



LONDON & SOUTH EAST REGION Regional Management Board Meeting Minutes

Virtual meeting via Zoom video
conference platform
Thursday 20 May 2021, 7.00pm

Present:

Alison Bennett	Regional Chair	AB
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
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
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Apologies:

Jenny Harold (JH): Regional President

Marlene Wander (MW): Regional Vice Chair

Gordon Dudman (DG): Disciplinary Lead, C&P TSG Co-Chair, Covid-19 Officer

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 as set out above.

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, JK and KMK – sitting on a London Pulse diversity sub-committee (in relation to officiating).

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

a) **MINUTES:** The minutes of the meeting held on 17 February 2021 were approved, subject to:

- Page 2 – Action 003 – remove ‘agreed’ after LG
- Page 2 – Action 006 (third line) – amend ‘addressed’ to read ‘addresses’
- Page 3 – 5a Finance – amend ‘Ultra Low Emission Zone’ to read ‘Congestion Charge to weekends’
- Page 4 – 5b Officiating (second paragraph) – add ‘or the C award’ after ‘Into Officiating course’
- Page 5 – 5f Competition – amend ‘TSGs’ to ‘TSG’
- Page 6 – 5i Equality, Diversity and Inclusion – to amend “It was noted that Middlesex County had an EDI officer but this was not yet in place in the other counties” to read: “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.]*”

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:

i) Actions carried forward from meeting on 17 November 2020:

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

JK reported that the ReActivate training had not yet been shared with all umpires.

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

Action 005: LG to upload Privacy Policy once finalised

It was noted that an update would be provided at item 7c.

Action 006: LG to set up new email addresses. Support to be provided for members without prior experience of gmail

It was noted that an update would be provided at item 8a.

Action 010: All TSG Chairs to send LG a copy of their ToRs once received

LG reported that she had now received copies of the ToRs for all TSGs. It was noted that the EDI Working Group and the Communications Working Group were also developing new ToRs.

Action 011: All RMB members to submit their Information Asset Register

LG reported that she would follow-up with any individual Board Members who needed to submit their Asset Register in time for the Annual General Meeting.

Action 011 carried forward - LG to follow up with Board Members who had not yet submitted an Information Asset Register.

ii) Actions from meeting on 17 February 2021:

Action 012: AJ to explore working with Surrey Storm in addition to London Pulse

AJ reported that she had had a productive conversation with Mikki Austin (Director of Netball and Head Coach, Surrey Storm) and they had discussed promoting netball in the LSE Region. AJ explained that, once the Communications WG was in place, they would share plans with Mikki and with Sam Bird (CEO and Director of Netball, London Pulse) with the aim of working in collaboration with both Superleague franchises. The Chair suggested that it would be helpful for each of the franchises to have a (separate) named contact on the newly formed WG, once established.

Action 012 carried forward – AJ / Communications WG to continue working with Surrey Storm and London Pulse and to identify one named contact for each franchise.

Action 013: CK to put the new Surrey Communications Secretary in contact with AJ – not yet

completed.

Action 013 carried forward – CK to put AJ in contact with Surrey Communications Secretary.

Action 014: SK and LG to look into the issue of first aid refresher training and whether further support or guidance could be provided

LG explained that there was a list of approved first aid trainers and members could contact her if they needed further details. However, she would follow up on the issue of refresher training.

Action 014 carried forward – LG to follow up on the issue of first aid refresher training

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

It was noted that SK (former Partnership Manager) had reported on the regional breakdown of course attendance during the last meeting. LG explained that the booking system would not allow regions to ring-fence a set number of places on the Level One training course. However, if there was enough demand in one region then a closed course could potentially be provided.

Action 016: MW, JK and KMK to take forward discussion on how to encourage progression and diversity in higher level officiating (with GB)

JK reported that a call had taken place with GB, MW and herself (due to short-notice, KMK had been unable to attend). MR then provided a further update (on behalf of MW) on the establishment of the Pulse sub-committee to look at diversity in Officiating and on the collection of further data. It was noted that:

- A meeting had taken place with key representatives including JK and KMK.
- County umpiring secretaries had provided county statistics and the Essex Met and Kent NDOs had provided ethnicity information for the LSE Regional and its four counties.
- The data included umpires in County and Regional mentoring programmes, assessors and mentors.
- The ethnicity information reflected statistics at April 2021, with commentary on the data source, including the significant number of members whose ethnicity in Engage was recorded as 'preferred not to say'.
- Talent ID B Award data was provided for inclusion in National competitions. Regionals were asked to rank their TID B Award umpires based on three criteria. [*The criteria were: Fitness test of 7.1 or above; an A Award pass in the A/B Written Paper; and confirmed as currently umpiring and committed to regional umpiring.*]

MW had thanked JK for pulling together the data which MW and KMK would analyse, with a view to formulating a survey to try to understand any further gaps in officiating from diverse communities. They would also be looking at how grassroots officials could be recognised and showcased. Further meetings of the sub-group would be set up.

Action 017: KMK to put CK in touch with the Surrey EDI WG representative – not yet completed.

Action 017 carried forward – KMK to put CK in touch with the Surrey EDI WG representative.

Action 018: LG and AB to consider inviting Jennifer Thomas (JT) to a future RMB meeting

AB explained that it would be preferable to invite JT (EN Board Member) to an in-person meeting, ideally in September.

Action 018 carried forward – JT to be invited to September Board meeting (if an in-person meeting is possible).

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

JV reported that this call had happened and that the policies were now included within the meeting papers at item 7.

Action 020: LG / JV to arrange minute publication and note this as a standing agenda item for future
JV reported that the minutes of the November meeting had been published by LG and that the Board would be asked to approve the publication of the minutes of each preceding meeting as part of the minutes item on each agenda.

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

It was noted that the Young Volunteer WG had offered online yoga sessions which had been open to members of all ages and were well-received. In terms of focused mental health support, KMK explained that the EDI Working Group was now exploring longer-term proposals, in place of a one-off event, and this could be reported on as part of the EDI WG updates.

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

LG reported that this information had been sent to JM (who had requested it) and could be shared with any other members upon request.

4. REGIONAL CHAIR'S UPDATE

AB introduced her report which provided updates on: the membership renewal campaign, the EN regional planning process, reviews of the performance pathway, of the National Schools Competition, and of volunteer recognition and the Golden Globe Awards. AB explained that she had had several productive meetings with the other Regional Chairs, as well as a Chairs' meeting with the new EN Performance Director (David Parsons) and the EN Performance Pathway Manager (Vladan Dragosavac). She explained that a lot of 'behind the scenes' work was taking place on a variety of issues, such as disciplinary training.

5. TSG, WG & REGIONAL PLAN UPDATES

a. Finance

JM had circulated a financial update. In response to a question, she explained that the financial commitments categorised as 'communications' related to the cost of running the website. JM explained that the TSG had last met in February and was due to meet again in August, so there was little to report. However, there had been discussion of the regional fee for the 2021-22 season and it was proposed to retain the current £1 fee. The RMB was asked to consider this.

Agreed: that the regional fee for 2021-22 should remain at £1.

b. Officiating

JK had provided a written update on officiating in the region, as well as on EN's 2021 changes to the Officiating Pathway. She explained that courses scheduled for early May had been very popular and had filled up quickly; therefore, additional courses would be scheduled. JK noted that there was currently an obstacle in so far as it was not possible to undergo a practical assessment based on the modified game and that there would be a cohort of people who had carried out the online training but were not able to put this into practice. The Board discussed how some netball activity was taking place and it might be possible for individuals to practise officiating the modified game, with assistance. It was hoped that the situation would improve when the new season began.

JK had included the 'Regional Officiating Lead' Role Description as an attachment to her report. She explained that this was based on the EN template, but the Officiating TSG had made some amendments. The Chair asked the Board to note that JK, as Officiating TSG Chair, would become the LSE Regional Officiating Lead, and the Board was asked to approve the new role description.

Agreed: to approve the LSE Regional Officiating Lead Role Description, as set out within the papers.

c. Communications

AJ introduced the Communications Report, which provided an overview of activity from 1 February to

1 May 2021 and of audience engagement with the Region's social media channels (Facebook, Instagram and Twitter). The Chair thanked AJ for this comprehensive update. She reported that there was a small Working Group which was looking at regional websites and whether the EN website template offered through ENgage was the best fit. AJ explained that there were seen to be issues with the current system and how user-friendly it was (although it was noted that this was potentially an issue which related more to ENgage as a whole than to the regional sites). A proposal had been taken to EN in relation to the regional websites.

AJ reported on the recruitment to the new Communications WG, noting that some very strong applications had been received and that, once the WG was established, this would further bolster the Region's communications projects, especially with the return to netball activity.

d. Covid-19; Coaching; Disciplinary;

GD had provided brief written updates on disciplinary, Covid-19 and coaching matters. There were no Covid-19 or disciplinary matters to report. The report included an update on the growing demand for Level 1 and Level 2 coaching courses, which had now been turned either fully or partially virtual. GD had raised the issue of providing ongoing support for those who had attended online coaching sessions, particularly for those from smaller non-CAPS accredited clubs, and whether counties would like to consider hosting their own online coaching support networks.

MR reported that she had attended a Level 1 online training session and had enjoyed being able to meet fellow trainees from across England. She had found the use of Zoom and breakout rooms to work well and noted that the session had been well-received by attendees.

The Chair reported that she was attending the updated disciplinary training. PM commented on her experience of assisting with disciplinary cases and the lack of feedback received, in the context of devoting a significant amount of time to a case. The Chair agreed to take forward this point with EN.

Action 023 – AB to take forward comments about the lack of feedback provided to those who assisted with disciplinary cases.

e. Performance

MF introduced the Performance update which included a summary of restart plans for the Satellite and County Academy Programmes and the U15 School Sports Games. It was noted that there was now greater communication between EN, the franchises and the counties; and that pathway forums had been established (assisted via the use of Zoom). MF also provided an update on a virtual Performance ID Workshop and on the Talent Management Group meetings with franchises.

MF explained that she has asked that places be reserved on the workshop for the County selectors, to ensure that the training was offered to those involved in talent selection. The training would take place in July and August and MF would circulate the dates to the County Chairs and the members of the Performance TSG. It was noted that the ring-fenced booking period was only for one hour prior to general release, which could cause logistical issues. It was suggested that counties could nominate someone to book a place/places on the course and they could use the performance account to pay upfront, if needed. It was noted that, as well as the issue of ring-fencing courses for those who would most benefit from attending, there remained an issue with the lack of a waiting-list option. AB agreed to take forward these concerns to EN.

KMK asked about the content of the performance workshops and whether they included any EDI aspects. MF explained that she did not have details of the training content at present, but was happy to enquire about this and to put KMK in touch with those developing the sessions.

It was agreed that the increased dialogue between the franchises, the Region and the Counties in relation to performance pathways was very welcome. The Chair encouraged each county to nominate an individual with responsibility for liaising with the franchises.

Action 024 – MF to circulate Performance Workshop dates to County Chair and TSG Members and to ask them to note that they could access the performance account if assistance with upfront payment was required.

Action 025 – MF to raise the issue of including EDI as part of the Performance Workshops and to put KMK in contact with the training providers.

Action 026 – AB to take forward issues with EN in relation to the lack of adequate ring-fencing or waiting lists for training courses.

Action 027 – Each County Chair to nominate an individual with responsibility for liaising with the franchises, in particular in relation to performance pathways.

f. Competition

LP introduced the Competition report, which included updates on the U14 and U16 National Clubs Competition for summer 2021, the Senior Regional League and the U16 Regional League 2021/22, the National Schools Competition and future dates. LP explained that, whilst the number of teams for the U14 and U16 competitions would be slightly reduced, it was good to see the return of competitive netball at regional level. In terms of the dates for the 2021/22 season, these would be based on the national calendar and it was hoped that competition could recommence in September. There was a meeting about this on the following Monday and LP would circulate the dates, once fixed, to the counties.

g. Volunteering

MC provided a verbal update on volunteering. She referred to the Chair's report and the fact that the Goalden Globe awards evenings were currently under review. This meant that it was unlikely that there would be a regional Goalden Globe event in 2021. LG provided an update on EN volunteering initiatives, noting that there would be a campaign to recognise volunteers which would be launched to coincide with National Volunteer Week (between 4-7 June). LG explained that efforts would also focus on recruitment to regional and county boards and groups and, as part of this, template role descriptions would be developed for RMB and CNA members. The TSG and Board would be updated on these developments.

MC explained that, for the time being, the TSG had agreed to focus on the voluntary support provided by members as part of the response to Covid-19 and that the counties were being asked to consider how best to recognise these volunteers at the local level. CK explained that the Surrey County Committee was focusing on those volunteering at club level and they would welcome suggestions on how to connect with those at this grassroots level. MR noted that work was also in progress at Kent, but plans had not yet been finalised. PM explained that Essex Met planned to have just one award this year in recognition of an individual at their AGM. SO added that Middlesex were proposing to recognise volunteers as part of the AGM in June; as part of this they had ordered pin badges using the Middlesex County logo. MC welcomed this idea and asked for further details to share with the other counties.

Action 028 – SO to share details of the pin badges being used by Middlesex County.

h. Young Volunteer

LPo introduced her report, which provided updates on the meetings of the Young Volunteer WG, the Yoga for Netball sessions, and the Greener Goals Project. LPo explained that she had recently had a meeting with Trees for Cities as part of the Greener Goals Project and a planting site had been identified in Redbridge. She was also working with AJ on a communication plan for the project. They were planning for two event days: one being the shooting masterclass and the other being the tree planting day. It was hoped that these dates could be fixed for January 2022. The Board welcomed this news.

i. Equality, Diversity and Inclusion

KMK's report provided further details of the London Pulse Diversity Sub-Committee, of her attendance

at the LSE Officiating TSG meeting in May, and on the projects discussed at the WG meeting in April. She explained that the latest version of the Equality, Diversity and Inclusion Strategy was included in the papers as a final draft and she thanked the Board members for their input. KMK explained that the strategy may evolve as further diversity initiatives were developed. In addition, the current version would be shared with Jennifer Thomas for comments, following any final comments from Board members.

KMK explained that it had been very helpful to attend the Officiating TSG meeting to discuss how to integrate diversity into the TSG and that there were plans to do this with the other TSGs. KMK explained that the EDI WG members were now all working on different initiatives, and this varied from working with Pulse to working with the Met Police. The Board discussed the elite umpiring pathway and conversations on this with London Pulse. In response to a question, KMK clarified that the suggestion of an academy had been an idea put forward by one sub-committee member, but that there were still various options being considered and discussed. The Board welcomed the update on the work being carried out and in particular on the mental health and the 'Court Short' initiatives. KMK provided further details of these initiatives, thanking LG and MR in particular for their support with these projects. The Chair commented that it was very encouraging to hear about the work taking place and that these partnerships enabled the RMB to better promote its work and the importance of netball in the region. The Chair asked the Board to endorse the EDI Strategy and Action Plan.

Agreed: to endorse the EDI Strategy and Action Plan as the final draft, noting that it would be a working document and would receive comments from JT.

j. England Netball Update

LG presented the England Netball Regional Report, which included updates on membership, club development, education and training, partnerships, netball activity resumption, staff news and key priorities. It was noted that Sam Kennerson (Partnership Manager) has now left to take up a new role with Saracens Mavericks and that Lottie Sudell (Surrey NDO) would also be leaving to take up a new role next month. LG reported that Amy Stewart was acting as an interim Partnership Manager and the Board would be updated when a permanent appointment was made.

It was noted that, in relation to the new Officiating courses, the Regional and County Officiating leads, and the Regional and County Chairs and Vice-Chairs were now able to access data on all learners from their county/region, e.g. data on those who had an Officiating award or who had booked on to an Officiating course. In response to a question, LG explained that she was happy to provide support to anyone who needed guidance on accessing the system to obtain this data.

k. Regional Plan

AB provided a short verbal update, noting that some planning had been placed on hold whilst recruitment took place for a new Partnership Manager. She would update the Board when more information about the next Regional Plan was received.

6. COUNTY UPDATES (Essex Met, Kent, Middlesex, Surrey)

The County Chairs had provided written updates on any news or activity since the last meeting which were circulated in advance of the meeting. PM raised the issue of problems with ENgage, which appeared to have been discouraging some clubs or members from affiliating in the Essex Met region. The Chair suggested that it would be useful to identify an ENgage champion at county level who could assist with any user access issues. MR added that similar issues had been experienced in Kent. AJ asked for examples of these issues so that they could be reported to the Working Group. The Board further discussed these issues, noting that they could have a significant impact on members' and clubs' experiences of engaging with EN. SO reported on the experience gained from her involvement with rugby clubs, using a similar system. The Chair agreed to take forward these issues with EN.

The Board noted the written updates from each county. LPo welcomed the news that there was a new Youth Representative on the Kent County Committee and MR agreed to share contact details. CK

highlighted the academy work taking place in Surrey. There were no additional questions.

Action 029 – County Chair to identify an ENgage champion to assist clubs with any access issues and, in addition, to report any issues to AJ and LG, to feed into the Website Working Group discussions.

Action 030 – AB to discuss ENgage usability issues with Naomi Defroand (Head of business Operations at England Netball).

Action 031 – MR to share details of the Kent Youth Representative with LPo.

7. GOVERNANCE POLICIES FOR APPROVAL

It was noted that, following an online meeting with LG, JK, GD and JV, the finalised policies were now presented to the Board for approval.

a. Anti-Bribery Policy and Gifts and Hospitality Register

Agreed: to approve the Anti-Bribery Policy and the Gifts and Hospitality Register.

b. Code of Conduct

Agreed: to approve the Code of Conduct.

c. Privacy Policy

In relation to the Privacy Policy, SO asked whether Special Category Data should be addressed in a separate section, due to the specific reasons required for processing this data. It was noted that the wording used was based on the EN template, but the Board could consider updating this. SO agreed to send suggested amendments to this section. The Board would be asked to approve the policy afterwards.

Action 032 – SO to send suggested wording in relation to Special Category Data to JK and LG. AB to provide feedback to EN on this.

8. AOB

a. RMB email addresses/Google Drive

LG explained that all Board Members would be given dedicated email addresses for RMB business, excluding the County Chairs/Reps, who may wish to make use of dedicated county email addresses. She would share the log-in details with members individually and they should then update the passwords. She would work with JV to establish a Google Drive in order to share meeting documents, policies, the constitution, the TSG ToRs and other reference documents. Guidance would be provided to support members in accessing the drive. JM asked about the set-up of the accounts and passwords and LG agreed to discuss this with her outside of the meeting.

Action 033 – JM to discuss set-up of email addresses with LG. Following this, LG to send access details to RMB members.

b. Eileen Brewer

MC reported that sadly the obituary of Eileen Brewer had not yet been published in the EN magazine. The Board agreed that this was disappointing.

Action 034 – AJ and LG to follow up with EN in relation to Eileen Brewer’s obituary.

c. Date of Next Meeting and AGM

Agreed: that the next meeting and AGM should be held on Wednesday 15 September from 6.30pm, and that these would be in-person meetings, if possible.

Action 035 – LG to book venue (UJC or HoS) for AGM and Board Meeting and possible dinner.

The meeting closed at 8.37pm.

Signed

Date.....