



Overview of Board of Directors' Meeting

Held on Wednesday, 19 November 2025, 9:30 am to 1:00 pm, via Teams.

Directors in attendance: Prof Zoe Knowles FCASES (ZK) (Chair), Dr Daniel Bailey HonFCASES (part*) (DB) (Physical Activity for Health Division Chair), Dr Mitch Finlay MCASES (MF) (Sport and Performance Division Chair and CASES Deputy Chair), Dr Trish Jackman FCASES (TJ) (Psychology Division Chair), Dr Andrew Mitchell HonFCASES (AM) Biomechanics and Motor Behaviour Division Chair), Dr Helen Rippon (HR) (Non-Executive Director), Dr Alan Ruddock FCASES (part) (AR) (Physiology and Nutrition Division Chair), James Tugwell (JT) (Non-Executive Director), Susan Went (SW) (Senior Non-Executive Director).

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

Attending: Ian Wilson (IW), Chief Executive Officer (all). Dr Matthew Timmis FCASES (MT), Dr Ian Sadler FCASES (IS), Co-Chairs, CASES HE Endorsement Scheme Advisory Group, and Dr Andrew Scott FCASES (AS), Chair CASES Degree Accreditation Working Group (item 9).

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

Apologies: Chris Davison (CD) (Non-Executive Director).

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. ZK expressed a declaration of interest in item 7 as a member signatory of the application and she would not take part in the discussions and decision of the submission.

3 **Minutes of the previous Board meeting (2 September 2025):**

These were accepted as a true record of the meetings.

4 **Matters arising:**

- [2025 AGM](#) took place 12 November 2025. Members approved a new Teaching and Learning Enhancement Division for which recruitment to the new Division Committee will start soon. Members noted that there will be a 2.6% increase in membership fees from January, to offset the higher operational costs and increases from external suppliers. This will come into effect from 1 January 2026 for new members and at the point of members renewing their membership. As members of a professional body, CASES members can [get tax relief on fees](#).
- Planning has started for 2026 Division Days.
- New Expert Statement guidelines have been developed and are currently [published](#).
- Consultant has been engaged to support the analysis and next steps of the transgender rights member survey.

- Board unanimously approved a new Special Interest Disability Inclusion Group at its October Call, agreeing that this can align across all of our Divisions.
- Board discussed possible charities to receive a modest donation in lieu of sending Christmas cards once again this year.
- Chair wrote to members in the autumn to congratulate them on their appointment to the REF Panel.
- Chair had attended the recent Heads of Department virtual forum (12 November 2025) which had 50 attendees.
- Chair and CEO are to attend the AGM of the ICSESP on 20 November 2025
- Dr Keith Tolfrey HonFCASES has been awarded an inaugural [Fellowship of the ICSESP](#)
- Prof Andy Lane FCASES and Amelia Dingley MCASES were both nominated for a CSci Award within the Science Council's annual Celebration of Science.
- New MoU with the Irish Sport and Exercise Sciences Association is being finalised.
- Next Gathering of the Fellows is 10 December 2025
- Chair is to contact the UK Sport Chair in December to arrange a meeting to identify key points of alignment.
- Thanks were extended to HR who is stepping down from the Board Diversity Champion role. Board will consider a new Board Diversity Champion.

5 **Finance:**

The Q2 Management Accounts were approved. A discussion took place on the budget forecast review. Board discussed and reviewed the Risk Register.

6 **CASES CPD provision (Strategy and Core Workshop Review action plan):**

The Board further considered the papers from SES Ltd on plans to develop a CPD strategy and plans to enhance the current core workshop provision.

7 **New Neurodiversity in Sport and Exercise SIG:**

The Board reviewed an application to form a new Neurodiversity in Sport and Exercise Special Interest Group and unanimously supported this, agreeing that this can align across all of our Divisions, with strong links to the EDI Advisory Group.

8 **CASES Medal of Achievement 2025:**

The Board agreed to the Sub-Group's recommendation for the first recipient of the CASES Medal of Achievement. The standard of all nominations was very high, and all nominees are to be commended for their impact in sport and exercise sciences. The recipient will be invited to the 2026 Conference.

9 **Update: Degree Accreditation Working Group and HE Endorsement Scheme Advisory Group:**

AS, MT and IS provided an update to the Board. This covered developments for a new degree accreditation; a CIMSPA/CUES mapping exercise; the need to undertake a review of technical skills across the sector; the updated CUES application form and submission process, recognising the need to stay current and better understand practice across the sector; and changes to the CUES Course Change form, to better support the sector during challenging times whilst maintaining QA role. The Board thanked all for the informative update and for the recent work by both the Degree Accreditation Working Group and the HE Endorsement Scheme Advisory Group.

10 **Digital Object Identifier (DOI):**

The Board considered a paper from the CEO on investing in a DOI. Whilst there will be considerable work to undertake to create a directory system for storing and managing files subject to DOI system, to generate landing pages, it was agreed to approach CrossRef and to work through an internal process. Board agreed on key documents since incorporation on 1 April 2025 that should include a DOI.

11 **CEO Report: 2025 - 2026 Operational Plan – Q2 update**

IW provided an overview on the status of the Q2 operational plan, noting some good work has taken place on a number of deliverables so far this year. The report included highlights, challenges, observations and plaudits.

12 **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.

13 **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

Human Resources, Remuneration and Appointments Committee, including a discussion on new staff benefits

Finance & Risk Committee

Governance Committee, including a discussion on the Board effectiveness review.

Learning and Development Committee, including a discussion on the 2026 Conference Day 2 Run name

Professional Standards Committee

Stakeholder Committee.

Dates of next meeting:

Board Call:

Thursday 18 December 2025, 0915 – 1015

Thursday 8 January 2026, 0915 – 1015

Thursday 12 February 2026, 0915 – 1015

Board Meeting:

Tuesday 3 March 2026, Virtual, 0930 – 1300