|  |  |  |
| --- | --- | --- |
| **Board Meeting Minutes**  **Where:** Virtual Teams Meeting  **Date:** 30th January 2023    **Attendance:** Katherine Knight (Independent Chair), Georgina Crossman (Vice Chair and Elected Director), Zoe Burton (Senior Independent Director), Peter Kirk (Independent Treasurer), Natalie Justice-Dearn (CEO), Brett Bader (Elected Director), Alison Smith (Elected Director), Farhad Divecha (Independent Director), Dana Abdulkarim (Independent Director).  **In Attendance:** David Bentley (Optional), Rhian Lilley (Optional) | | |
| **Item** |  | **Action By** |
| **1** | **Formal Business** |  |
| **1.0 Introductions** | Welcomed Brett as an Elected Director |  |
| **1.1 Declarations of conflicts of interest** | None |  |
| **1.2 Approvals and ratifications – 1 for approval** | KK Suggested to move discussion to Governance – agreed by NJD |  |
| **1.3 Minutes from previous meeting** | GC noted spelling errors – to be amended before publishing on the website.  GC to send comments to NJD for amendment.  KK approved subject to spelling errors. | **GC/NJD** |
| **1.4 Matters arising/actions from pervious minutes** | All to be covered in meeting |  |
| **2** | **Chair’s Report** |  |
| **2.0 Verbal summary of report** | **Influencing**  Parliamentary Sport England event attended by KK and NJD.  DMCS are doing a Women in Sport enquiry – RE to do a joint submission. Strong case studies needed for submission from NJD.  ZB offered input prior to submission.  KK involved in an EU publication on Women in Governance, circa 20 NGB’s involved. Comparison study available – KK will share outside of the Board.  KK met with Phil Smith (Director of System Partners) key discussions were, Importance of NGB’s, championing RE work regarding equality and inclusion. Importance of place-based offer and multi-sport offer, possibility of a shared fund to incentivise NGB’s to work together.  **Strategy**  KK states NJD is moving on building a business case to grow RE. KK highlighted the need for the implementation plan to be visible to the board.  **Governance**  KK to stay on as Independent Chair for foreseeable.  Moved committees around - to be discussed by NJD in CEO report.  Skills matrix was valuable to show strong skill sets across all areas. Aware that Legal is not as strong and will look to bring in support.  **Staffing**  Marcomms role down to two strong candidates. KK thanked FD for his support.  KK confirmed meeting with NJD for performance review. | **NJD**  **KK** |
| **3** | **CEO’s Report** |  |
| **3.0 Verbal Summary of report** | NJD shares screen to show CEO report. Report to be shared to members outside of meeting.  NJD discussing formatting of report and alignment with Implementation plan.  Implementation plan still a WIP partly due to IT mishap but is available to view. NJD suggests saving in folder due to size of document. KK confirms that only the summary will be enough to share. ZB agrees.  Key points in IP are Growth and Together Fund.  NJD discusses the importance of TF which helped kickstart numerous elements of strategy.  Workshop held for Teams regarding TF resulting in thirty-five new projects submissions.  Successful bid for extra funding of £50k for period 1 April 2023 to 30 September 2023 – including £5k management fee.  Key points regarding engagement and membership:  Happy with where we are at on membership tracking.  Keen to discuss campaigning with the new Marcomms Director also to focus on partner education memberships.  Positive feedback regarding changes to events and leagues.  NJD emphasized the demand for national competitions but also challenges including geographical differences, inconsistency of rules and funding and facilities. Engagement with existing teams and leagues to be considered.  Recruitment update:  Becky Service appointed as SME after internal recruitment process. BS started the role in January 2023, working 20 hours/week as Business support and 18-20 hours/week as SME. Leanne Mercer has agreed to work additional hours to bridge the gap in Business Support.  Director of Marcomms has been narrowed down to two candidates after the first stage interviews. FD to have informal conversations with both candidates to assist in decision making.  NJD to report to the board once the position has been filled.  Digital Insight post received a positive response using current networks, DB and RLi are interviewing for the position this week. | **FD**  **NJD** |
| **4** | **Standing Agenda items** |  |
| **4.0 Equality and diversity** | Put into item 10. |  |
| **4.1 Safeguarding**  **A) Report and update**  **B) Policy**  **C) Training** | The safeguarding policy has been sent for approval. AS fed back into it before it was sent to Audit committee.  NJD to send a zip file to board containing policy and documents. NJD requests a 14-day deadline for comments from board (13th February).  NJD confirms appraisal from CPSU.  NJD confirms board training for next week run by Lime culture.  Confirmed Sian Barnett has undertaken Safer Recruitment Training. Positive for RE in other areas including Talent.  AS commented that the new policy is clear and synchronised. | **NJD** |
| **4.2 Risk register** | To be discussed in detail at AOG committee.  DB confirmed four changes including three involving new additions. Cost of Living, Loss of leadership and Cyber security and Curriculum review.  Cost-of-living crisis – DB discussed potential impact on team, members, and affiliated organisations.  Loss of leadership – to be improved by pending integration of a new SMT member (Director of Marcomms). SMT to look at contingency planning. NJD to discuss with board following that.  Cyber Security – DB updates board on recent Cyber-attack and confirms no loss of data of finances. Insurers were happy with steps taken by RE. Online security has since been increased.  Curriculum review – decision to reduce the rating. RLi has been working to keep relationships going withing the Education sector. Nothing more can be done at this stage. | **NJD** |
| **4.2 UK Anti-doping** | NJD confirms nothing specific to add. Continue to share comms prior to Christmas. NJD and DB to review coming up to April.  DB confirms updated list of banned substances which has been sent to all members and coaches. |  |
| **5.0 Finance** |  |  |
| **5.0**   1. **2022-23 budget update** | PK shared the P&L as of 31st December 2022, focusing on the bottom-line figures. Variance against budget was £51k Favourable. It was noted that this included the upside from the Together Fund of £55k.  DB confirmed that that £24.5k of the T.F had been utilised.  Once the remaining T.F has been expended, the true variance is circa £15/16k.  PK discussed capitalizing £8k of computer expenditure that is within the P&L, DB confirmed that this had been actioned.  This will have a positive impact on the P&L of around £5k.  Vacancies within the organization have had a positive impact on the P&L against budget.  Year-end forecast included in pack indicates a favourable variance of approx. £15k and forecasted net loss of £13k.  PK recommends reading workstream reports sent out in pack.  PK shares Cash & Investments summary and discusses in brief, copy issued to board in pack.  DB adds that the forecasted net loss includes £10k of Sport England funding to be carried forward to the next financial year. |  |
| 1. **2023-24 draft budget update** | NJD confirms draft budget was removed from documents due foreseeable shift over the next few weeks.  First draft has been completed, areas for revisit include revenue which was on the conservative side and expenditure.  NJD informs the board that SMT are developing a business case for a franchise opportunity. Linking this to local leagues and corporate offers.  The case will call for financial support from the board therefore affecting the draft budget.  KK asks if upcoming budget requires pulling on reserves – NJD confirms.  KK suggests setting a date to work towards. | **KK/NJD** |
| **6** | **Governance** |  |
| **6.0 Policy approval (as 1.2)** | AOG approved policy included within documents for information/validation.  DB discusses tweaks made to policy for reference.  DB states the need for a CSR Statement of Intent. Suggests that a small number of board members meet to formulate an action plan create.  GC questions if the policy contents are measurable.  DB will look to create a set of statistics to be reviewed every 6 months.  NJD suggests an annual report to show changes made, using single use plastic water bottles as an example.  GC proposes to look at waste on goods received from suppliers.  AS suggests looking to include car sharing/travel in to report.  BB points out that car sharing would go against the risk register and should be encouraged within safeguarding parameters.  BB suggests kit recycling.  ZB suggests a possible rewards system.  DA made the board aware of National Recycling Day 18th March.  KK asks board to submit ideas to DB.  NJD will implement a standing agenda on AOG. | **DB**  **NJD**  **NJD** |
| **6.1 Code for Sports Governance** | Nothing further to update |  |
| **6.2 Sub Committee update** | Dana Abdulkarim to take on chair of Equality & Diversity Sub Committee  Brett Bader and Dana Abdulkarim to join Development & Engagement Sub Committee  Brett Bader to join Audit, Operations & Governance Sub Committee |  |
| **7** | **Audit, Operations & Governance Sub Committee** |  |
| **7.0 Verbal report from meeting held** | Already covered in previous discussions |  |
| **7.1 See Governance & Operations workstream reports** | Covered in report pack issued. |  |
| **8** | **Marketing and Commercial Committee** |  |
|  | No meeting held |  |
| **9** | **Development & Engagement Committee** |  |
| **9.0 Verbal report from meeting held** | GC flagged up that DEC are focusing on Talent.  RLi states that workforce development must be prioritised to boost progress. Focusing on continuing to support the regional competitions.  Plans to broaden the England Team.  Players to be notified that fixtures and training may be different this season due to another transition year.  GC comments that the Talent Pathway is being focused on and reiterates the importance of the pathway.  GC thanks RLi for the Together Fund workshop. |  |
| **9.1 See M’ship, workforce and Talent workstream reports** | No questions from workstream reports. |  |
| **10** | **Equality & Diversity Committee** |  |
| **10.0 Verbal report from meeting held** | FD opens discussion regarding a new policy on Trans inclusion.  NJD confirms that a draft policy has been completed but needs input from the board before finalising.  NJD confirms sticking point regarding the policy for England Senior (18+) Women’s team. Two options are put forward:   1. A Trans Woman can play for the England Women’s Team after providing formal identification confirm gender reassignment. 2. A Trans Woman can play for the England Women’s Team without formal identification, providing that they play in the gender they are living in.   NJD suggests that the reason RE is in this position regarding the policy is due to the organisation being open and inclusive. In addition and due to the level of competition there isn’t the need to see formal identification form all team players. This is subject to change as growth continues.  NJD confirm consultation of the policy with some of Muslim Women’s groups that work with RE. More work to be done on this as it wasn’t satisfactory in terms of the amount of feedback.  NJD suggests that board members who would like to be involved in the conversation meet to discuss the policy in depth.  DA mentions that the ECB have being doing some research regarding Trans in cricket and will reach out for an update.  DA suggests that one way of opening up the Sport without turning anybody away would be mixed gender teams.  DA references Netball as a non-Olympic or Paralympic sport due to lack of inclusion of a different gender.  BB adds that the Trans policy will only open the sport to a small group of members as opposed to engaging with the male population. BB refers to Army Netball and feel Rounders could miss an opportunity.  GC build on Brett’s comments referring to Cricket not having a unisex team which could make it a USP for rounders.  AS also suggests the possibility of promoting the male rounders game.  FD suggests confirming a date in the diary to discuss in depth. NJD will send dates around to Board.  FD suggests sending a poll prior to meeting – PK suggests extending poll to members.  KK suggests looking at Commonwealth Games stance.  PK agrees with all comments made and will consider commercial aspect of extending engagement.  NJD would like to focus on the policy for where rounders are now (Senior England Women’s Team). The policy is subject change as Rounders changes. | **NJD** |
| **10.1 See Safeguarding workstream reports** | No detail discussed. |  |
| **11** | **Events Calendar 2023** |  |
| **11.0 Events calendar update** | NJD will issue to board this week.  Asks board to consider if they can come along to any of the upcoming events. | **NJD** |
| **12** | **Key discussions.** |  |
| **12.0 Commercial follow up** | ZB Shares commercial strategy and s=discussing in brief.  Gap in sponsorship revenue has been identified. Look into the creating sponsorship packages/bundles.  Targets sponsors include Private Sector, Children’s brands and English Brands.  ZB suggest board read the report included in documentation.  NJD adds that Sport England have offered to pay for a half day workshop with Will Collinson focusing on Commercial creativity.  KK mentions company that runs Wilkinson’s Sports as a possible contact.  NJD suggests another session as a board before participating in the workshop.  FD suggests narrowing down the target sponsors and submit a package to them for validation.  KK is also keen to test the market. |  |
| **13** | **Nominations and Remuneration Committee** |  |
| **13.0 Update from meeting** | **Confidential** |  |
| **14. AOB** | **Confidential** |  |
|  |  |  |
|  |  |  |

**Date of next meeting** – Wednesday 19th April 2023