



Netball South Regional Management Board Meeting 12 April 2021 via Zoom

ATTENDEES:	Phyllis Avery (PA) - President Julie Tucker (JT) - Chair Toni Brunsdon (TB) - Vice Chair Jo Coker (JC) - Treasurer Julie Arnold (JA) - General Manager Sarah Feast (SF) - General Manager Annette Allanson - General Manager Carolyn Davies - General Manager Shelley Austin - General Manager Christina Berenger (CB) - General Manager Jane Jewell (JJ2) - General Manager Natalie Park-Griffiths (NPG) - General Manager Amy Stewart (AS) - EN Partnership Manager	Key: Chair (C) Vice Chair (VC) General Manager (GM) Partnership Manager (PM) Regional Coordinator (RCO) President (P) Regional Management Board (RMB) Technical Support Group (TSG) Netball South (NS) England Netball (EN) Regional Chairs (RC) County Chairs (CC)
APOLOGIES	Jan Johnson (JJ1) - General Manager	
CONFLICTS OF INTEREST	None Declared	No further action required
NAME	TITLE	FUNCTION/TS GROUP
Phyllis Avery Julie Tucker Toni Brunsdon	President Chair Vice Chair	Governance Strategy, Governance, Finance, Player & Coaching Strategy, Governance and Finance

Jo Coker Jan Johnson Julie Arnold Sarah Feast Jane Jewell Annette Allanson Carolyn Davies Christina Berenger Shelly Austin Natalie Park-Griffiths	Finance Director Competitions Director Officiating Director Player and Coaching Development Director Player and Coaching Development Officer Player and Coaching Development Officer Disciplinary Lead Officer COVID Lead Officer Volunteering Lead Officer Marketing and Media Director	Finance Competitions Officiating Player & Coaching Development Player & Coaching Development Player & Coaching Development Governance Governance Governance Marketing & Media
NON BOARD TSG MEMBERS Chris Grainger Kate Miller Julie Wilks Tracy Stubbs Sarah Clifford	Competitions Officer - Hampshire Competitions Officer - Sussex Officiating Officer - Sussex Officiating Officer - Hampshire Officiating Officer - Hampshire	Competitions Competitions Officiating Officiating Officiating

Standing Agenda Format:

- 1 Apologies
- 2 Conflicts of Interest
- 3 Previous Minutes and Matters Arising/Actions
- 4 Functional Reports: Chair, Finance, Competitions, Officiating, Player & Coaching Development, Volunteering, COVID, Disciplinary, EN Update, Governance, Marketing & Media
- 5 AOB
- 6 Date of Next Meeting

No.	Agenda Item	Main Points	Actions	Assigned to
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		JT welcomed Natalie Park-Griffiths to her first meeting of the Board in role of Marketing & Media Director		
1	Apologies	Jan Johnson - Competitions		
2	Conflicts of Interest	None		
3	Review of Previous Minutes	Approved		
4	Matters Arising			
Date	Completion Date	Carry over Actions from Previous Meetings		
5.10.20	DONE	Ongoing	7. FD to assess how funds are deposited as part of Finance Strategy 8. FD to propose segregation of duties to cover banking limitation on single authorisation	JC JC
1.02.21		Ongoing	1 Set up NS Drop Box account	JC
1.03.21		Job Descriptions published on NS Website - But additional COVID Officer JD needed.	TB/CB to create COVID Officer Job Description	TB/CB
1.03.21		Ongoing	7. JJ1 to organise prizes for Virtual League	JJ1
1.03.21		Ongoing	9. JJ1 to report any further info relating to National Schools	JJ1
1.03.21		Ongoing	12. SF ensuring Coaching	SF

			database is up to date	
1.03.21		Ongoing	13. JT to price NetballSMart	JT/SF
1.03.21		Ongoing	14. SF ascertaining franchise material updates 15. SF arranging coaches meeting after material updates received	SF SF
1.03.21		Ongoing	18. JJ1 will send out Google form from CB to establish more up to list of COVID officers	CB/JJ1
1.03.21		Ongoing	23. SA to ensure Constitutional changes incorporating Youth into roles of Board & TSGs	SA
5	Review Reports	<p>CHAIR - JT TB reported on the informal RC meeting:</p> <ol style="list-style-type: none"> 1 New Chair from North East 2 RCOs - Paul Clark has sent an email to EN outlining the issues with RCOs and as of last week no formal response had been received. Various Regions have vacancies and there appears to be no Job Description available. 3. Website - Concerns that Engage is not giving the data that is required. Appears that the person originally appointed in charge did not have required skills to produce what was needed. Two Regions are working together to produce something that will provide the information that Regions require. NPG is happy to work with them. JT will discuss at formal RC meeting on 13.04.21 and report back. 	1) JT will raise at RC meeting Website/Engage issues	JT
		Finance - JC		

		<p>JC proposed to the Board that the NS Membership Fee for the 2021/22 season stay as it was last season i.e. No fee. The Board approved the proposal. There was concern about certain areas resuming where players were not members, and may not return to Leagues once they are fully operational, but the priority is to work together and get players back on court. JC on behalf of the Competitions Group asked the Board their thoughts on the Entry Fees for both Juniors and Seniors. Juniors currently £30 per team, Seniors currently £400 per team (which includes the cost of officials). The Board agreed to leave the Juniors at £30 and JC will report back on whether the Seniors broke even before deciding on a fee.</p>	<p>2) JC to establish if Seniors entry fees broken even with expenditure</p>	<p>JC</p>
		<p>Competitions - JJ1 In the absence of JJ1 JC reported that after the latest Government guidance Juniors will now have to play outdoors, resulting in some teams wishing to Opt Out. In relation to Government guidance on “local travel” the CTSG felt that as teams played in the Region we could classify that as “local”. However, concerns were raised that some fixtures were still too far to travel. Therefore a proposal was made that the CTSG look at initial fixtures being as local as possible, and as the Country came further out of lockdown to then play the fixtures that required further travelling. U13 are already local fixtures, but U14 & U16 have national competition to compete for. AS to seek a better definition from EN as to what they deem is a suitable distance for “local travel”. SF also pointed out that Juniors may now have issues sourcing venues in time for the first set of fixtures on 24.04.21 that are suitable. JC then outlined the CTSG proposed change to entry for the</p>	<p>3) CTSG to look at Junior and Senior friendly fixtures to see if they can be more localised initially before widening the spectrum as the Country eases out of lockdown. 4) AS to seek clearer definition of “local travel” from EN ASAP 5) JJ1 to reproduce original</p>	<p>CTSG AS</p>

		U19 League and after lengthy discussion it was agreed that the document CTSG produced relating to the original proposal for relegation/promotion should be readdressed before a decision is made.	document for relegation/promotion proposals	JJ1
		<p>Officiating - JA Officiating Transformation Programme is currently piloting Into Officiating virtual courses. JA has submitted questions to EN for clarification on certain issues relating to the practical side and will report back at the next meeting. Umpires are aware that the matches are outdoors and a good percentage have Opted In. Availability has been requested for the respective fixture dates. JA reported that a number of NS TOs have been appointed to the 2nd half of the VNSL at the Copper Box with 3 umpires having already been involved.</p>	6) JA has requested clarification on certain issues regarding the practical side of the new virtual courses from EN.	JA
		<p>Player & Coaching Development - SF Nothing further to report. Still working on database and once the meeting with EN to discuss performance pathway has been held, a meeting will be organised to discuss how to take the Handbook forward.</p>		
		<p>Volunteering - SA Still working with the Code of Conduct, Just need some guidance on recruitment and finances.</p>	7) JT/SA/JC/TB to meet and discuss	JT/SA/JC/TB
		<p>COVID - CB CB commented on the confusing guidance being received and the fact that not all the COVID officers who should be receiving the information were in fact doing so.</p>		

		<p>Disciplinary - CD An advert will shortly be available asking if personnel wish to be Disciplinary trained. JT hoped that it would be generic across functions. SF & JA had attended Disciplinary training in the past and both had received a request from EN as to whether they wished to carry on and receive further training. CD would recirculate her updated report on that to the Board.</p>	8) CD to recirculate her report on the proposed disciplinary training updates	CD
		<p>EN Updates - AS AS has already circulated a Goalden Globes update. With little activity there was not a lot to report on the figures, which then prompted its relevancy and what the Region wanted. So she will circulate what historically the reporting template has offered to seek feedback. JT commented that it may help functional heads to determine what they needed from KPI point of view. AS also reported that the new NDO for Berkshire will be Sally Whittle, moving from the East, 3 days a week. Ally Hathaway was due to return to Oxfordshire at the end of April, but with holiday would probably not be available for a couple of months,. JT commented that the Staff Survey was not pleasant reading and would report further at the next meeting.</p>	<p>9) AS to circulate Reporting Template for the Board to feedback on what information they would like to get.</p> <p>10) JT to report on EN Staff Survey</p>	<p>AS</p> <p>JT</p>
		<p>Governance - PA PA stated that currently the Constitution states that the Board will consist of Chair, Vice Chair, Treasurer and minimum of 2 but maximum of 8 General Members. With NPG joining that would make 9, but we have the provision to appoint 2 additional members for their professional expertise, which would cover the appointment of NPG.</p>	11) PA/JT/TB to work on a proposal for RMB composition	PA/JT/TB

		<p>PA/JT/TB to put a proposal together regarding the composition of the Regional Board so that we are not too restricted on numbers and allow for a bit more flexibility. The new Mission Statement was approved by the Board. LF to produce a document outlining when the current Board members were appointed and are due for re-election. JT outlined the composition for the Annual Report, which would cover the period 1 May 2020 to 30 April 2021, which functional heads would need to have an input to. JC to contact Lindsay Palmer re account audit. AGM set for Tuesday 3 August 2021 via Zoom. TB outlined the changes to the Bursary process chart, to allow the FD to approve certain applications without having to seek approval of the Board. JC to notify Directors of TSGs when application received and they will monitor progress individuals progress thereafter and link to Marketing Director so we can profile their success. JC will add to Finance report and detail what function it supports. Board approved the Bursary process chart.</p>	<p>12) LF to produce a document outlining when current Board members were appointed and are due for re-election.</p> <p>13) JC to contact LP re account audit</p> <p>14) JC to notify Directors of TSGs when Bursary applications are received.</p>	<p>LF</p> <p>JC</p> <p>JC</p>
		<p>Marketing & Media - NPG NPG thanked those that had sent in biographies and photos. NPG has contacted CC requesting information to help celebrate successes within the Counties so that the rest of the Region can know. A photo book was being produced reflecting on all the returning to netball photos received. NPG proposed a generic calendar so that we announce information first. So she would be grateful for any input.</p> <p>Engagement on social media needs to be improved and this is a good opportunity to do so now that we are returning to court.</p>	<p>14) NPG to produce Photobook</p> <p>15) NPG to produce generic calendar and all members to submit relevant announcements</p>	<p>NPG</p> <p>ALL</p>

		<p>Any Other Business</p> <p>JJ2 offered to help SA with moving the Youth Group forward and will liaise with her.</p> <p>AS reported on the WellBeing piece session being held this week and will try and get the details sent to the Board.</p> <p>CD will report further on the Mental Health Training being made available at the next meeting.</p> <p>JT reported that Netball South had featured on BBC East as their main Sports story relating to COVID compliance.</p> <p>SF reported that the CAPS process will stop from July and will be launched next March and may have implications for some of our Clubs. Further discussion for next meeting.</p>	<p>16) WellBeing session being held and AS to get details to Board members</p> <p>17) CD to report further on Mental Health Training</p> <p>18) CAPS discussion</p>	<p>AS</p> <p>CD</p> <p>JT/SF</p>
6	Date of Next Meeting	JT has requested LF to canvas the best day and time for future meetings, which she has done and once results are received, the date of the next meeting will be set.	19) JT to publish date of next meeting	JT

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