



**Agenda for a meeting of  
Council  
on Tuesday 17 April 2018 at 18:00  
at BPA HQ, 5 Wharf Way, Glen Parva  
Leicester LE2 9TF**

- D - Decision** *Decision/approval required at meeting*
- A - Advice** *Issue needing discussion to advise/inform future direction/decision*
- I - Information** *Update - requires brief feedback only, no detailed discussion*
- R - Ratification** *Confirmation of decisions taken electronically between meetings, or by a Committee*

Item nr	D/ A/I /R	Time	Business	Lead	Pre-read paper
1	I	18:00	<b>Apologies for absence</b> Nick Bunting, Jon Gretton	Chair	-
2	I	18:05	<b>Declaration of any conflicts of interest</b>	Chair	-
3	I	18:06	<b>Minutes</b> of the meeting held on Tuesday 13 February 2018, previously approved electronically and published on the BPA website <a href="http://bpa.org.uk/member/agendas-and-minutes/">bpa.org.uk/member/agendas-and-minutes/</a>	All	Minutes
4	I/D	18:10	<b>Matters arising from the minutes</b> not covered elsewhere on the agenda <b>4.1</b> Min 9, Register of elected members' interests in tabular form - Secretary <b>4.2</b> Min 9, Draft updated register of interests form - Secretary <b>4.3</b> Min 12.2, Grievance and disciplinary procedures working party - Yassi Molazadeh, Working Party Chair <b>4.4</b> Min 13.1, Designation of reserves - Treasurer <b>4.5</b> Min 15, Patron's reception - Secretary <b>4.6</b> Min 18, Form 178: Duties & responsibilities of Council Members <b>4.7</b> Min 19, Complaints / whistleblowing procedure working party - Sue Stanhope, Working Party Chair <b>4.8</b> Min 20.2.1, Cessation of IT contract by Tangent, and issue of new ITT - Communications Chair <b>4.9</b> Any other matters arising not listed above	Chair	Minutes  Draft update of Form 295

Item nr	D/A/I/R	Time	Business	Lead	Pre-read paper
5	I/D	18:20	<p><b>Finance &amp; compliance</b></p> <p><b>5.1</b> Management accounts &amp; membership statistics</p> <p><b>5.2</b> GDPR training and audit, oral update</p> <p><b>5.3</b> Training days at BPA HQ for (i) PTO safeguarding leads (Friday 16 March), including issue of new BPA safeguarding forms (BPA Forms 304-309 inclusive); (ii) on GDPR for PTOs (Friday 6 April) - oral report</p> <p><b>5.4</b> Any other financial and compliance matters</p>	Treasurer  COO & Secretary	Mgt accounts and m'ship stats
6	I/D	18:35	<p><b>Strategic plan</b></p> <p><b>6.1</b> Notes (previously circulated) of the strategy day 2018 held on Tuesday 6 March</p> <p><b>6.2</b> Actions arising therefrom, including:</p> <p>(i) consideration of whether to recommend a special resolution to change the name of Council to the Board of Directors in the Articles of Association (2/3 majority at a general meeting required to carry);</p> <p>(ii) company risk register;</p> <p>(iii) consideration of strategy on funding élite performance (medals) compared with élite participation (size of international delegations);</p> <p>(iv) executive team to set out prioritised objectives and deliverables, with budget including the business case for any new items, for editing by the Chair and independent directors ahead of presentation to the June meeting.</p>	Chair	Notes on strategy day (previously circulated)   Draft risk register
7	I	18:50	<p><b>Royal Aero Club</b></p> <p>To receive an update from BPA's Delegate to RAeC</p>	Craig Poxon, BPA Delegate to RAeC	-
8	I/R	19:00	<p><b>Reports from Committees of Council</b></p> <p><b>8.1</b> To discuss and ratify the minutes (previously circulated) of the Communications, Development &amp; Competitions Committee meetings held on Tuesday 13 February 2018</p> <p><b>8.2</b> To discuss and ratify the minutes (previously circulated) of the STC meeting held on Thursday 5 April 2018</p> <p><b>8.3</b> To receive an oral report by the Committee Chairs on this afternoon's meetings of the (i) Communications, including on consultation on <b>branding and identity</b>; (ii) Development including and (iii) Competitions Committees.</p> <p>.../continued</p>	Comms/ Dvt/ Comps Chairs  STC Chair	8.1 - Comms/Dvt/ Comps mins - February (previously circulated)  8.2 - STC minutes - April (to follow)

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			Including recommendations from these committees for their <b>Action Plan targets</b> for the year 1 July 2018 to 30 June 2019.		
9		19:30	<b>Any other business</b> to be notified to the Secretary by no later than noon on Friday 13 April.	Chair	-
10	I	19:35	<b>Dates of next meetings</b> Tuesdays at 18:00 at BPA HQ: 12 June, 7 August, 25 September and 27 November.	-	-