English Bridge Education and Development Trustee's Meeting

Date: 20th May 2026. Time 9:00 to 12:00

Venue: Stratford-upon-Avon Bridge Club

Attendees

Ian Sidgwick – Chair (IS)
Richard Croot – CEO (RC)
Andrea Knox – Trustee (AK)
Lynne Ballinger – Trustee (LB)
Tony Cherrett – Trustee (TC)
William Bourne – Treasurer (WB)

Apologies - Nicky Bainbridge – Trustee (NB)

Conflict of interest declared – IS is on the EBU board

1.Minutes of the meeting held 13th April 2026 to be approved **IS**

a. Approval minutes

b. Review of actions from the previous meeting. All are on the agenda except from identification of support to give to Jonathan Bennett (JB) in his new role as EBED Professional Bridge Teacher and he has set up the Finesse Bridge club https://www.finessebridgeclub.co.uk/ and is creating podcasts to promote bridge. **AK** to suggest a good accountant. **RC** to consider purchasing a dealing machine that members could borrow following a grant application.

2. CEO update RC

a. New Tricks update . Developers have made good progress, and beta testing should start in early June.

b. Year 1 materials. Trustees warmly welcomed the new resources, noting a significant improvement over previous material. On 19th August these will be demonstrated at Cheltenham Bridge Club, and this may be repeated as other leading teaching bridge clubs. **RC** to propose how best to communicate these new resources.

c. Year 2 resource intentions. The green textbook requires a review and upgrade to align with the new Year 1 framework. This should be a focus after the year 1 resources are in place and embedded.

d. Blue book in 2027 and arrow cards to support the new year 1 resources. Trustees thought this was a good idea and should be the focus after the year 1 materials are completed and feedback received from teachers.

e. Review of new TD Course and resourcing update. Josh to liaise with the main TD trainers as potential the course may be reduced from 4 face to face days to 2. **RC** to review the TD trainers hourly rate days and add safeguarding & some DEI (Diversity, Equity, and Inclusion) to the training. There is currently no structured outreach to provide the TD community with support and refresher training, though some counties do address this. NB to please consider in the context of the communication strategy.

f. New EBED website update. This should be ready for launch in June . **RC** will identify how best to communicate this update to members and other stakeholders.

g. Corporate sponsorship . An EBU member has extended an offer of corporate sponsorship. **AK** will provide an overview of the company and outline their expectations of EBED and other details.

h. Teacher training revised course. A schedule of nine training courses has been proposed for the remaining of this year; Trustees welcomed the updated delivery format. **LB** to attend the first new style course in Weatherby. **RC** to collaborate with staff to further the process for teachers to upgrade their EBTA status to full membership.

i. The committee noted that EBED currently operates two separate membership databases and agreed they should be merged to ensure more robust data management **RC** to compile EBED membership figures (new members, renewals, and churn) and provide Trustees with an assessment of data quality and accuracy limitations.

j. The Ark Multi-Academy Trust (MAT) is offering chess and Bridge to student. Chess is being support by professional tutors. Trustees to consider the remuneration of JB or other bridge teachers to provide lessons in a similar way to the chess offer.

k. IntoBridge offer to EBTA teachers. Further promotion is planned, currently only 22 members have signed up for the webinar on this further membership benefit.

3) Finance update **WB & AK**

a. VAT registration. EBED sells textbooks without VAT cost via the EBU. **AK and WB** to set up a project to ensue our VAT position is optimal and engage external VAT specialists for conformation.

b. Accountancy review. EBU have recently changed accountant and the current bookkeeper is due to retire in September. **AK, WB, and RC** will evaluate ebed's requirements and ensure clear terms of reference and our policy on bookkeeping services. **WB** to consult with the EBU regarding year-end account processes, reporting timelines, and procedural triggers.

c. EBED/EBU Shared Services and associated interorganisational costs. A casual discussion has taken place to discuss proposed charge. This will be formalised at the meeting in Aylesbury on 9th June. The board agreed that all future IT projects must have clearly defined scopes, fixed costs, and strict timelines to ensure delivery on time, within budget and thus clear accountability.

d. Spanish Bequest - This needs to be resolved as a matter of urgency **AK** to chase the request to access to the file on the Falkner Spanish bequest and commission a Spanish surveyor if required. Target conclusion asap, June month end latest.

e. Collective insurance arrangements with the EBU. To be discussed at the meeting on 9th June and issues reported back to the committee at the next meeting.

4) Legal responsibilities of a trustee for induction **AK**

a. Presentation on the main Legal responsibilities was presented and a few area highlighted for further discussion **AK** to email to trustees

b. Investment LGT account authorisation, access and processes. **WB** to email a summary of the current position with recommendations.

c. Trustees require clear, continuous governance over bank trading accounts to fulfil fiduciary duties and mitigate financial risks. RC raised concerns over the practicability of his role standing in for authorisation of BACS payments.

d. Risk management process. **WB** to launch a project to build a centralised risk register and design the governance workflows required for ongoing trustee oversight.

e. Minimising Subject Access Request (SAR), general advice is to avoid any potential burden by not writing names and related opinions in correspondence.

f. Trustees to formalise the pro bono legal services offer from AK, for which we are grateful.

g. A prior employee is using an old email address relating to the English bridge school. **RC** to arrange for the domain to be closed and the email access removed.

5) Review of the constitution **WB, AK & RC**

Good progress has been made on the review. The remaining areas requiring discussion and final decision are geographic representation, trustee tenure, and conflict of interest management. **WB** to set up time to go through the constitution before presenting the definitive version to the trustees and the English Bridge Union (EBU) for formal adoption.

6) Communication updates

a. Joint EBED/ EBU proposal to promote the Bridge lessons in the Autumn. This is to go ahead with improvements to success tracking and geographical targeting.

b. Briefing document on EBED for trustees to use at networking events. RC presented a briefing statement with a focus on success in Youth bridge. The message will evolve over time, and trustees felt the first sentence should be a general statement about EBED and what we do.

7) AOB

a. How to use the google drive. Trustees agreed to use Google drive to provide secure information sharing and maintain a single "source of truth" **LB** to send a link to the google drive folder when sending out the trustee meeting agenda.

b. Teaching vouchers may be introduced. AK and RC to consider the logistic and metrics of the scheme.

c. Ministry of Fun is being presented to the EBU with the first suggested event being "Groundhog Day" on 2nd February.

Next meeting

- Monday 6th July – online
- Monday 3rd August – online
- Wednesday 23rd September - Face to face in London
- Monday 5th October – online
- Monday 2nd November – online
- Tuesday 15th December – Face to face in Aylesbury

Actions carried forward

1. **RC** to amend the project brief for 'Target 500'school with a more consolidated schedule with immediate annual targets

New or updated actions

1. **AK** to suggest a good potential accountant to WB
2. **RC** to consider purchasing a dealing machine
3. **RC** to propose how best to communicate to members about the new year 1 resources.
4. **RC** to review the TD trainers hourly rate / days and add safeguarding & DEI (Diversity, Equity, and Inclusion)
5. **RC** to identify how best to communicate about the new website to members.
6. **AK** to provide an overview of the potential Corporate sponsorship company to RC.
7. **RC** to collaborate with staff to encourage more EBTA members to upgrade their status.
8. **RC** to compile EBED membership figures (new members, renewals, and churn) and provide Trustees with an assessment of data quality and accuracy limitations.
9. **AK and WB** to set up a project to review and optimise our VAT position and engage external VAT specialists
10. **AK, WB, and RC** will review our accountancy needs ensuring clear terms of reference and our policy with regard to bookkeeping services.
11. **WB** to consult with the EBU regarding year-end account processes, reporting timelines, and procedural triggers.
12. **AK** to chase the request to access the file on the Falkener Spanish bequest and commission a Spanish surveyor if required.
13. **AK** to email to trustees the presentation on their main legal responsibilities
14. **WB** to email a summary of the current position regarding LGT authorities with any recommendations where identified.
15. **WB** broaden visibility of our bank trading accounts for the board, no current issue but just good governance.
16. **WB** to launch a project to build a centralised risk register and design the governance workflows required for ongoing trustee oversight.
17. **IS** to formalise the pro bono legal services offer from AK.
18. **RC** to arrange for the domain to be closed/email access removed.
19. **WB** to set up time to go through the constitution before presenting the definitive version to the Trustees and the English Bridge Union (EBU) for formal adoption.
20. **LB** to send a link to the google drive folder when sending out the trustee meeting agenda.
21. **AK and RC** to consider the logistic and metrics of the teaching voucher scheme.