on 15th January at 10:30
- 11) **WB & AK** to complete a review of the constitution