

<b>Board Meeting Minutes</b>		
<b>Where:</b> Virtual - Zoom		
<b>Date:</b> 2 <sup>nd</sup> October 2021		
<b>Present Board Members:</b> Natalie Justice-Dearn (CEO), Katherine Knight (Independent Chair), Kate Halfpenny (Elected Director), Georgina Crossman (Elected Director and Vice Chair), Dawn Wesson (Independent Treasurer)		
<b>In Attendance:</b> Julia Rice (minutes), David Bentley (Corporate Business Head)		
<b>Item</b>		<b>Action By</b>
<b>1</b>	<b>Formal Business</b>	
<b>Apologies</b>	Alison Smith (Elected Director), Farhad Divecha (Independent Director), Zoe Burton (Independent Director)	
<b>1.0 Introductions</b>	None	
<b>1.1 Declaration of Interests</b>	None declared	
<b>1.2 Approvals and ratifications</b>	None	
<b>1.3 Board Minutes from 10 July 2021</b>	<p>Actions from the previous board meeting will be covered within the agenda items of this meeting.</p> <p>GC sent through some clerical errors and minor corrections within the previous board meeting minutes, that require adjusting;</p> <p><b>AGM</b> Was noted to be on Saturday 2<sup>nd</sup> Oct. This needs to be updated to confirm that it has been moved to Sunday 7<sup>th</sup> Nov. It was outlined that the AGM would be discussed after the main meeting, in a planning meeting which would incorporate the new strategy.</p> <p>NJD to respond to the matter around the policy list in the CEO's report.</p> <p>KK <b>Item 9 - Development &amp; Engagement Committee</b> Where it was agreed that board members would be called upon and used in blogs to raise awareness and engagement, that this is carried into the strategy discussion during this current board meeting.</p> <p>Approved with amends made.</p>	
<b>1.4 Matters Arising</b>	None	
<b>2</b>	<b>Chair's Report</b>	
	<b>Governance</b>	

	<p>All but two Director reviews completed. Anyone outstanding should refer back to KK to get dates booked in.</p> <p>A few training opportunities were shared but most were for Farhad as a new director. Unfortunately he wasn't able to attend them.</p> <p>Having regular meetings with NJD and had catch ups with GC.</p> <p>Natalie Ward's term on the board has been closed off. A gifted pen has been sent to her as a gesture of thanks for her contribution.</p> <p><b>Strategy</b> Working significantly alongside NJD and Rhian Lilley on the Sport England funding application. KK has been involved in a host of Sport England strategy sessions and working groups, representing both Intelligent Health and Rounders England.</p> <p><b>Staffing</b> Nothing to note. Unfortunately KK did not attend any England games due to an error in planning.</p> <p><b>Influencing</b> There have not been many opportunities to network other than attending the regular Chairs meetings with the Sport &amp; Recreation Alliance. Now a member of Sport for development coalition which is a new lobbying organisation. KK will share her findings from the design council approach funding programme which Intelligent Health are part of, around building new products and services.</p>	
<b>3</b>	<b>CEO's Report</b>	
	<p>Lots of information is covered in the work stream reports.</p> <p><b>Team Update</b> Abby Reeves (Mkt Assistant) left on 8 Sept. Position is still vacant. Role added to UK Sport website and trying to add it to Sport &amp; Recreation Alliance website.</p> <p>We have still not recruited into finance. There was interim support, one day per week for a few of months. Wendy from IR Collins has agreed to support DB for the short term.</p> <p>The organisation is in a better position now to understand what gaps are needing filled in respect of back office support and finance administration.</p> <p>The staff team meeting on Monday 27<sup>th</sup> Sept had to be cancelled for a number of reasons. It has been scheduled for Monday 11<sup>th</sup> Oct.</p> <p>The seasonal team meeting has been arranged for Monday 6<sup>th</sup> Dec in Sheffield.</p>	

	<p>The organisation has been home based for some months now. Part of the team meeting will incorporate conversation around how that is going and what challenges the individuals have faced.</p> <p>IT switch over has taken place. Gone successfully but the process has highlighted that a lot of the computers are out of date. Estimate to replace them is around £8k. DB is trying to source funding for this area.</p> <p><b>Networking</b> Opportunities to network are picking up. Attended a recent Education &amp; Sport sector meeting with YST. The team in general have been out and about at meetings as well.</p> <p><b>England Squads</b> The season finished at Burnley on 4<sup>th</sup> Sept. Good opportunity to see the level of support for the England Squads as well as the level of skill. The season review is taking place in a couple of weeks with the talent group. This will incorporate a complete review of what next season will look like, including conversations around the budget. The season was overspent in 2021, mainly due to expenses.</p> <p><b>Budget</b> Will fall £6k below the set threshold if we actualise what was budgeted to spend this year. However, are currently tracking to come under, so won't dip into the reserves to the sum that was originally expected. There are areas of positive increase i.e. significant uplift in webshop sales and increase in membership with the inclusion of club membership. Education membership is down but that was anticipated.</p> <p><b>Policy</b> Reviews are going to be undertaken between now and Dec. Would have liked to have had them completed prior to this meeting but haven't had the time. SMT will do the first review, then they will go to the sub committees or the board for second review.</p> <p><b>Sport England</b> First meeting with Sport England relationship lead kicked off the process. The tide had turned for the second meeting and the conversation was focused more positively around Rounders England's scaling opportunities and that the assessment was an honest and transparent reflection on where the organisation was, currently.</p>	
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	<p>The self-assessment process has been quite good overall. The first step was a self-assessment diagnostic in six key areas.</p> <p>The timing of the consultation we previously undertook meant that we had a lot of information and evidence to put in our self-assessment.</p> <p>NJD shared figures from Sport England – system partner funding update and talked through the scenarios regarding the funding that has been requested.</p> <p>Sport England's first panel meeting is on 15<sup>th</sup> Oct and board meeting is end of October. We will know after that point what Rounders England can apply for.</p>	NJD
<b>4</b>	<b>Standing Agenda Items</b>	
<b>4.0 Equality and Diversity</b>	<p>Nothing to report.</p> <p>Next meeting needs to be arranged.</p>	NJD
<b>4.1 Safeguarding</b>	<p>Work stream report has been included in the paperwork.</p> <p>Siân was at the CPSU conference and will send a reporting review of that.</p>	
<b>4.2 Risk Register</b>	<p>Business continuity was top of the agenda when Rounders England moved premises. The organisation has adapted really well to this.</p> <p>Moved IT supplier to one with better services at lower cost but there are issues with the equipment. It would cost approx. £8k to replace the defunct pieces. Sourcing funding is taking time.</p> <p>Moved financial package from SAGE to XERO. This presented a few challenges and while risk has dropped it is still there.</p> <p>With consideration of staff and management changes. Abby Reeves, Marketing Assistant left and we're currently recruiting to fill this vacancy. This has moved up the risk chain.</p> <p>Certain areas such as support admin will also being reviewed when the time is right.</p> <p>COVID-19. Not as bad as it was, but it has not gone away. Still sits in the organisation's top 6 risks.</p> <p>DB updated figures on the summary and also on the registry regarding anticipated results against budget for course delivery &amp; growth and commercial.</p> <p>Nothing of critical concern in DB's opinion.</p> <p><i>GC raised</i></p> <ol style="list-style-type: none"> <li>1. Rounders England needs to flag up what would happen if the Sport England funding is reduced (lose staff) or maintains the same (lose opportunities). Could this be slotted into one of the existing risks?</li> <li>2. Concern with the increase in Sport:80 costs especially with functionality not being perfect.</li> </ol> <p><i>DB responded</i></p>	

	<p>The operational plan would have to be reviewed. At present the organization is tracking to dip into reserves by £65k. That is more likely to sit around £50k, as business stands but with more income generation opportunities it wouldn't be out of the question for it to realized a figure nearer £30k.</p> <p>The threshold figure is £145k to close the business. The way the business is tracking currently would bring it very close to that figure in March 2022 if things don't change. DB would like to give it a month before reviewing the risk register.</p>	
<b>5</b>	<b>Finance</b>	
<b>5.0 Financial Summary</b>	<p>With the exception of one clerical amend to the financial accounts for the last year, they can be put forward for approval. Reserves update - main danger is towards the end of the year and making sure we stay within the parameters of the policy. It was identified 12 months ago that the business might reach the point where it is approaching a breach in the policy. DB looking at the budget again to determine where minor adjustments can be made. In areas such as marketing we acknowledge that there hasn't been enough in the budget to do what we wanted to do, especially when we know we can get results from it. There are key areas that have done well i.e. webshop, club membership and corporate events, so from a turnover aspect the organisation is ahead by £6k. Expenses were in line with the budget. Good position overall in terms of the governance on costs. Event sales has been a new revenue stream for 2021. Nearly £500 sales was achieved at a single event. This will be an area for development in the future.</p> <p>Circulate the latest position budget for the full year.</p>	DB
<b>6</b>	<b>Governance</b>	
<b>6.0 Policy Approvals</b>	<p>This is a good time of the year to review the more dense policies i.e. Critical Incident Mgt Plan and Financial Procedures, ready for the Jan board meeting.</p> <p>The board will be required to get involved in drafting a couple of the policies, namely, the new operational plan which is linked to the new strategy that has been written and nominations and remunerations POR's. The remainder will be looked at over the next 6-8 weeks, ready to be submitted for the Jan board meeting.</p>	
<b>6.1 Codes for Sport Governance</b>	<p>The new action plan was due end of Sept but it has not been received yet. Link will be sent out after the meeting to the summary of the review on the Sport England website.</p>	NJD

	<p>NJD previously reported on the big areas that changed, and specifically identified the importance of the Equality &amp; Diversity plan.</p> <p><i>KK flagged</i> Appropriate to address current processes along with the fact that a current board member has finished their term. DB and KK discussed the process and acknowledged that the board should be aware of what that is and if it can be agreed on at this point.</p> <ul style="list-style-type: none"> <li>• Goes out to a vote so members approve and then it goes to AGM.</li> </ul> <p>This year is GC's last term and KK questioned whether she would be interested in extending to a second term? GC is interested in extending her term and is aware of the process she has to undertake.</p> <p>NJD to write a plan of action to fill current vacant positions on the board, ahead of AGM. Matter to be included on the AGM agenda.</p>	NJD
<b>6.2 HR update</b>	Already covered in the meeting and in NJD's report.	
<b>7</b>	<b>Audit, Operations &amp; Governance Committee</b>	
<b>7.0</b>	<p>The audit did not take place because the financials were not completed Quite a lengthy discussion took place around the risk register There were some actions identified for the board, specifically the policy reviews. DB has completed a spreadsheet with his suggestion of where each policy should sit. DB to send the spreadsheet out following the meeting. DB has made recommendations on which policies could be delisted however KK thinks these can't be chosen until they've seen the list in its entirety. GC recommended DB creating the spreadsheet with the list of policies on the left, having the committees listed across the top and then ticks used so it is visually easier to see which policy is going to each committee. Anything to be delisted can be highlighted in a different colour along with some rationale as to why they are being delisted.</p>	DB
<b>8</b>	<b>Marketing &amp; Commercial Committee</b>	
<b>8.0</b>	<p>Work stream report from Marketing Manager has been distributed. Digital insight report is not included because of personal issues within the individual's family. Will follow.</p>	NJD

	<p>Marketing and commercial sub committee meeting recently took place. NJD to send around the summer campaign review from A6.</p> <p>Generated lots of discussion around successes and challenges of the campaign as well as measures and metrics.</p> <p>While addressing the big challenges in the arena of recording measures and metrics, brought to light that Sport:80 have increased their costs by 48% which equates to £250 per month. ZB and DB have had numerous meetings with Sport:80 to state that the increase is not justifiable, especially as there is no uplift in the service on offer. These discussions are ongoing. DB has reviewed other potential suppliers.</p> <p>A request has been put to Sport:80 for a rolling 12 months on the basis that Rounders England can not commit until there is a clear idea of the funding obtained from Sport England. Given that digital infrastructure is a big part of Rounders England's future plans, there is optimism that this will appeal to Sport:80.</p> <p>The commercial contract with Bishop Sports finishes at the end of this year. They have proposed a new contract without a flat fee retainer. They would offer commission on sales - across the board.</p> <p>Currently in commercial discussions with Sport Direct who would work with Rounders England on a non-exclusive basis with an investment of £10k and % on the sales. Ideal scenario has been identified as offering both businesses non-exclusive contracts and working with both.</p> <p><i>KH wondered</i> whether there would be sponsorship opportunities with Sport Direct.</p> <p>General thoughts were aired over working with a brand that doesn't have a history with the sport. Though Slazenger and Aresson would provide Rounders equipment for a spectrum of players, from the everyday player to competitive player.</p> <p>A non-exclusive contract with two suppliers, offers a strong commercial opportunity without compromising on quality.</p> <p>A brief chat took place around the words in the Official Rules book that related to equipment specifications versus approved equipment. Needs lots more discussion.</p> <p><i>GC requested</i> a branded Rounders England jacket with the current suppliers logo, in time for when they return to f2f meetings.</p>	<p>NJD</p>
<p>9</p>	<p><b>Development &amp; Engagement Committee</b></p>	

<p>9.0</p>	<p>Three work stream reports.</p> <p>1. Membership Education membership has not been great this year. However there are a lot of opportunities based on increases in membership in other areas. In particular, the work that has been done with other leagues and how they have come into the fold because they recognise that Rounders England do offer good benefits. That needs to be built upon and is an area that can be explored further.</p> <p>2. Workforce With Kathryn Barker being moved off workforce, Siân Barnett is stretched. That situation has been negatively impacted following an unsuccessful funding bid with Sport England.</p> <p>3. Talent There is a meeting on 14<sup>th</sup> Oct to review what has happened over the summer. There was supposed to be two community sessions taking place however one was cancelled, which had nothing to do with Rounders England and the other received very little uptake. But, there are very positive moves toward doing things again next summer and it is looking more positive.</p> <p>The Talent Development session on 9<sup>th</sup> Oct in Bradford has been extremely well received. This is definitely an area of the business to explore in terms of developing a product to deliver around the country.</p> <hr/> <p>4. Growth Alayah Murphy needs to add the committee her work stream report goes to, to her template.</p> <p>NJD gave an update about some success stories from around that country.</p> <p>A) Two sisters, one in Derby and one in Burton, both started playing Rounders in their local community. They started off playing against each other's team with minimal equipment or idea of the rules. Following Rounders England connecting them with Batley Ninja's and Batgirls, they are playing a tournament against those teams on Sunday 10<sup>th</sup> Oct in Dewsbury.</p> <p>B) A female from Wigan set up a Rounders opportunity in her local park. She attracted 70 women within the first couple of sessions and retained 50 women throughout the summer. Around 30 of those have confirmed to continue playing Rounders indoors.</p> <p><i>KK identified</i></p>	<p>Alayah Murphy</p>
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	How can Rounders England support these start up teams with a limited workforce?	
<b>10</b>	<b>Equality &amp; Diversity Sub Committee</b>	
<b>10.0</b>	<p>A meeting has not been held to date. KH to arrange with RL.</p> <p><i>KK stated</i> This is going to be a big area for Rounders England alongside the new strategy. Rounders England need to be prepared for this. NJD has had interesting conversations with Stonewall about the subject as well.</p> <p>The governance paperwork will be put in place now for each organisation to be compliant by 1<sup>st</sup> April 2022. Though Rounders England are already compliant, there will be a focus on the new elements. Equality &amp; Diversity is recognised as one of the key aspects covering topics such as representation, decision making and processes, understanding communities and setting our action plan as an NGB.</p> <p>KK recently shared a transgender policy for digestion and a company called Mermaids for ideas. Rounders England do have a transgender policy and NJD recently challenged elements of this document. Stonewall and Pride Sports think it is one of the most forward thinking policies. They have been very supportive, encouraging Rounders England to be at the forefront of providing guidance and webinars and education for other NGB's. It is important that the policy is right at the point of publishing, inset with opportunities for consultation from the community.</p>	KH / RL
	<b>Nominations &amp; Remuneration Committee</b>	
<b>11.0</b>	No meeting held.	
	<b>AOB</b>	
<b>12.0</b>	Exploration to see if there would be an opportunity to meet f2f at the first board meeting of the year in Jan 2022.	NJD

**Date of next meeting;**

**AGM** Sunday 7 November 2021 - Virtual

Board meeting – Saturday 22<sup>nd</sup> January 2022