

Board Meeting Minutes

Where: Virtual Teams Meeting

Date: 10th July 2023

Attendance: Natalie Ward, Natalie Justice-Dearn, Rhian Lilley, Zoe Burton, Katherine Knight, Peter Kirk, George Crossman, David Bentley, Farhad Divecha, Dana Abdulkarim

Apologies: Brett Bader, Ali Smith

Item		Action By
1	Formal Business	
	<p>No declarations of interest. PK mentions that Brett Bader made a DOI in the AOG meeting, suggests reaching out to get more information.</p> <p>4 for ratification – Approved at AOG and ratified.</p>	
2	Chair's Report	
2.0 Verbal summary of report	<p>Parliamentary Sport England event attended by KK and NJD. KK confirms that she has offered support to RE.</p> <p>KK met with Tim Hollingsworth to raise the importance of NGB in particularly Safeguarding.</p> <p>Sport England's System Partner is to hold an event in September, KK has put RE forward to support.</p> <p>Governance: Training information received, KK to discuss with DB. Possible opportunity for some funded work.</p> <p>KK Requested that the board do as much as possible to utilise their time and try to attend commitments. NJD working on dates for next years meetings.</p> <p>KK Thanks everyone for Commercial work support. Discusses setting up a working group, possibly October time.</p>	<p>KK/DB</p> <p>NJD</p>
3	CEO's Report	

	<p>RLi identified the need to go through all RE Policies.</p> <p>Once the DIAP is published a communications process and plan needs to be in place .</p>	
4.1 Safeguarding	<p>NJD met with CPSU as Framework reporting has changed, Discussed introducing more comms to support player welfare in other areas, example rainbow races.</p> <p>Framework meeting 9th August 2023, will update after that.</p>	NJD
4.2 Risk register	<p>NJD couldn't attend last AOG meeting but DB confirmed changed to risk register top 6.</p> <p>Cyber Security is now top of list, increased likelihood, and impact. Achieving a commercial budget Staff & Management Change Course delivery Competition</p> <p>COL – Varies from month to month but still a risk</p> <p>PK mentioned that there will be a new format for presenting RR agreed at AOG. Will be split into 2 categories, Enterprise Risk and Operational Risk, ready at next board meeting.</p>	AOG
4.3 UK Anti-doping	<p>DB confirms all 24 Questions answered on submission were passed.</p>	
5.0 Finance		
5.0	<p>PK shared 2022 – 2023 Actuals draft accounts and Cash Summary.</p> <p>PK mentions risk of Play Rounders investment to be considered if it is an ongoing commitment.</p> <p>Stretch Budget is shared, once approved will become final budget. Aim for £11k profit for 2023-24 but doesn't include Play Rounders.</p> <p>Income generation almost doubled – associated costs increased to support target.</p> <p>Year to Date</p> <p>P&L Shared as 30th June. PK will condense the version for next meeting. Membership down on budget.</p> <p>Commercial Partnership – nothing YTD on P&L. DB added figures for Partners royalties had been received since report so will flip figures once processed.</p>	

	<p>Commercial Sponsorship - £6k adverse variance, nothing YTD.</p> <p>DB states, once accounts are updated with Royalties, income will be almost on Target.</p> <p>Webshop Sales and Course fee's both Favourable Variances on Budget.</p> <p>DB confirms that June was historically the best month of Sales for RE.</p> <p>Considerable cost savings in place including, Campaigns and Digital Marketing, National insurance, and Community Projects.</p> <p>KK Approves stretched budget, NJD caveats it is 'stretched'.</p> <p>DB to speak to the accountants regarding the possibility of Capitalising the Play Rounders investment.</p>	DB
6	Governance	
6.0	<p>DB confirms two areas of focus, welfare & safety, people plan.</p> <p>Welfare & Safety of members, NJD asks for this to be a discussion point at next board meeting.</p> <p>GC enquires if Sports Governance have given guidance to answering the question on W&S. DB confirms guidance is available and could refer to Sport England submission.</p> <p>KK suggests refreshing policy to include safeguarding.</p> <p>NJD states that a lot of other NGBs have a sperate Welfare and Culture plan, possibly to be considered in the future.</p>	
7	Audit, Operations & Governance Sub Committee	
A) 7.0 Verbal report from meeting held	<p>PK confirms discussion of policies at AOG, RR and Financials.</p> <p>PK reiterates that more detail is needed following BB declaration. Minutes form AOG state:</p> <p>BB works in other areas of the business, including safeguarding/welfare delivery and quality assurance in the education programme.</p> <p>PK unsure what next steps are, KK confirmed acknowledgement is sufficient at this stage.</p>	

8	Marketing and Commercial Committee	
	<p>NW briefs on discussion points including utilising time and automated reports.</p> <p>Marcomms update is shared, Data & Insight shows increased activity over all SM platforms.</p> <p>Email marketing updated to be more tailored for members and working well.</p> <p>NW discusses branding of different talent hubs. Hoping to get Talent Programme Commercial Sponsor and not individual hub sponsors.</p> <p>NW asks board for any ideas for possible commercial partnership for Talent Hubs.</p> <p>Opportunities update – Digital rulebook now live. Exploring RE Lottery Scheme.</p> <p>DA asks if Player Voice has been done for RE Lottery due to diversity of Rounders Community and Players.</p> <p>NW confirms Player Voice will be done however it is in early discussion stages.</p> <p>ZB suggests a donation round up scheme.</p> <p>NW states that old Rulebook will be donated to Commonwealth Charities. KK suggests contacting Commonwealth Games.</p>	
9	Development & Engagement Committee	
9.0 Verbal report from meeting held	<p>GC confirms that there was no formal meeting.</p> <p>GC states Talent Working group will be evolving and broadened out to include more engagement.</p> <p>Nothing else to add that isn't in report.</p>	
10	Equality & Diversity Committee	
10.0 Verbal report from meeting held	<p>Main part of meeting was DIAP which has previously been discussed.</p> <p>Terms of reference discussed and adding in voice about present context. Key point made by FD was for cohesion over different areas and Importance of consistent form.</p> <p>Safeguarding update main discussing was Trans and non-binary policy that needs to be agreed. Sian Barnett to have a meeting with Lime Culture to discuss in more detail. DA asks board to get in touch with Sian if they would like to be</p>	

	<p>involved in further discussions over policy. Next meeting 18th September. KK suggests grouping with similar sized NGB's.</p> <p>Tutor Licence now live. Discussion of possible intro 2 safeguarding or other one day safeguarding courses.</p> <p>NJD states Case management Group Recruitment Pack will be going out imminently.</p>	
11	General Update	
NJD updates	<p>NJD will update on Play Rounders at next meeting.</p> <p>80th Birthday Celebration – NJD confirms celebration incorporation with National Finals 24th September. Asks for board members to attend if possible. Plan to include awards at celebration and VIP afternoon.</p> <p>Parliamentary Reception 16th October – Kim Leadbeater agreed to 'sponsor' the event. Idea to celebrate Rounders. Inviting Tim Hollingsworth to speak as well as Speakers from community and Alison Howard.</p> <p>SMT to create an asset pack for potential sponsorship for event funding.</p> <p>NJD will send dates around.</p> <p>GC discusses AGM and possibly incorporating into upcoming events, possibly 24th September. To be confirmed.</p>	<p>SMT</p> <p>NJD</p>
12	Nominations and Remuneration Committee	
	Nothing to discuss.	
	Close	

Date of next meeting – Saturday 7th October 2023