



LONDON & SOUTH EAST REGION
Regional Management Board Meeting Minutes

Virtual meeting via Zoom video
conference platform
Wednesday 17th February 2021, 7.00pm

Present:

Alison Bennett	Regional Chair	AB
Marlene Wander	Regional Vice Chair	MW
Julia Martin	Regional Treasurer	JM
Jessica Vine	Regional Secretary	JV
Amy Jacobs	Communications Officer	AJ
Jane Kelloe	Officiating TSG Chair	JK
Maggie Finch	Coaching and Performance TSG Co-Chair	MF
Gordon Dudman	Disciplinary Lead, C&P TSG Co-Chair, Covid-19 Officer	GD
Maureen Clark	Volunteering TSG Chair	MC
Laura Pawley	Competitions TSG Chair	LP
Katrina-May Kwan	Equality, Diversity & Inclusivity Officer	KMK
Lucy Pollock	Young Volunteer Representative	LPo
Pat Meadows	Essex Met CNA Chair	PM
Michelle Ray	Kent CNA Rep	MR
Sue Owen	Middlesex CNA Chair	SO
Christine Kelso	Surrey CNA Chair	CK

In attendance:

Lucy Goodman	Regional Coordinator	LG
Samantha Kennerson	Partnership Manager – LSE & East	SK

Apologies:

Jenny Harold (JH): Regional President

Acronyms

RMB	Regional Management Board	ToR	Terms of Reference
TSG	Technical Support Group	EDI	Equality, Diversity & Inclusion
WG	Working Group	EN	England Netball
C&P	Coaching & Performance	NDO	Netball Development Officer
LSE	London & South East	CNA	County Netball Association

1. Welcome and Apologies

The Chair welcomed everyone to the meeting. Apologies were noted from JH.

2. Conflicts of Interest

One standing interest was noted:

- JK - Director of Redbridge Leisure Centre and an Officiating Portfolio Manager of Netball Europe.

One new interest was noted:

- MW – carrying out coaching for London Pulse (remotely at present)

3. Agreement of the minutes and actions of the previous meeting

a) **Minutes:** The minutes of the meeting held on 17 November 2020 were approved, subject to:

- Removal of an unnecessary apostrophe (under Action 9)
- Moving the confidential section into the main body of the minutes

The Board **agreed** that the minutes could be published on the website, once the above changes had been made.

b) **Actions:** An update on actions was noted as follows:

Actions from last meeting (17th November 2020)

Action 001: SK agreed to circulate information to counties and clubs to summarise what financial support was available

SK reported that this information had been circulated but she had not received any feedback on the level of interest or uptake. (Action closed)

Action 002: LG and SK to follow up ReActivate training for Officiating workforce with EN

LG reported that JK had been advised that this training was likely to be mandatory when there was a return to netball, but a clear answer on this was unlikely to be received before April.

- **Action 002 carried forward - LG and SK to follow up with EN on ReActivate training for Officiating**

Action 003: GD to provide LG with feedback on the eLearning coaching workshops

GD explained that the issue with the user had been resolved (as it was related to browser settings). The joining instructions for the eLearning now contained more details about the preferred internet browsers for accessing these workshops. (Action closed)

Action 004: LG to send PM Young Volunteer WG digital advertisement assets

LG reported that this had been done. (Action closed)

Action 005: LG to upload 2019 AGM minutes, Data Protection Policy, Privacy Policy (once finalised) and Constitution to the LSE website

LG reported that this had been done, with the exception of the Privacy Policy. This would be uploaded once finalised.

- **Action 005 carried forward – LG to upload Privacy Policy once finalised.**

Action 006: LG to research different email options for the RMB

LG reported that she had discussed this with JV and JM. EN email addresses were not possible for the RMB members at the moment. However, Gmail would offer a cost-effective solution which would allow members to have more uniform, published email addresses. Members would also be able to share board documents via Google Drive. The Board **agreed** to set up dedicated gmail addresses for all board members.

- **Action 006 carried forward – LG to set up new email addresses. Support to be provided for members without prior experience of gmail.**

Action 007: LG to find out from IT support how files are deleted from the EN server

This action related to the Zoom recordings of Board meetings. LG reported that the recordings were automatically stored on to the laptop or device used, rather than on the EN server. If the recording was copied onto the server and deleted then there would still be a backup. (Action closed)

Action 008: LG to draft a Code of Conduct statement referring to the adoption of EN's Code of Conduct
It was noted that this was now included at item 6. (Action closed)

Action 009: JM to make a donation in the region of £75 to RNLI in honour of Eileen Brewer
MC reported back on the funeral of Eileen Brewer. She explained that she felt honoured to have attended and that the service had made reference to the importance of netball in Eileen's life. MC had written an article about Eileen for the EN magazine and this was due to be published in the next issue. (Action closed)

Ongoing action from previous meeting - All TSG Chairs to send LG a copy of their ToRs once reviewed.
LG reported that she had now received four Terms of Reference documents from TSG Chairs. She asked for any outstanding ToRs to be sent to her as soon as they were available.

- **Action 010 – Remaining TSG Chairs to send a copy of their Terms of Reference to LG**

Ongoing action from previous meeting - All RMB members to submit their Information Asset Register
LG reported that she had not yet received Information Asset Registers from all members. CK asked for further details of exactly what was required for the register.

- **Action 011 – RMB members to submit their Information Asset Register; LG to supply further information/support where required**

4. Regional Chair's Update

AB introduced her report which reflected on England Netball's work to keep the profile of netball in the spotlight (despite the pause of all non-elite activities); the report included a summary of the Legends Series and an update on the review of the Golden Globes Awards. AW added that she had met with the England Netball CEO (Fran Connolly) and the Director of Development (Katy Ritchie) in the previous week but, unfortunately, there was little to report on until netball activities could restart. In relation to the Legends Series, AW commented that this had been well received and that the venue had done an excellent job. One suggestion was that the displays of members' names around the court could have been better promoted as part of the event. It was noted that the artwork used to display the names could be retained and could potentially be promoted on EN's social media accounts.

5. TSG Updates Regional Plan updates

a. Finance

JM provided an update on the financial position, noting that a summary had been circulated via email. She reported that the Officiating TSG had confirmed that there would be no increase in umpire fees for the 2021-22 season; however, the extension of the Congestion Charge to weekends in 2021 could have an impact on transport costs. JM suggested that these additional costs be covered for the 2021-22 season and that the position be monitored, prior to making a decision about the 2022-23 season. The Board **agreed** to this approach, whilst noting that, if there was seen to be a significant increase in expense, then measures to address this would be needed for the 2022-23 season.

The Board discussed the hardship fund and the start-up costs for the Young Volunteer WG and the EDI WG. JM explained that the new WGs were able to liaise directly with the Finance TSG and the Chair for funding and that, if more significant amounts were required, a proposal could be brought to the Board. AB explained that, for the time being, the WGs were putting together proposals and bidding for funding for specific projects. In the longer term, it was possible that the groups may move to having a fixed budget.

b. Officiating

JK presented an update on officiating, noting that, with all course activity suspended, the key issue to report on was the launch of EN's Officiating Transformation Project. This project aimed to increase the accessibility and conversion rate of officiating courses by introducing online courses, administered centrally by EN. It was noted that transmission of information from EN to County Umpiring Secretaries would be via ENGage and they would be responsible for using this system to review which individuals had carried out the relevant courses. JK noted that some training on this might be required.

JK reported that a practical element was not going to be mandatory for the 'Into Officiating' course or C award and it would be up to regions to consider whether they would offer this as an 'add-on'. She and other Officiating TGS Chairs supported the idea of providing a practical element, but this did raise cost issues: it was not clear whether Counties would be able to meet the costs of providing assessors and mentors.

AB provided further details of the reasons for the Transformation Project. As well as the concern about conversion rates, there had been a concern about numbers joining practical sessions led by Counties and whether there were generally enough attendees to make a session viable. AB noted that, at present, mentoring only occurred when someone passed their written paper and the transition from theory to practical could be problematic. It was hoped that, by delivering the theory training online, it would be more accessible.

In response to a question, JK explained that there were no proposals to change the format of the final assessment, although the C award written paper would take place online. Once the written paper was passed, a practical pre-assessment and then an assessment would still be carried out, but these were not taking place whilst the modified game was in place. It was noted that an extension to the timeframe for the practical assessment had been granted and a further extension was expected. Attendance at the 'Into Officiating' online course would be mandatory before the C award could be followed. JK explained that the next project meeting would take place on the following Wednesday and she would keep the Board updated on this project.

c. Communications

AJ introduced the Communications Report. She explained that, for the next report, she would seek to further condense the data provided. The Board commented that they welcomed the report and that the use of infographics was helpful. In response to a question, AJ confirmed that she felt that the region was heading in the right direction with its communications approach, although the pandemic and restricted activity did mean that there was an unavoidable limit on what topics could be covered. AJ had begun work to draft a Communications Strategy and this included examining how to raise awareness of the new WGs and other initiatives in the region.

AJ explained that she was due to meet with London Pulse to consider how to work collaboratively with them to bolster the region's media approach. AB suggested that it would be useful to follow the same approach with Surrey Storm.

AJ had sent a questionnaire to each county to gain a better understanding of their media and communications approach. CK reported the Surrey had recently appointed a new Communications Secretary and that they would find it useful to obtain help to better align with the regional approach.

- **Action 012 – AJ to explore working with Surrey Storm in addition to London Pulse**
- **Action 013 – CK to put the new Surrey Communications Secretary in contact with AJ.**

d. Disciplinary; Covid-19; Coaching

GD had provided brief written updates on disciplinary, covid-19 and coaching matters. There were no current disciplinary cases, although the report did outline one point for future consideration, about the potential use of witnesses aged 17 and under. In relation to covid-19, the modified rules and the

EN guidance, GD explained that he had not been aware of any incidents of clubs within the London and SE Region breaking the rules and he believed that individuals generally understood the seriousness of the situation. CK thanked GD for his support to the counties in all covid-19 related matters.

The Coaching report set out how the new format 'Level One' course was due to be delivered by EN entirely online in future, with assessment in the form of a 'professional discussion', based on reviewing a practical session. GD raised the issue of the cost of the course for the online learning being similar to that of the former in-person course. LG explained that the cost had been reduced by approximately £50. It was noted that the online learning required additional tutoring time, which could have an impact on the overall cost of delivery. GD reported that there were potential issues for consideration as part of the video assessment and discussion. For example, all participants needed to consent to being recorded; the trainee needed to be seen and heard in the recording; and there may be additional parental approval required if any young people were present at the session.

The Board raised the issue of first aid courses and whether the rules about requiring in-person training could be relaxed for certain refresher elements. It was noted that there was some in-person first aid training being carried out by third parties such as St John's Ambulance and the British Red Cross, but these were in very high demand. The Board discussed how this could lead to issues, with many individuals not having been able to revalidate their first aid certificates in time for the resumption of netball. It was noted that this could affect having coaches in place which could in turn affect affiliation at the start of the next season. It was suggested that advice on this matter could be sent to clubs.

In relation to the Level One coaching, the Board discussed how bookings had always been managed on a 'first come, first served' basis, but, with moving to an online system, this could cause issues for those who were less web-confident, who may miss out on a place. The courses were very in-demand and it was reported that EN was considering re-introducing a waiting list system. The Board discussed whether a certain number of places could be allocated per region.

- **Action 014 – SK and LG to look into the issue of first aid refresher training and whether further support or guidance could be provided.**
- **Action 015 – SK and LG to look into what the previous take-up of the Level One courses had been (per region) and to consider whether to allocate a set number of places per region in the future.**

e. Performance

MF introduced the Performance update. She had met with London Pulse and Surrey Storm who were delivering some online talent management activities, but they had not been able to hold in-person sessions during lockdown. County academies were also currently on hold.

f. Competition

LP introduced the Competition report, which had noted that regional leagues were unlikely to recommence until September. However, this did mean the under-16s league would have missed a whole year and, given this, it would be useful to consider whether to allow an under-17 league for the 2021-22 season. The TSG would be discussing this issue.

g. Volunteering

MC provided a verbal update on the Volunteering TSG. She explained that the previous evening she had had a Zoom meeting with the Volunteering TSG, which now had four County representatives. The main priority was to establish the overall mission concerning volunteers. The meeting was highly productive with ideas being shared between the Counties and the TSG was now in the process of putting together its ToR, which would be shared once finalised.

MC explained that there currently did not appear to be a pathway for volunteers and it was unclear

whether the Regional Golden Globe Award information filtered down to club members. The TSG would be working to encourage the region's members to be aware that a 'thank you' to fellow netballers/umpires/volunteers at matches would improve relationships between teams and they would like this to begin at school. MC explained that the overall aim was to improve on communication concerning nominating volunteers and, in the context of the pandemic, they would like to see recognition for those who had given up hours of their time keeping the players safe.

AB added that she had no further update on the Golden Globe Awards at this point, but agreed that it would be a good idea to have a system of recognition for those who had acted as covid-19 officers. MC agreed that it would be vital not to lose these individuals, many of whom had started volunteering for the first time in the covid-19 officer role. Recognition could initially be at county level, potentially with a regional or national 'superstar' then being recognised.

h. Young Volunteer

LPO introduced her report, which provided updates on: the Young Volunteer WG; the Mental Health Webinar; the Greener Goals Project; and her own Young Volunteer Representative role. She explained that the Mental Health Webinar had now taken place (on 8 February) and had been well attended, with 94 participants in the 11-16 years session, and 31 participants in the 17-25 years session. The WG would be meeting again the next day and would begin thinking about new projects. It was likely that the focus on mental health would continue. In response to a question, LPO confirmed that the recording of the webinar was available via email. AB congratulated LPO and the WG on this successful event.

In relation to the Greener Goals Project, LPO explained that Redbridge had been chosen as it was reasonably central in the London and SE region and because the charity they were working with already had a good relationship with Redbridge Council. However, charity staff were currently on furlough, so the project was temporarily on hold. She hoped to be able to provide further details in due course.

i. Equality, Diversity and Inclusion

KMK introduced the draft Equality, Diversity and Inclusion Strategy and Action Plan 2021. She thanked colleagues and the Counties for their input into the plan, which had been of great benefit. AB commented that the draft plan was very welcome.

The Board discussed diversity in relation to officiating, including Superleague umpires, mentoring and progression, following a conversation that MW had had with a franchise representative. It was agreed that it would be useful to take forward these discussions with EN's Head of Officiating (Gary Burgess).

In response to question, KMK explained that one strand of the action plan focused on training, including raising awareness of diversity issues amongst the RMB Members. A board member noted that some of the local committees in the L&SE region were more diverse than others. It was noted that Middlesex and Kent had an EDI officer. *[After the meeting, it was reported that Essex Met had appointed an EDI officer on 8 January 2021.]* CK expressed an interest in linking with the Surrey representative who had recently been recruited to the Regional EDI WG. She explained that Surrey County was developing a job description for its own EDI officer.

KMK explained that the strategy and action plan was near completion and that she was in the process of gathering feedback. AB confirmed that it would be important for the Board to approve the final version of the strategy, to ensure ownership of and engagement with it, and that both this strategy and the Young Volunteer strategy could feed into the new Regional Plan.

LG commented that she had been in touch with Jennifer Thomas, the new EN Non-Executive Director, who had a background in promoting diversity in sport. She suggested that Jennifer could potentially be invited as a guest to a future RMB meeting.

- **Action 016** – MW, JK and KMK to take forward discussion on how to encourage progression and diversity in higher level officiating (with GB).
- **Action 017** – KMK to put CK in touch with the Surrey EDI WG representative.
- **Action 018** – LG and AB to consider inviting Jennifer Thomas to a future RMB meeting.

j. England Netball Update

LG presented the England Netball London and SE Regional Report, which included updates on membership, club development, education and training, partnerships, staff news and forward plans. AB commented that she welcomed the reformatted report style and it was interesting to see the membership numbers broken down by county and age. The membership numbers were encouraging. It was noted that, in particular, Surrey appeared to have very high under-11s membership. SK explained that this could be, in part, due to work to improve data on the ENgage system.

The Board discussed EN's coaching provision and how to ensure that the courses were attended by a diverse range of people (in terms of regions, ages and other characteristics). SK reported that, in relation to the most recent Level One session, as discussed earlier in the meeting, she had now obtained data which showed that 22 of the 147 attendees were from the L&SE region, which was slightly higher than the expected proportion. SK explained that further data could be obtained via the ENgage system if required.

k. Regional Plan

AB provided a short verbal update. She noted that the development of the next Regional Plan was currently on hold because the process had not yet commenced at the national level. She explained that the normal process was that the Regional Chairs would attend a planning meeting and that the plan for each region would be based on the goals set by EN. Once each region developed its own plan, this would then inform the County plans.

6. Governance: (a) Anti-Bribery Policy and Gifts and Hospitality Register, (b) Code of Conduct, (c) Privacy Policy

LG noted that there had been some suggestions from GD, JV and JK about tidying up some wording in these documents. She suggested that they have a call to finalise this and that the final versions would then be emailed to all Board members.

JK explained that the use of the £25,000 threshold in relation to the Anti-Bribery Policy and the section on 'New Business Partners/Third Party Relationships' was based on the EN template, and that the Board may wish to revise this. JM commented that it should be aligned with the RMB's Financial Policy and that any expenditure over £10,000 would normally need Board approval. The Board **agreed** that this amendment should be made and **agreed** to adopt the policies in principle, subject to the final versions being circulated after the tidying up process was complete.

AB thanked the Board Members for their work on these policies, other governance matters, and the new WGs, noting that the Board would be in a strong position for the future.

- **Action 019** – LG to arrange a call with GD, JV and JK to finalise wording of the policies and then to circulate final versions to the Board via email

7. Any Other Business

7.1 Confidentiality of Minutes

AB suggested that it would be good practice to discuss whether any minute items should be kept as confidential at the end of each meeting, now that publication on the website would be standard practice. It was **agreed** that there were no confidential items, except that the details set out within the financial summary report should not be published.

Action 020 – LG / JV to arrange minute publication and note this as a standing agenda item for future.

7.2 Mental Health Webinar for Adults

It was noted that, following the success of the Mental Health Webinar for young people, it would be beneficial to offer something similar for adults. LPo asked for support in providing this. The Board **agreed** that it would be a good idea to take this forward and KMK suggested that the EDI WG could take the lead on this, as it related to the inclusivity objectives.

Action 021 – KMK and the EDI Working Group to develop a mental health event for adults, with support from LPo and LG.

7.3 Safeguarding – online courses

JM referred to an online safeguarding course that her County was due to undertake and asked for more details about which providers were approved by EN.

Action 022 – LG to send details of which safeguarding and first aid training providers were approved by EN.

8. Next Meetings

The Board **agreed** that, post-pandemic, two meetings per year should continue to be held online (as this was helpful for attendance levels) and that two meetings could continue to be held in-person, starting with the September AGM in-person.

The Board **agreed** to alternate meetings between Tuesday, Wednesday and Thursdays in future.

The Board **agreed** that the next meeting would take place on **Thursday 20 May 2021.**

The meeting closed at 8.55pm.

Signed

Date.....