



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

Virtual meeting via Zoom video  
conference platform  
Tuesday 17<sup>th</sup> November 2020, 7.00 pm

### Present:

Alison Bennett	Regional Chair	AB
Marlene Wander	Regional Vice Chair	MW
Julia Martin	Regional Treasurer	JM
Jessica Vine	Regional Secretary	JV
Jane Kelloe	Officiating Technical Support Group (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
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
Christine Kelso	Surrey CNA Chair	CK

### In attendance:

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

### Acronyms

RMB	Regional Management Board	ToR	Terms of Reference
TSG	Technical Support Group	ED&I	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

### Apologies:

Jenny Harold (JH): Regional President,  
Amy Jacobs (AJ): Communications Officer,  
Sue Owen (SO): Middlesex Chair,  
Laura Pawley (LP): Competitions TSG Chair

## 2. Conflicts of Interest

A standing interest was noted:

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

### **3. Agreement of the notes and actions of the previous meeting**

The notes of the meeting held on 15 September 2020 were approved, subject to two minor amendments to remove apostrophes.

An update on actions was noted as follows:

**Action 1: JM to send financial policies and expenses claim form to all RMB members.**

Complete.

**Action 2: JM to send Assistant Treasurer role description to LG.**

Complete.

**Action 3: All County Chairs to submit items of consideration to LG to see whether ENgage is a suitable website option.**

Ongoing. Comments had been received from Kent and Essex Met but were outstanding from Middlesex and Surrey. LG explained that it would be helpful to pick up the conversation with AJ when she is available.

**Action 4: LG to have a conversation with Maggie Fuller (Essex Met CNA) and Paul Stretton (Horizon) on the capabilities of Horizon and how it compares to ENgage.**

Ongoing. Linked to action 3 above as part of a conversation to be had with AJ.

**Action 5: LG/AB/SK to try and reinstate the cancelled meeting with Vladan Dragosavac (EN Performance Pathway Manager) regarding franchise hubs/academies and initiate communication lines.**

It was noted that an update would be provided on this as part of the C&P report (item 5d).

**Action 6: LG to support GD to investigate a virtual training session for the disciplinary refresher training.**

Postponed. It was noted that it was not currently possible to carry out this training at a regional level. Marc Scott (EN Compliance Manager) confirmed that EN are required to provide all those who are on the EN Disciplinary Panel Member Register with training every two years. The two-year time frame is coming round shortly, so they will be looking to deliver training to all those on the register and to those who wish to be trained so they can be on the register in due course.

**Action 7: LG to request primary and secondary school membership be included on ENgage with Naomi Defroand (EN Head of Business Operations).**

Completed. It was noted that it was not currently possible to differentiate between primary and secondary schools on ENgage. AB agreed to raise this at the next national meeting.

**Action 8: JV/LG put forward a proposal on minute publication and summarise benefits with AB.**

Completed. It was noted that an update would be provided on this at item 6.

**Action 9: LG to investigate how many other regions publish their AGM and/or RMB minutes.**

Completed. As action 8

**Action 10: LG to work with KMK and AB on the creation of an ED&I Working Group and creation of ToR.**

Ongoing. It was noted that updates would be provided on the development of these WGs at items 5i and 5j.

**Action 11: LG and LPo to work with AB on the creation of a Young Volunteer Working Group**

As action 10

**Action 12: Middlesex to provide a rep for the Volunteering TSG**

Ongoing. It was noted that the Volunteering TSG did not yet have a representative from Middlesex County. LG had spoken with Amber Derrian (Middlesex CNA) regarding securing a rep, but no further action had been taken. The Board discussed the membership of TSGs and how to increase participation in the Volunteering TSG in particular. LG reported that there was clear desire for volunteering opportunities following on from the success of the Young Volunteer WG recruitment and advised consideration to be given to recruiting from outside of CNAs. Board Members discussed the importance of maintaining a link between the counties and the Volunteering TSG. KMK suggested that existing TSG members could consider acting as mentors to newer members, in order to promote inclusivity and to enable a better understanding of the role of the TSGs. AB agreed to take forward these discussions and consider the overall purpose of the Volunteering TSG to assist in a role description for recruitment.

**Action 13: All TSG Chairs to send LG a copy of their ToRs once reviewed.**

Ongoing. LG reported that she had received the Officiating TSG's ToR. Other TSGs were requested to update LG on when they were next meeting and to forward their ToR, once reviewed.

**Action 14: All RMB members to submit their comments on the policies and submission of the Information Asset Register to LG by 15<sup>th</sup> Oct.**

Ongoing. LG reported that comments on the policies had been received. Only a small number of asset registrations had been submitted. LG requested that, where applicable, board members submit a registration form or discuss any queries with her.

#### **4. Regional Chair's Update**

AB introduced her report which reflected on the challenges of starting, and then again stopping netball activities, due to the current lockdown. It was noted that EN had been working hard to restart netball and that the Board would work to support EN as much as possible in this task. The report noted that it was encouraging to see that a high number of members in the region had continued to support netball via their membership fees. The report also noted that Sport England had recently announced a new round of funding to support the return of grassroots sport: counties, leagues and clubs were encouraged to consider making applications.

AB thanked MC and LG for their hard work to deliver the first virtual Golden Globe Awards night, which had been very successful. It was noted that LG was surveying those involved to inform future awards nights.

AB added that she was meeting the other Regional Chairs the next day and would update board members on any relevant information received at this meeting.

#### **5. TSG Updates and Regional Plan reviews**

##### **a. Finance**

JM updated the board on membership fees received, total fees received to date, and on actions in relation to the regional plan. It was noted that requests for refunds had not been reported as a particular issue for the region or counties, but some financial issues had been reported at club level (such as players being reluctant to pay annual club fees in full). The Board agreed that the Sport England funding opportunities should be promoted as widely as possible.

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

**b. Officiating**

JK presented an update on officiating course activity. JK explained that attendance targets had been reduced for the 2020-21 period, but due to the pandemic it had not been possible to run any courses so far this year. AB agreed that, given the uncertain context, it was not useful to stick to fixed targets, noting that courses would resume as and when possible.

The Board discussed EN's Covid-related 'ReActivate' training, noting that details of this had not yet been circulated.

The Officiating TSG report provided updates on EN's online seminars on the new 2020 rules and the rules for the modified game, and on Netball Europe's A/B written paper. It was noted that news on whether there would be a further extension for learners on the officiating pathway and whether Netball Europe would accept the modified game for pre-assessments and assessments was currently outstanding, noting that this meant that assessments were on hold for the time being.

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

**c. Communications**

The Board discussed the Communications report, which highlighted the current focus of regional communications; reported on the L&SE website and social channels content audit, and reported on the formation of a 'Regional Communication Leads Group'. The report also provided a detailed analysis of recent website and social media usage. The Board agreed to send thanks to AJ for providing a very informative and comprehensive report.

**d. Coaching & Performance**

The Performance section of the report set out how there had unfortunately been little netball activity over recent months, due to the pandemic. Surrey County had completed Satellite and County Academy trials over the school half term and Essex Met, Kent and Middlesex were hoping to complete their trials after Christmas. It was noted that the Regional Festival was on hold until such time as tournaments were permitted.

It was noted that London Pulse and Surrey Storm had carried out their selections and were currently planning online activities until full training could recommence. MF and AB provided an update on discussions held with Pulse and Storm, with the aim of increasing collaboration between the Counties, Region and the two franchises. PM reported that the agreement between Pulse and Essex Met, in relation to the academies, had initially been for one year and that it would be helpful to clarify the duration of this. AB agreed to continue discussions with the franchises and to keep the Board updated on this.

The Coaching section of the report noted that the face-to-face EN coaching workshops were on hold and that an eLearning version had been developed. GD reported that some attendees had experienced technical difficulties with this training, although SK and LG reported that feedback from others had generally been positive.

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

#### **e. Competition**

The report set out that, whilst there had originally been plans to commence some form of senior competition in January, in view of the current lockdown, it was now unclear whether this would be possible. The TSG was next meeting on 23 November, but was awaiting further guidance from the government and EN. AB commented that it was difficult to plan ahead in the current situation, but that planning would recommence as soon as competitive netball was allowed to resume.

#### **f. Disciplinary**

GD reported that the region had not had to deal with any formal matters since the last meeting. It was reported that discipline panel members from the region had assisted another region with two complex cases. The Board discussed the fact that the discipline training was currently delivered at a national level and that panel members were required to undertake refresher training every two years, meaning that training would need to be delivered in the near future, as per the update from Marc Scott.

#### **g. Covid-19**

GD updated the Board on Covid-19 matters and the work of the small working party, formed of representatives from each County. It was noted that advice had been given to two counties on matters related to two breaches of EN's Covid-19 protocols. However, in general the messaging about the protocols had been disseminated well and the group members had provided strong support to counties and clubs, to enable netball activity to resume safely.

#### **h. Volunteering**

MC thanked everyone for their help with the Golden Globe awards on 30 October. She explained that, although the event was virtual this year, it had gone very well and there had been 57 attendees. At the beginning of the event an announcement was made to recognise that, very sadly, Regional and EN Honorary Life Member, Eileen Brewer, had passed away. Tribute had been paid to Eileen as well as to every nominee and winner. Each nominee had received a gift of 'letterbox flowers' which had been greatly appreciated. The feedback received to date from the post-event survey had been very positive.

As noted at item 3, the TSG was currently seeking more members and aimed to have a member from each County. The Board agreed to allocate funds to purchase trophies for the Golden Globe winners.

#### **i. Young Volunteer**

LPo updated the Board on the work to establish the Young Volunteer WG. She thanked LG for her help to recruit volunteers. Following advertisement of the vacancies, nineteen applications had been received, sixteen of which were from members of the region. Applications had been received from all counties except Essex Met. It was explained that the group would meet twice per quarter and the ToR were being drafted.

LPo explained that she had been researching youth leadership programmes from other sports, along with netball programmes in other countries, with the aim of encouraging a greater number of young people to enter the officiating and coaching pathways, as well as to become future netball leaders. Another aim of the group would be to connect with a wider number of young people via social media such as Tik Tok and Instagram Live. LPo provided a brief synopsis of the Young Volunteer WG's inaugural project involving a shooting masterclass.

In response to a question, LG explained that the roles had been advertised on Facebook, Twitter and Instagram, as well as via the NDOs. In addition, some junior clubs had been contacted directly. In relation to recruiting a volunteer from Essex Met, it was suggested that the advertisement could be sent to PM so that it could be placed on their website.

MW commented that it was very encouraging to hear this news and that the Counties might wish to consider having their own youth representatives or group. LPo and LG explained that they were considering how to work closely with the Counties and that AJ would also sit on the WG in an advisory capacity, to support the lines of communication. Board members agreed that it was important to ensure that discussions on youth representation were shared at county level.

In response to a question, LPo explained that the WG would consist of LPo, LG, AJ and, ideally, five other members. Applicants had been asked to supply information about themselves and their motivations for joining the working group. It was hoped that the group would consist of members with diverse backgrounds and ages, as well as ensuring one member per county. LPo, LG, and AB would carry out shortlisting. It was suggested that, given the good number of applications received, those who were not offered a place on the Regional Group might be interested in volunteering at County level and their details could be shared with the County Chairs.

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

#### **j. ED&I**

KWK updated the Board on progress made on establishing the new ED&I role and scoping what the strategy would be for the Region. She explained that she had met the ED&I representatives from Middlesex and Kent and was hoping to hold similar meetings with representatives from Surrey and Essex Met. KMK explained that recruitment was underway with the aim of securing representatives from each county, but also including new volunteers who may not previously have held such roles. It was noted that not all counties currently had an ED&I representative and CK commented that it would be very helpful to have support from KMK to develop this a role at the County level.

It was agreed that, with support from EN's NDOs, an advert and job description would be developed and circulated, in order to recruit an ED&I representative for Surrey and Essex Met.

KMK reported on a very engaging and informative diversity and inclusion training session she had attended, which had been organised by the Middlesex ED&I representative. She agreed to share information about this session so that it could be considered by the other counties.

It was suggested that MW could act as the KMK's point of contact/reference for the ED&I WG.

#### **k. EN Update**

The Board received the report from LG and SK which included updates on regional membership, club development, education and training, partnerships, staff news and forward plans. SK explained that the regional membership now stood at more than 70% of the 2019 figure, which was better than the baseline target for 2020. It was noted that members continued to affiliate during the November lockdown which was positive news.

### **6. Publication of RMB Minutes**

The Board considered a proposal which provided details about which documents other regions published on their websites and asked members to consider publication practices for the L&SE Region website. Board members discussed the proposal and agreed that it was important to maintain confidentiality for certain aspects, but that in general it was good practice to be as transparent as possible.

It was agreed that the following items could be published on the website:

- The minutes of the AGM and the Board meetings\*
- The data protection and privacy policies, or a precis of these policies (once finalised)
- The constitution of the L&SE Region
- A list of the RMB members and dedicated email addresses (if established)

\* In relation to the minutes, it was noted that any confidential / personal data would need to be removed before publication. The minutes would be uploaded following their approval at the next board meeting.

In relation to the Regional Plan, it was agreed that the Plan (or a summary) could be considered for publication in future, but that it would not be of benefit to publish the current version, as it was due to expire in early 2021.

The Board discussed the possibility of providing all members with dedicated RMB email address. This would be helpful in relation to data protection and for any future handover arrangements. Different possible options for this were discussed, such as gmail, an England Netball address, or a new domain name.

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

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

## **7. Governance**

### **a. Data Protection Policy**

LG explained that the new Data Protection Policy had used the EN policy as a template, but (following circulation via email) now reflected members' comments on practices carried out at a regional level. In response to a question, LG explained that she was the L&SERNA Data Protection Lead.

The Board agreed to approve the Data Protection Policy, subject to a very minor amendment at paragraph 4.1.2.7 (to read 'volunteers').

### **b. Privacy Policy**

LG explained that, following some final amendments, the Privacy Policy would be circulated for approval via email after the meeting. The Board discussed the recording of meetings via Zoom, which was the current practice to assist with minute writing. LG reported that the recording was saved on the EN server but would be deleted once the minutes had been completed and approved. A note about this could be included in the Privacy Policy.

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

### **c. Draft Data Breach Policy**

LG explained that this policy was based on that used by Netball Europe and thanked JK for her help on drafting this and the other data policies for the Region. JK explained that the key function of the Data Breach Policy was to set out the steps which would be taken in the event of a breach affecting personal data.

The Board agreed to approve the Data Breach Policy.

**d. Draft Code of Conduct**

It was noted that the draft Code of Conduct circulated for comment was based on a Code which had been developed by another region. AB explained that EN also had an overarching Code of Conduct which Board members were expected to comply with, and it was not a requirement that regions developed separate codes. Members discussed this and agreed that it would be more straightforward to develop a very short statement which could be signed by Board members, as part of an annual governance review. This statement should refer to the EN Code, rather than duplicating some of the details of that Code in a regional version.

It was agreed that a shorter Code of Conduct statement (referring to the EN Code) should be drafted for review at the next meeting. Members would then be asked to sign this annually.

The Board thanked LG for all her work on the development of the new policies.

**Action 008: LG to draft a Code of Conduct statement referring to the adoption of EN’s Code of Conduct.**

**8. AOB**

MC paid tribute to Eileen Brewer and the Board discussed a donation in relation to her funeral. MC explained that the numbers at the funeral were limited due to Covid-19 but she had been very honoured to have been invited as a representative of the Region and County. The family had asked for a donation to RNLI in place of flowers. The Board agreed that it was important to provide a donation in recognition of the vital contribution that Eileen had made to the region over many years.

**Action 009: JM to make a donation in the region of £75 to RNLI in honour of Eileen Brewer.**

**Date of Next Meeting:**

Wednesday 17<sup>th</sup> February 2021 at 7pm.

The meeting closed at 8.50pm.

Signed .....

Date.....