



LONDON & SOUTH EAST REGION Regional Management Board Meeting Minutes

Meeting held in-person at the Union Jack
Club, Sandell Street, London SE1 8UJ
Wednesday 15 September 2021, 7.55pm

Present:

Alison Bennett	Regional Chair	AB
Julia Martin	Regional Treasurer	JM
Jessica Vine	Regional Secretary	JV
Amy Jacobs	Communications Officer	AJ
Gordon Dudman	Disciplinary Lead, C&P TSG Co-Chair, Covid-19 Officer	GD
Jane Kelloe	Officiating TSG Chair	JK
Maggie Finch	Coaching and Performance TSG Co-Chair	MF
Laura Pawley	Competitions TSG Chair	LP
Katrina-May Kwan	Equality, Diversity & Inclusivity Officer	KMK
Pat Meadows	Essex Met CNA Chair	PM
Keeley Smith	Kent CNA Chair	KS
Carolyn Davies	Middlesex CNA Representative	CD
Christine Kelso	Surrey CNA Chair	CK

In attendance:

Philippa Hicks	Partnership Manager, East and London & South East	PH
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Apologies (Members):

Jenny Harold (JH): Regional President
Marlene Wander (MW): Regional Vice Chair
Maureen Clark (MC): Volunteering TSG Chair
Lucy Pollock (LP): Young Volunteer Representative
Sue Owen (SO): Middlesex CNA Chair

Apologies (England Netball):

Lucy Goodman (LP): Regional Coordinator, London & South East

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

Standing interests were noted as follows:

- JK - Director of Redbridge Leisure Centre and an Officiating Portfolio Manager of Netball Europe.
- 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 20 May 2021 were approved, subject to:

- Page 3, Action 016 – capitalise the M for ‘Essex Met’
- Page 3, Action 018 – ‘JK’ should read ‘JT’

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

Actions from last meeting (20th May 2021)
<p>023: <i>AB to take forward comments about the lack of feedback provided to those who assisted with disciplinary cases</i></p> <p>AB explained that she had taken forward these comments and they had been noted. GD explained that the same disciplinary secretary would now be supporting a case through-out the process, so that it would be easier to provide feedback to panel members. It was noted that three of the RMB members present had carried out the new training.</p> <p>Action closed.</p>
<p>024: <i>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</i></p> <p>MF explained that this had now been done and there were two people from each County attending each course.</p> <p>Action closed.</p>
<p>025: <i>MF to raise the issue of including EDI as part of the Performance Workshops and to put KMK in contact with the training providers</i></p> <p>PH agreed to take forward this action.</p> <p>Action 025 carried forward (PH to find out whether the Performance/Selection workshop includes EDI elements and to update KMK.)</p>
<p>026: <i>AB to take forward issues with EN in relation to the lack of adequate ring-fencing or waiting lists for training courses</i></p> <p>It was noted that ring-fencing had now been put in place for the Performance Identifier workshop, as well as funding for two people from each County to attend a course (although not all had claimed this funding).</p> <p>Action closed.</p>
<p>027: Each County Chair to nominate an individual with responsibility for liaising with the franchises, in particular in relation to performance pathways.</p> <p>AB explained that, whilst some counties already had this link in place, it was important to ensure that there was consistency in this, in order to strengthen the franchise relationships.</p> <p>Action 027 carried forward</p>
<p>028: <i>SO to share details of the pin badges being used by Middlesex County</i></p> <p>CD agreed to take forward this action. It was noted that Surrey County also made use of badges.</p> <p>Action 028 carried forward (CD or SO)</p>

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

RMB Members discussed this and noted that in most cases there was already a de facto ENgage champion and that feedback was provided, as required, on any particular issues.

Action closed.

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

AB explained that she would update Members on this after her meeting at the weekend.

Action 030 carried forward

031: MR to share details of the Kent Youth Representative with LPO

KS clarified that, whilst there had been some interest in the role, a Youth Representative was not yet in post in Kent. The RMB would be updated when someone was in place.

Action 031 carried forward (KS)

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

It was noted that this was included as a later agenda item.

Action closed.

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

All RMB members had now been sent instructions in relation to the new email addresses.

Action closed.

034: AJ and LG to follow up with EN in relation to Eileen Brewer's obituary

AB had spoken to Joan Mills MBE, EN President, about this. She explained that the obituary had now been published in the digital version of the EN magazine.

Action closed.

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

Action closed.

Ongoing actions from previous meetings

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

There was no news on whether this training was still required.

Action 002 carried forward (LG and PH)

005: LG to upload Privacy Policy once finalised

Action 005 carried forward (for action after this meeting)

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

Action closed.

011: LG to follow up with Board Members who had not yet submitted an Information Asset Register

LG would be consulted on this to check whether any Information Asset Registers were still outstanding.

Action 011 carried forward

012: AJ / Communications WG to continue working with Surrey Storm and London Pulse and to identify one named contact for each franchise

AB explained that work was ongoing in relation to this and that it would be useful in future to look at the processes used to strengthen and co-ordinate franchise links at the regional level.

Action 011 carried forward

013: CK to put the new Surrey Communications Secretary in contact with AJ

Action closed

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

RMB Members were content that they had access to the details of relevant first aid training sessions.

Action closed.

017: KMK to put CK in touch with the Surrey EDI WG representative

It was noted that, unfortunately, the Surrey advert for an EDI officer had not been successful and the County was still seeking to fill this position.

Action 017 carried forward

018: LG and AB to consider inviting Jennifer Thomas to a future RMB meeting

Action 018 carried forward .

4. UPDATE ON MEMBERSHIP

AB reported that, in addition to the departure of MC (as noted in her Chair's report) very sadly, GD was also standing down from his role on the RMB. In relation to the role of Disciplinary Secretary, now to be termed the 'Resolution Lead', AB explained that, despite the changes to the national structure, it was still important to appoint to this role at the regional level. A role description would be developed and then circulated in relation to this position.

AB praised the work and dedication of GD and MC. Board Members thanked them for their invaluable contributions to the RMB and the TSGs, in particular in relation to coaching, discipline, covid-19 compliance and volunteering.

Action 036 – Role Descriptions to be developed/reviewed for the roles of Resolution Lead and Volunteering Lead (AB / LG)

5. MATTERS ARISING FROM ANNUAL REPORTS

a. Officiating

JK provided an update in relation officiating changes and Netball Europe's recent announcements. It was noted that practical pre-assessments would not be required for the C, B and A awards in future. In response to this change, EN had stated that there would now be an endorsement process, whereby the

County Officiating Lead or an Assessor or Delegate would need to sign-off an individual before their full assessment took place. In addition, EN was proposing that the officiating pass card would be phased out and replaced by an online screenshot accessed via ENgage. JK added that EN was carrying out a consultation on the officiating strategy which should have been received by all relevant members. JK reported that the Region continued to work with London Pulse in relation to their umpiring programme and had assisted with the recent trials.

b. Coaching and Performance

MF reported that Anita Holman (AH), the Performance Lead for Kent CNA and Kent rep for the TSG was standing down from this role. AH had also supported the Region for many years in her own coaching role. The RMB thanked AH for her important work for the Region.

6. PARTNERSHIP MANAGER PRESENTATION

PH provided an update from EN on the regional focus and membership. She explained that the two key development objectives at present were to rebuild netball participation levels and to modernise learning and development opportunities. She explained that to 'build back stronger' meant considering the grassroots game, the behind-the-scenes sport, the financial strength and the wellbeing of all members.

PH explained the national targets for the return of leagues, clubs and participants, with a particular focus on supporting those hardest hit by the pandemic. She explained what these targets looked like for the Region and to what extent they had been met so far. She also provided an overall update on the current (2021-22) L&SE membership numbers by age category in comparison to 2019-20.

PH explained the work which had taken place to bring back the national programmes, including Back to Netball, Walking Netball, Bee Netball and the Netball Youth Camps. It was also envisaged that further support could be developed for university netball.

PH explained that there was a regional vacancy for the role of 'Netball Development Community Coach'. The contract was for a fixed term and required a qualified coach, which had potentially lowered the number of applicants. The role was currently being readvertised. It was suggested that PH could share the advert with RMB members to circulate within their Counties, TSGs and other networks.

The RMB thanked PH for this informative update.

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

7. UPDATE ON REGIONAL PLAN

AB explained that the planning process had been delayed by the pandemic, but she would update the RMB on this as soon as there was more to report.

8. GOVERNANCE

a. Privacy Policy for Approval

It was explained that, following some changes to the section on special category data, a final version of the Privacy Policy was now presented to the RMB for approval. The RMB thanked JK for her work on this Policy. AB suggested that the L&SE Region's policy could be shared with other regions as a template. The RMB **agreed** to approve the final version of the policy.

Action 038 – The L&SE Region's Privacy Policy to be shared with other regions. AB

9. AOB

a. Date of Next Meetings

It was agreed that the next meetings would be held as follows:

Wednesday 17 November 2021 via Zoom - 7pm.

Wednesday 23 February 2022 via Zoom - 7pm

Wednesday 18 May 2022 at the House of Sport - 6.30pm

The meeting closed at 8.45pm.

Signed

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