APPROVED AT BOARD – 2nd October 2021

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| **Rounders England Board Meeting Minutes**  **Where:** Virtual / Zoom call  **Date: Saturday 10th July 10am**    **Invited:**  Katherine Knight, Georgina Crossman, Dawn Wesson, Natalie Justice-Dearn, Kate Halfpenny, Alison Smith, Farhad Divecha, Zoe Burton, David Bentley,  Sian Barnett | | |
| **Item** |  | **Action By** |
| **Apologies** | Dawn Wesson |  |
| **Declaration of Interests** | As previously declared and held on file.  [None further declared] |  |
| **1. Formal Business** | Trans-gender and non-binary policy near approval. This has been shared with the talent group and elite players for comments/feedback.  Final copy to be sent to the board Friday 16th to be signed off.  Pride Sport will promote and support with our press release.  Natalie Ward finished her term as Senior Independent Director. KK formally thanked her for her contribution and hard work. This role will need to be filled.  Plans are made to recruit internally for a Senior Independent Director and externally for an INED, a skills matrix has been created.  Appointment of Senior Independent Director. NJD outlined the process that has been shared with the Board papers. NJD confirmed that Zoe Burton has put herself forward. Approved by KK, seconded by GC. Unanimous approval by Board. Zoe Burton appointed as Senior Independent Director.  Two changes were highlighted from previous minutes. Rewording of ‘activity alliance’ and the office move details.  Approved by KK  No additional matters arising from previous minutes. | NJD |
| **2. Chairs Report (KK)** | Following Sport England consultation, lots of exciting threads to support and promote our family offer.  ‘Playing Out’ and ‘Beat the street’ and ‘Summer of Play’ (4th August) – Rhian, Billie and Natalie working to support.  NGB – Discussions made regarding tackling health and inequalities.  KK called for ideas in regard to a suitable/thoughtful gift for Natalie W. Please pass these on ASAP | ALL |
| **3. CEO’s Report (NJD)** | CEO report has been circulated.  Sport England have invested strongly in Leadership Development. Staff that are involved are finding guidance via webinars and mentoring invaluable. We have been successful in ‘Inclusive Employers’ and this has given us access to support, training and webinars.  Return to play – Need to address this next week as measures and restrictions change next week.  Covid – Teams and Leagues have suffered, but our guidance, covid officers and track and trace support have been handled well overall.  Office closure – Sad to see the office go and all staff were acknowledged in supporting the smooth closure. Important to keep a team momentum and connect with one another, weekly team meetings in place, with at least 4 days face to face team away days per year.  The first 2 have been arranged for Monday 27th September (Loughborough TBC) and Monday 6th December (Sheffield)    Post – Note our new correspondence address is;  **The Bridge House**  **2 Mill Lane**  **Dronfield**  **Sheffield**  **S18 2XL**  Post has been redirected here, and DB collects this on a regular basis.  Archives/Memorabilia and our lockable safeguarding cabinets /confidential documents are in a secure lock-up.  England teams are now back into training, and looking forward to the up and coming fixtures. NJD invited the board to attend the fixtures.  KK – Attending Market Drayton  GC – Luctonians  AS – Rhyll  Programme and schedule of events to be sent to all.  Kate to review the line-up / order of play prior to this.  Stakeholder Partnerships – Proud to have the caravan and camping club involved with our campaigns.  NJD – Attended session at the House of Lords, discussing a range of issues around sport and physical activity. Great to get Rounders as part of the conversation  Corporate competitions and events are being arranged some old, and some new events. Our next big event is for HMRC with over 20 teams. | NJD  ALL  ALL  NH  KH |
| **4. Standing Agenda Items** | 4.0 – Equality and Diversity.  KH provided a verbal update. Safeguarding now sits with sub committee for Equality and Diversity.  NJD updated that the Code for Sport Governance has been reviewed and there is a webinar taking place next week. New procedures in place for Equality and Diversity which will help drive our sub committee and action plan going forward.  4.1 – Safeguarding  Previous Safeguarding concerns were over poor practice, inappropriate behavior and photography usage.  This has been dealt with via retraining, distributing codes of practice, hand-books and guidance.  Some concerns over unaffiliated leagues and teams but we are tackling this with our improved communications, safeguarding front and centre on the website and the promotion of the ‘rounders mark ‘and the designated safeguarding email address.  Sian’s new course has highlighted gaps, given us targets to work on over the next few years.  A case management system for safeguarding is at the moment uneconomically viable due to the lack of cases we have as a small NGB. Annual costs for this are £3,000 a year and therefore not feasible at this time. Suggestions made by AS in regard to a bridging license.  CPSU Framework meeting to take place on 28th July. SB, NJD and KH to all attend the meeting. New implementation plan & action plan to be created.  Summary made highlighting the impact made already.  Safeguarding information accessed 172 times in June this year compared with only 30 in the year previously. SB believes adding the R2P guidance on this page has impacted on the numbers.  4.2 – Risk Register  RR and summary was circulated with the papers. NJD noted that this was covered in detail at the AOG sub committee. No further comments or questions from the Board. |  |
| **5. Finance** – (DB sitting in for DW) | All financial papers have been circulated.  Summary – we have performed better than expected throughout the pandemic, we have saved on expenses, however we need to drive revenue going forward.  Suggestions made on accessing loan capital for growth.  FD – suggested looking into any covid offers.  86% of our income comes from Sport England Funding and we discussed the need for becoming more sustainable. Reserves are diminishing and a further budget review is advised to reduce forecast pull.  The board to receive accounts via email and these need to be approved.  Note: cash reserves policy has been updated to (£145,637) | DB  DB / ALL |
| **6. Governance** | Policy updates – Thank you to DB who has created a spreadsheet of policies which include what needs reviewing and when. This will support us with prioritising discussions and approvals process.  Policies Process – NJD talked through the annual review process and this is to be formalised through the sub committees and Board. NJD/DB to develop a flowchart which will be circulated and this will include suggested dates for reviews. 2021 policy review to take place between now and next Board meeting.  Team/HR – 2 redundancies were made in May following consultation and Restructure, this has had an impact on us both financially and with 2 staff members down. Nichola Hunter and Janet Roundell have been recruited to support Rhian in the Talent team. Nic one day per week, and Janet on a self-employed contract basis to support with the running of events.  David requires support on the financial side and interim arrangements have been put in place during the summer. The demand and extent of the role will be assessed over the next few months. This role will be reviewed, and we plan to recruit in September/ October. | NJD/DB  DB/ NJD |
| **7. Audit, Operations and Governance Committee (NJD for DW)** | Minutes have been circulated and most items have been covered elsewhere in the meeting. |  |
| **8. Marketing and Commercial Committee (FD)** | Accepted the terms of reference.  AgencySix report from the last 3 months was received yesterday and will be sent out via email.  KPI’s have yet to be decided, and should be on the next agenda. | NJD  ALL |
| **9. Development and Engagement Commitee**  (GC) | Minutes have been circulated.  The landing page changes need to reflect the current work we are doing and promote activities. NJD/RL to speak to FD regarding options for landing pages.  Sports80 system – We are predicting challenges with the new club and team membership, currently too onerous on Rachel Lomas. Working with sports80 to make this more user friendly perhaps do this through a working group.  AS happy to support with this.  Note: Board members will be called upon and utilized for blogs to raise awareness and engagement.  KK formally thanks the team for their fantastic work. | NJD/RL  GC  AS  ALL |
| **10. Equality and Diversity Sub Committee (KH)** | No meeting taken place as yet to due to time constraints. NJD/RL to send dates round. Most has been covered already. KH has been in discussion with Andrew Moffet from ‘No Outsiders’ organisation offering support and it will be picked up in summer. | NJD/RL  KH |
| **11. Nominations and Remuneration Committee (KK)** | Minutes have been circulated. KK updated that Westfield Health cash plan has been approved for the team. |  |
| **12. AOB** | AGM – Discussion on whether to keep this virtual or meet in person.  Agreed that a facebook live session proved popular.  Date agreed for Sunday 7th November .  FD suggested investing in facebook Portal.  Rules review due in 2022 – Noted that discussions need to take place at next Board meeting in order to plan for early 2022 to make sure we have enough time to discuss and go through a consultation period. An EGM will take place for Rule review in April/May 2022.  Some board members may need to review/renew board status in 2022.  **Board Meetings for 2022**  22nd January 2022  9th April 2022  2nd July 2022  8th October 2022 | ALL  FD/NJD |

**Date of next meeting** – 2nd October 2021