

**LONDON & SOUTH EAST REGION
Regional Management Board Meeting Minutes**

Meeting held via Zoom
6.30pm on Wednesday 18 May 2022

Present:

Alison Bennett	Regional Chair	AB
Marlene Wander	Regional Vice Chair	MW
Julia Martin	Regional Treasurer	JM
Jessica Vine	Regional Secretary	JV
Maggie Finch	Coaching and Performance TSG Chair	MF
Laura Pawley	Competitions TSG Chair	LPa
Pat Meadows	Essex Met CNA Chair	PM
Keeley Smith	Kent CNA Chair	KS
Amber Derrien	Representing the Officiating TSG	AD

In attendance:

Philippa Hicks	Partnership Manager, East and London & South East	PH
Lucy Goodman	Regional Coordinator, London & South East	LG

Apologies:

Jenny Harold (JH), Regional President
 Sue Owen (SO), Middlesex CNA Chair
 Amy Jacobs(AJ), Communications Officer
 Jane Kelloe (JK), Officiating TSG Chair
 Katrina-May Kwan (KMK), Equality, Diversity & Inclusivity Officer
 Lucy Pollock (LPo), Young Volunteer Representative
 Christine Kelso (CK), Surrey CNA Chair

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
TMG	Talent Management Group		

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were noted as set out above.

2. CONFLICTS OF INTEREST

There were no conflicts of interest declared by the members present.

3. AGREEMENT OF THE MINUTES AND ACTIONS OF THE PREVIOUS MEETING

a) **MINUTES:** The minutes of the meeting held on 23 February 2022 were approved by the Board.

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

Actions from last meeting (23rd Feb 2022)
<p>043: <i>LG to share Asset Register with JK and JV for review</i> LG confirmed that she had just sent the Asset Register to JK and JV and that the Region was now compliant with most aspects of EN's Governance toolkit. Action closed</p>
<p>044: <i>JM to arrange grant payment for the applicant, as set out within the confidential annex (making contact with Kent County, as necessary)</i> JM Confirmed that the grant had been paid. Action closed</p>
<p>045: <i>JK to arrange for badges to be given to B award umpires</i> JK had confirmed via email that this had been arranged, and that some of the funding allocation remained for future badges. Action closed</p>
<p>046: <i>County Chairs to further examine the issue of junior membership numbers with their NDOs, when all are in place.</i> It was agreed that this would be discussed at item 5h. Action closed</p>
<p>047: <i>County Chairs to flag if there are any concerns about large numbers of unaffiliated clubs or players and to check with their leagues whether further training on ENgage is required. If yes, league managers should be put in contact with NDOs/PH.</i> Action 047 carried forward (to pick up when new NDOs were in post)</p>
<p>048: <i>PH/LG to take forward the suggestion about automatic reminders for the basket in the ENgage system.</i> LG had provided the feedback and would update the RMB on any response. <i>[After the meeting, the System Support team confirmed that they had "added it to our improvements list to be considered for the next round of updates. I cannot give timescale when this could be completed yet but I'll keep you updated."]</i> Action closed</p>
<p>049: <i>County Chairs to contact their NDO or PH/LG if they are aware of any Walking Netball activity which might benefit from (re)establishing a partnership agreement with EN.</i> The Surrey NDO was looking into this and it could be picked up by other NDOs at the appropriate point. Action 049 carried forward (to pick up when new NDOs were in post)</p>
<p>050: <i>LG and AB to finalise the Role Description for the Volunteering TSG Chair/ Volunteer Lead role and to launch a recruitment exercise with input from AJ (to coincide with announcements about the new volunteering awards/event).</i> It was agreed that this would be discussed at item 7. Action closed</p>
<p>051: <i>LPO to share details of the Young Volunteer (referred to above) with LG.</i> It was agreed that this would be discussed at item 7. Action closed</p>

052: AB to create a new draft Role Description for the President role, incorporating the comments above and the constitutional requirements (and looking at the EN President role as a template) - for discussion at the next meeting.

It was agreed that this would be discussed at item 7.

Action closed

053: MF/AB to update the Board on the Coaching and Performance TSG Chair role at the next meeting, and All to contact AB with any referrals for existing or forthcoming vacancies.

It was agreed that this would be discussed at item 7.

Action closed

Ongoing actions from previous meetings

037: PH to share Community Coach advert with RMB members for wider circulation.

PH explained that the roles had been advertised and that recruitment was underway for new NDOs. The previous vacant role of Netball Development Community Coach was being reviewed as part of a wider examination of how community coaching resources were deployed in the Region.

Action closed

4. REGIONAL CHAIR'S UPDATE

AB's report included updates on the Adventure Strategy, the One Awards for volunteering, and the new performance pathway agreements with EN and the Counties.

In relation to the Adventure Strategy, AB explained that one-year Regional and County Plans needed to be in place by September (and four years plans would be reintroduced after this year). A national planning meeting was taking place on 21 May and MW had agreed to attend. Counties were invited to a meeting in the following week and AB encouraged a representative from each County to attend.

AB explained that the RMB may wish to meet in person for a planning session, but this would be subject to the outcome of the upcoming meetings, as it was first necessary to gain a better understanding of what EN was expecting the Regions to deliver. She would contact Members by email after the meetings had taken place.

The Board also discussed the 'governance healthcheck' that EN had asked all Counties to consider. Counties were being asked to return a RAG rating assessment by July, alongside a number of additional documents. AB had flagged with EN that this timescale was demanding.

AB reported that she had been attending the TMG Group meetings for Pulse and Storm and this was going well (although a vacancy had recently arisen at Storm for this liaison role). She explained that EN was also considering how best to include the franchises in the regional planning process.

AB thanked Board Members for submitting TSG, WG and County reports, commenting that these made the meeting more productive.

5. TSG AND WG UPDATES

a. Finance

JM had submitted a balance sheet as at 9 May 2022 as part of the meeting papers. She explained that the balance sheet would be affected by outstanding claims for umpiring fees (from recent tournaments) and by the costs associated with the Volunteering award ceremony, but it was currently in profit. She added that the Finance TSG was next meeting in August and would then report back on fees for the regional league.

b. Officiating

JK's Officiating report provided updates on assessments undertaken, on the availability of officiating courses, on work with London Pulse and on the plans for the Regional League officiating rules (with the introduction of a third division).

AD (attending the meeting on behalf of JK) explained that there was an issue with the ENgage system not showing details of all successful C award learners and it appeared that the information sent by Europe Netball to EN was also not fully up-to-date. AD and JK were looking into this issue.

AB updated the Board on two more C award passes that had been achieved in Surrey County (since the report had been written).

c. Communications

It was noted that AJ had sent apologies and would be circulating a written update via email.

d. Coaching and Performance

MF's report on Performance and Coaching provided updates on: the Satellite and County Academy Programme; the results of the U14 Regional Tournament; the EN review of the Performance Pathway; and the Player Pathway Management Group meetings with franchises.

The Board discussed the Performance Pathway agreements that Counties had been asked to sign. It was noted that there were outstanding queries in relation to Kent County. AB asked KS to keep her updated on this matter and offered to assist, if required.

Action 54 – KS to update AB on performance pathway agreement for Kent.

e. Young Volunteer

LPO's report provided an update on the Young Volunteer WG. It was noted that LPO would sadly be stepping down from the role as Young Volunteer Representative in the summer, as she was moving away from the Region (and was also reaching the age limit). LPO would work with LG and AJ on a campaign to find a replacement. It was also reported that the Greener Goals project was unfortunately not able to take place in the foreseeable future. It was noted that a donation from Essex Met in relation to this project had now been returned.

f. Equality, Diversity and Inclusion

It was noted that KMK had intended to provide a verbal update but had had to send urgent apologies.

g. Competition

LPA introduced her report which provided updates on: the senior and under-16 regional leagues, the national schools competition, the under-14 national clubs tournament, and venue availability issues discussed by the Competition TSG.

It was noted that the Senior Regional League would see the creation of a third division in 2022-23. AB thanked LPA and the TSG for their hard work on this, to ensure that all qualifying clubs could compete at the regional level.

h. EN Update

The Board considered the EN report, produced by LG and PH, which provided an update on national issues, regional rebuilding work, regional membership and participation levels, learning and development, partnerships, and key upcoming dates.

PH provided an update on NDO recruitment. She thanked KS and JK for their support, noting that they had joined the relevant interview panels and that it had been very helpful to have the input from

the Counties. The second stage Middlesex NDO interview was taking place on Monday and if any RMB member could attend they were welcome to contact PH directly about this.

PH explained that EN membership numbers continued to rise, and she thanked RMB and TSG Members, as well as the Counties, for their work to support the return to netball this season. In response to a question, PH explained that NDOs could examine the issue of the disparity in under-11 membership numbers (across the Counties) when they were in place and at the start of the new season.

It was noted that, whilst the CAPS accreditation was under review, the requirement to have CAPS in place (or be working towards it) had been temporarily removed for clubs entering national competitions, and regional organisers were encouraged to act with similar flexibility. Instead of full CAPS, clubs were still asked to meet a simpler checklist for 'authorised activity', during this transitional period. LG agreed to share this checklist with LPa.

AD flagged an issue with membership numbers whereby one junior club was potentially registered with more than one County. It was noted that this could affect the overall regional membership numbers (if double-counting was taking place). PH agreed to look into this.

The Board discussed the low number of Bee Netball training courses that had been held in 2021-22. LG explained that there had been a delay in finalising this training and it had launched later than other programmes. It was envisaged that a re-launch would take place in September, following the Commonwealth Games. The Board discussed how to carry out targeted marketing for the training. PH explained that the workshop was appropriate not just for primary school teachers, but also for clubs. She added that EN was looking at the aims and content of the workshop prior to its relaunch. The Board discussed whether franchises could become involved in Bee workshops and similar activities. AB agreed that this should be discussed as part of the regional strategy discussions.

Action 55 – LG to send LPa the checklist for authorised activity (to use in place of CAPS for regional competition on a temporary basis).

Action 56 - PH to examine membership numbers from Counties in response to the query raised by AD above.

6. COUNTY UPDATES

The Board had received written updates from Essex Met, Kent, Middlesex and Surrey CNAs, which set out what activity had been taking place in each county.

KS provided an update on two additional C award passes in Kent since Monday. It was noted that the County was having difficulty in identifying a Young Volunteer Representative, and that the previously identified volunteer had had time commitment issues.

It was noted that SO was sadly standing down as Middlesex Chair. AD explained that the County would also be looking for a new Secretary and a new Treasurer. LG offered to assist with advertising these vacancies. The Board discussed how league committees were also losing committee members, as some members retired and others looked for better work/life balance. AB agreed that it was important to keep an overview of this issue.

It was noted that Surrey County had also advertised several times for an EDI Lead and that there had been no expressions of interest. LG reported that the issue with volunteer recruitment was being felt across different regions. LG and PH agreed to discuss this with Imo Greatbatch (Head of Volunteering at EN). The Board discussed whether it was possible to attract a wider field of candidates to volunteer roles, e.g. looking beyond the traditional membership to non-connected individuals who wished to enhance their skillset. Members also discussed whether the workload could be streamlined, whether the expectations placed on volunteers were always realistic, and how to better promote and celebrate

the work that was already being carried out by volunteers.

PM reported on an idea to increase umpiring interest in Essex Met via an end-of-season rally where all players were asked to officiate for one game. She would feed back on this proposal.

Action 57 – AD/SO to send Middlesex County vacancy details to LG for advertisement on L&SE social media channels.

7. RMB Vacancies

It was noted that work was ongoing to recruit to the roles of Volunteering TSG Chair, Resolution Officer, Coaching and Performance TSG Chair, and Regional President. MF reported that none of the existing Coaching and Performance TSG Members had expressed an interest in becoming Chair, at this point.

The Board discussed the role of Regional President, noting that this was largely a figurehead role, but that if the Region were to decide against recruiting a new President, the Constitution would need to be updated, because the President was expected to preside at the AGM. It was noted that some, but not all regions had a President.

The Board commented that the ideal future President would:

- Have a strong interest in and understanding of netball in the Region
- Have the ability to act as an ambassador for the RMB and for netball within the Region
- Be a recognised figurehead / have a profile in the world of netball, for example, a semi-professional/professional player (retired or current)
- Have the ability to attend Regional events and present awards / act in a ceremonial capacity

It was agreed that the existing Job Description and Person Specification for the Regional President should be reviewed and updated, with reference to the JD for the EN President. It could then be shared with the RMB.

Action 58 – LG/AB to promote current Board vacancies and to review JD/PS for the Regional President, to share with the RMB for comment.

8. AOB

a. New Logos

It was noted that the EN logo had been updated and that there was now a related new logo to be used for the Region [affixed to these minutes]. This had been circulated via email. JK had asked about whether Counties should update their logos. LG had passed on this query and would provide an update, once available.

Action 59 – LG to update Counties on whether logos should be updated.

b. London Festivals

LG provided an update on an opportunity to promote regional netball at two music festivals in London in June. Any RMB Members interested in volunteering at these events were asked to contact LG for further details.

c. Competition TSG Member

LPa reported that a long-serving member of the Competition TSG was going to retire and was also standing down from the Kent County Committee. The Board Members offered their sincere thanks for his contributions. [Further details set out in annex]

d. One Awards

AB provided an update on the One Awards (Volunteering Awards). Nominations had closed on 8 May and LG had asked for volunteers from the TSGs and WGs to create a committee to determine the winners. The date for the Awards Ceremony was likely to be the afternoon of Saturday 9 July.

e. Next Meeting

It was noted that the next meeting would be held on **Wednesday 14 September 2022** at the House of Sport and that the RMB meeting would follow on from the AGM (commencing at 6.30pm).

The meeting closed at 8.20pm.

Signed

Date.....

.....