



Overview of Board of Directors' Meeting

Held on Wednesday, 13 May 2026, 9:30 am to 12:30 pm, via Teams.

Directors in attendance: Prof Zoe Knowles FCASES (ZK) (Chair), Dr Daniel Bailey HonFCASES (part) (DB) (Physical Activity for Health Division Chair), Chris Davison (CD) (Non-Executive Director), Dr Mitch Finlay MCASES (MF) (Sport and Performance Division Chair and CASES Deputy Chair), Dr Trish Jackman FCASES (part) (TJ) (Psychology Division Chair), Dr Mel Leggate (ML) (Teaching and Learning Enhancement Division Chair); Dr Andrew Mitchell HonFCASES (AM) Biomechanics and Motor Behaviour Division Chair, Dr Helen Rippon (HR) (Non-Executive Director), Dr Alan Ruddock FCASES (AR) (Physiology and Nutrition Division Chair).

Attending: Ian Wilson (IW), Chief Executive Officer (all); Dr Kotryna Lewis MCASES, Chair, EDI Advisory Group (item 5); Prof Jo Hudson, Convenor, CASES Education and Teaching SIG (item 6).

Minutes: Jane Bairstow (JB), Senior Admin Officer.

Apologies: James Tugwell* (JT) (Non-Executive Director), Susan Went (SW) (Senior Non-Executive Director).

* prior to the meeting provided input into the agenda discussion items.

1 **Welcome and opening remarks:**

ZK welcomed all to the meeting. The priority focus areas for discussion were outlined by the Chair.

2 **Declarations of Interest:**

Directors were reminded of the need to declare their interest in any items and to remove themselves from such decision making when required. There were no declarations of interest.

3 **Minutes of the previous Board meeting (3 March 2026):**

These were accepted as a true record of the meetings.

4 **Matters arising:**

- Year 2 (2026-27) deliverables approved at Board Call on 16 April 2026
- Updated Staff Handbook approved at Board Call on 16 April, and issued to staff that same day
- Revised paper on Medal/Award considered at Board Call on 16 April, and is an agenda item today
- Internal Board effectiveness review brief was issued on 21 April 2026, with submissions due by noon, Friday 29 May 2026
- The Board ratified the recommendations from the HR, Remuneration and Appointments Committee Recommendations following the annual Staff Performance Reviews in April 2026.
- The Board endorsed the recommendation by the Finance and Risk Committee to update the changes to the reserves policy and liquidation options, agreeing to review this annually.

- The 2026 AGM will take place online from 4:30 pm on Wednesday 12 November.
- Board noted the current recruitment for a new Administrative Officer and MarComms Assistant, with Angus Boyle heading back to Australia in June.
- Board is looking forward to welcoming all delegates to the 2026 Conference at Manchester Metropolitan University in June.

5 **CASES Equity, Diversity, and Inclusion Advisory Group:**

KL attended this item and provided an update on the work of the EDI AG since her presentation last May. This included industry benchmarking, an analysis of the Diversity Monitoring Data 2026, the CASES SE/SEPAR hardship fund, EDI in Technical Spaces, and the CASES Position Statement on Transgender Sport and Exercise. KL provided an update on cohort 2 of the EDI Professional Development and Mentoring Programme. She explained that Dr Rich Buscombe MCASES and Dr Tori Sprung had been appointed incoming co-Chairs of the EDI AG, to succeed KL when she completes her second term at the end of June. The Board thanked KL for the informative update and for her strong leadership of the EDI AG over her two tenures as Chair. KL was asked to thank the members of the EDI AG for their ongoing work and contributions.

6 **CASES Education and Teaching SIG and Teaching and Learning Enhancement Committee update:**

JH joined ML to provide an update on the outgoing E&T SIG and the new Division of Teaching and Learning Enhancement. This included pedagogic research, pedagogy accreditation, degree calibration, connecting the community, the E&T SIG handover to the new Division, the Committee's establishment and immediate work priorities. The Board noted the transition from the SIG to the Division and the continuity of purpose and activity this represents, acknowledging that the SIG's six years of work have produced tangible outputs, particularly in pedagogy accreditation, where the most recent cycle saw a 32% share of applications and a 100% success rate, noting that the Division is well placed to build on these foundations. JH and ML were thanked for their helpful update. The Board thanked the outgoing members of the E&T SIG for their hard work and achievements and wished the incoming Division of Teaching and Learning Enhancement well with their work programme.

7 **Transgender Consultancy Action Plan:**

The Board noted that a member communication was issued on 6 March 2026, and considered what guides or CPD resources should be developed, for member use. Once this is agreed, the Board will develop a Position Statement in conjunction with the EDI AG and members with lived experiences. Once finalised, this will be communicated across the membership.

8 **CASES Awards:**

The Board considered a paper that included the CASES Distinguished Contribution to Sport and Exercise Sciences Medal (formerly the CASES Medal of Achievement), and the CASES Distinguished Contribution Award. The CASES Distinguished Contribution to Sport and Exercise Sciences Medal will be launched in June 2026. The Board will consider nominations for the new Distinguished Contribution Award in July 2026.

9 **Potential member benefits:**

The Board considered a possible new member benefit - Teladoc Health. It was felt that any future increase in annual membership fee would not be value for money for all members, and it was decided not to pursue this option. Board will continue to focus on our core value propositions of providing quality CPD and providing networking opportunities.

10 **CEO Report: 2025 - 2026 Operational Plan: Year-end and Q4 update**

IW provided an overview on the status of the Q4 operational plan, noting some good work has taken place on a number of deliverables throughout the year. The report included highlights, challenges, observations and plaudits.

11 **KPI dashboard**

The Board reviewed this reporting tool, which visually shows actual performance versus trajectory. Discussion took place over a number of the KPI graphs.

12 **2026 Division Days:**

The Board discussed current plans for the 2026 Division Days, the majority of which will be held virtually later in the year. Updates will be shared with members in due course.

13 **2026 Board Succession Planning – NEDs:**

The Board discussed the plans and timelines to recruit two new Non-Executive Directors, one with a finance specialism and one with a governance background.

14 **Board effectiveness review:**

The Board discussed the current project brief which was issued on 21 April. Deadline for submissions is 29 May for which we have already received one submission.

15 **Updates were provided for the following Standing Committees:**

Division Committee - Biomechanics & Motor Behaviour

Division Committee - Physical Activity for Health

Division Committee - Physiology & Nutrition

Division Committee – Psychology

Division Committee – Sport and Performance, including an update on the progress with the Sport and Performance Division and the Performance Analysis Special Interest Group alignment

Division Committee – Teaching and Learning Enhancement

Human Resources, Remuneration and Appointments Committee

Finance and Risk Committee, noting both the annual Internal Controls Assurance Document and the 2025-26 Q4 Management Accounts.

Governance Committee

Learning and Development Committee

Professional Standards Committee

Stakeholder Committee

16 **Any other business**

Directors were in receipt of the Annual declaration: Register of Directors' Interests and Registration of Gifts and Hospitality and will complete and return to the CEO for filing.

Board considered an opportunity from the Editor in Chief of the Sport Sciences for Health journal for CASES Expert Statements to be included in future editions.

Dates of next meetings:

Board Call:

Thursday 11 June 2026, 0915 - 1015

Board Meeting:

Tuesday 14 July 2026, virtual, 0930 - 1130