



## Regional Management Board Meeting 01 March 2021 via Zoom

<b>ATTENDEES:</b>	Julie Tucker (JT) - Chair Toni Brunsdon (TB) - Vice Chair Jo Coker (JC) - Finance Director Jan Johnson (JJ1) - General Member Julie Arnold (JA) - General Member Sarah Feast (SF) - General Member Phyllis Avery MBE (PA) - President Annette Allanson (AA) - General Member Carolyn Davies (CD) - General Member Shelley Austin (SA) - General Member Christina Berenger (CB) - General Member Jane Jewell (JJ2) - General Member Amy Steward (AS) - Partnership Manager	<b>Key:</b> Chair (C) Vice Chair (VC) General Member (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)
<b>APOLOGIES:</b>	Lucy Farrell (LF) - Regional Coordinator Shelley Austin (SA) - General Member	
<b>CONFLICTS OF INTEREST</b>	None Declared	No Further Action Required
<b>NAME</b>	<b>TITLE</b>	<b>FUNCTION/TSG GROUP</b>
Phyllis Avery (PA)	President	Governance
Julie Tucker (JT)	Chair	Strategy, Governance, Finance, Player and Coach Development
Toni Brunsdon (TB)	Vice Chair	Strategy, Governance, Finance

Jo Coker (JC)	Finance Director	Finance
Jan Johnson (JJ1)	Competition Director	Competitions
Julie Arnold (JA)	Officiating Director	Officiating
Sarah Feast (SF)	Player and Coaching Development Director	Player & Coaching Development
Jane Jewell (JJ2)	Player and Coaching Development Officer	Player & Coaching Development
Annette Allanson (AA)	Player and Coaching Development Officer	Player & Coaching Development
Carolyn Davies (CD)	Disciplinary Lead Officer	Governance
Christina Berenger (CB)	COVID Lead Officer	Governance
Shelley Austin (SA)	Volunteering Lead Officer	Governance
<b>NON-BOARD TSG MEMBERS</b>		
Chris Grainger	Competitions Officer - Hampshire	Competitions
Kate Miller	Competitions Officer - Sussex	Competitions
Julie Wilks	Officiating Officer - Sussex	Officiating
Tracy Stubbs	Officiating Officer - Hampshire	Officiating
Sarah Clifford	Officiating Officer - Hampshire	Officiating

**Standing Agenda Format:**

1. Apologies
2. Conflicts of Interest
3. Previous Minutes
4. Functional Reports: Chair, Finance, Competitions, Officiating, Player & Coaching Development, Volunteering,

- COVID, Disciplinary, EN Update, Governance  
 5. A.O.B.  
 6. Date of Next Meeting

No.	AGENDA ITEM	MAIN POINTS	ACTIONS	ASSIGNED TO
1	Apologies	Received from Lucy Farrell & Shelley Austin		
2	Conflicts of Interest	None		
3	Review of Previous Minutes	Approved	1) Minor grammatical/spelling changes recorded	JT
4	Review Reports	<p><b>CHAIR - JT</b>            EN forums taking place relating to return to play            It was noted that the email offering the forums had not been circulated to Board members            Regional Chairs Charter being constructed. JT/TB have reviewed. Concern over EN buy in and JT will update progress at future meetings.            Concern that minutes not taken at Regional Chairs meetings and therefore actions potential missed. JT has requested a RAG (Red Amber Green) rated risk register for Regional Chairs to be implemented to ensure that all is captured.</p>	<p>2) JT to ensure comms process is in place.            3) JT to circulate the Charter to RMB for info</p>	JT/LF
		<p><b>FINANCE - JC</b>            Report circulated in advance of the meeting.            Officiating query - result of an outstanding invoice.            Query over level of interest rates on the funds - JC advised 1.25% on deposit account.            JC requested comments on setting the budget by 23.03.21.</p>	<p>4) ALL to advise JC            5) JT to send ideas document to JC for review linked to budget</p>	ALL JT

		<p>NS Dropbox to be used for all RMB relevant documents and JC to lead on implementation.          JT waiting on EN (AS asked if Adventure strategy had anything RMB needed to consider - AS advised not aware)</p>	<p>6) JC to advise on Dropbox</p>	<p>JC</p>
		<p><b>COMPETITIONS - JJ1</b>          The NS Virtual League has started. 48 teams represented, over 4 age groups. Over 600 participants in the first week. Finals weekend coming up. Wasps and Storm have donated prizes.          SF thanked all those involved in the Virtual League and expressed how much it had been appreciated.          EN are to feature the Virtual League in their first HUDDLE article.          JT would write to Maddi Lovett from Eagles Netball Club and thank her for producing all the exercise videos.          JT also thanked JJ1 and her Competitions Group for getting the League up and running so quickly.</p> <p>Currently in discussion with EN to showcase the League on a new EN Huddle and the impact on players physically and mentally during lockdown.</p> <p>JJ1 gave the following key dates on return to play from EN:          No earlier than:          8 March - School netball can resume          29 March - community netball can resume (guidance from EN tba)          12 April - indoor youth netball can resume (guidance from EN tba)          17 April - adult netball can resume (guidance from EN tba)          21 June - modified rules lifted and tournaments to resume (guidance from EN tba)</p> <p>It is hoped to still complete the League - 7 to 8 weeks required.          National Schools Finals are expected to be held in August 2021. JT asked about qualifiers and JJ1 replied that it probably would not happen due to the match fit window of 4 to 6 weeks.          JJ1 advised training window expected by Clubs is 5 to 6 weeks before competition and concerns were raised that not enough court play training would</p>	<p>7) JJ1 to organise prizes</p> <p>8) JJ1 to plan &amp; update oncompletion of League &amp; recommendations for Entry Tournament</p> <p>9) JJ1 to report any further info relating to National Schools</p>	<p>JJ1</p> <p>JT</p> <p>JJ1</p> <p>JJ1</p>

		<p>have taken place if competition starts on 12 April.  SF confirmed that 4-6 week window would be expected via EN messaging for match play before returning to competitions to prevent injuries.  TB queried Entry Tournament criteria for 2021. After a discussion JJ1 would consider the options proposed and report back.  EN had yet to set a Competitions meeting and JJ1 would report back as and when she had anything further to report.</p>	<p>10) JJ1 to report back on Entry Tournament options</p>	<p>JJ1</p>
		<p><b>Officiating - JA</b>  JA reported that umpires on the AUL had been invited to get involved with the Virtual League, but the response had been poor.  JA raised concerns relating to umpire fitness when they do finally return to Court and was hoping to organise some form of fitness sessions. CB, a personal trainer, offered her assistance if needed. Obviously they would all be asked whether they wished to Opt In or Out when the time came.  The Officiating Transformation Programme was work in progress and JA would keep the Board up to date accordingly.</p>		
		<p><b>Player and Coaching Development - SF</b>  SF advised that there are 1000+ NS coaches on ENgage list, of which a majority did not appear to be current members. Concern was raised that ENgage is lacking correct information.  JJ1 asked if social media could be used to enhance the database and SF will seek the help of County Chairs and NDOs to assist in attaining the right data. Coaches have been advised how to update ENgage to ensure their coaching credentials are up to date.  JJ2 was congratulated on achieving her L3 Coaching qualification.  SF advised that Surrey Storm and Wasps are assisting with the coaching handbook.  NetballSmart content has a free resource area and a performance area that is paid access - JT advised on its content and the player competencies document that has been produced. She suggested it would be worth purchasing to compare and contrast v EN content.</p>	<p>11) AS to feedback to EN concerns on the accuracy of EN data. Suggest a review of the data and fields. Suggest a review pending shopping baskets as a way of generating funds</p> <p>12) SF to ask County Chairs &amp; NDOs for help to ensure coaching database is accurate.</p> <p>13) JT to price NetballSmart</p>	<p>AS</p> <p>SF</p> <p>JT</p>

		<p>SF wants to ensure content is collaboration across franchises to ensure all themes and requirements are bought into - Wasps and Storm are our official links.</p> <p>JT commented that franchises produce different things and asked if they collaborate for core skills etc., for consistency v Roses Development Framework? 75% should be EN pathway, 25% should be tactical v franchises.</p>	<p>14) SF to contact EN for update on EN and franchise material.</p> <p>15) SF to arrange coaches meeting for TSG group and include JT, JJ2, CB and AA</p>	<p>SF</p> <p>SF</p>
		<p><b>Volunteering - SA</b></p> <p>TB updated the Board on SA attending CIMPSA (Chartered Institute of Management &amp; Physical Activity) and setting up Youth Volunteers for older age groups initially</p> <p><i>Email SA to PA</i></p> <p><i>"My vision is for the panel to be representative of the regions plus a non-netball panellist to ensure we have full transparency over our vision of inclusivity. I do see the representative sitting on the Board, as a voting member, as this will make the Youth panel feel heard and valued. I think it should be approved at the AGM. I am working on a number of supporting documents, which I will get to you all soon"</i></p>	<p>16) JT to paste in SA update</p>	<p>JT</p>
		<p><b>COVID - CB</b></p> <p>CB reported that she is probably going to be busy very shortly.</p> <p>CB Reported that the latest EN update only came out just prior to the meeting. She was concerned that the COVID information was not reaching the appropriate Officers, including herself</p> <p>JT advised that LF was to send out the RC and County Chairs on forums - this has not been actioned.</p> <p>AS advised that there has been a staged communication plan for return to play. JJ1 has provided CB with a list of COVID officers within the Region, but ENgage shows team name, not club name, so reiterates concerns over data within ENgage.</p>	<p>17) JT to circulate email for Regional Chairs/County forum to RMB and discuss RCO requirements</p> <p>18) JJ1 will send out an email for CB to get a more up to date COVID officers list. AS to feedback to EN</p> <p>19) JJ1 will access ENgage to try and attain a better list</p>	<p>JT</p> <p>JJ1/AS</p> <p>JJ1</p>

		<p><b>Disciplinary - CD</b>  JT asked CD to establish what the roles for EN, Regions, Counties, Leagues, Clubs and Non-Issues are as there needs to be clear guidance and training for relevant parties indicated above.  JT requested flowcharts clearly outlining the different levels of discipline and what training is required for dealing with these levels as well as non-disciplinary issues (i.e. timewasting, volunteers time). Mediation was meant to be more of a feature.  SF advised that EN are looking at it, as volunteers are not equipped to deal with some matters.  AS advised Julia Crone will act at lead in this area at EN.  CD advised that we need the right skillset to deal with more complex cases.  JT confirmed that Regional Chairs were confused on the status of this area.  CD advised that EN have not responded with regard to the outstanding COVID breach case at County level.  JT expressed concern that we do not want disciplinary issue backlogs because we have not got clear guidance from EN.</p>	<p>20) CD to liaise with EN</p> <p>21) AS to request update from EN on this area considering they have already given roadshows</p>	<p>CD</p> <p>AS</p>
		<p><b>England Netball Update - AS</b>  Prior to the next government announcement, EN have been focusing on the return to play. The expected scenario being that netball will be able to resume some time between early March and mid April.  There are 4 main priorities surrounding this which are:</p>		

		<div style="display: flex; justify-content: space-between;"> <div style="background-color: #FFD700; padding: 5px; text-align: center;"><b>Facilities</b></div> <div style="background-color: #90EE90; padding: 5px; text-align: center;"><b>Clubs &amp; leagues</b></div> <div style="background-color: #90EE90; padding: 5px; text-align: center;"><b>Additional opportunities for members</b></div> <div style="background-color: #6495ED; padding: 5px; text-align: center;"><b>Programmes</b></div> </div> <ul style="list-style-type: none"> <li>• Know where isn't opening and why</li> <li>• Have spent time influencing venues making sure they know why England Netball</li> <li>• Share advocacy packs and guidance with venues to share our collective voice</li> </ul> <ul style="list-style-type: none"> <li>• Ability to tailor our messages to clubs &amp; leagues based on their intentions to re-start</li> <li>• Issue clear, updated Care Package quickly to help</li> <li>• Be confident that they already feel engaged &amp; supported</li> </ul> <ul style="list-style-type: none"> <li>• Understand areas where members are unable to play</li> <li>• Communicate opportunities that are available to members, particularly where their usual activity is unavailable</li> </ul> <ul style="list-style-type: none"> <li>• Activate a carefully considered plan of programmes</li> <li>• Be confident that all deliverers are confident and excited to get back on court</li> <li>• Begin activation of targeted promotion of key programmes</li> </ul>		
		<p>Roadmap is now issued.</p> <p>EN continue to monitor need for flexible furlough amongst staff in the Region. It is hoped all employees will return in March.</p> <p>SF expressed her disappointment with Vladan Dragosavac, EN Performance Manager and his total lack of communication and support with regard to County Academies pathway.</p>		
		<p><b>Governance - TB</b></p> <p>TB gave an update on the Bursary document.</p> <p>JA commented that in the past no assistance had been given towards B Award Course candidates, as deemed personal development.</p> <p>JJ2 felt % figure for assistance was high and that applicants should contribute some of their own money towards the request.</p> <p>JT felt that as we supported coaches on bursaries we should mirror that in officiating to balance people giving their time back to the Region.</p>	22) ALL to review document and respond to TB by 17.03.21	ALL
		<p><b>Constitutional Changes - PA</b></p> <p>PA presented to the proposed Constitutional changes and Mission statement. The following comments were made:</p> <p>JJ1 - Affiliations should now read Membership of EN</p> <p>SF - Subscriptions should now read Membership Fees of EN</p> <p>SF - Nominations says 42 days before AGM. Date of AGM displayed eight</p>		



		<p>weeks before AGM . The Agenda displayed 21 days before AGM. Consistency needed on whether we state days or weeks</p> <p>SF - Youth member age definition needs to be clear - Should the Board age limit be under 18?</p> <p>JT - Youth Board member as a voting or non-voting member. Proposal is that they should be a voting General Member.</p> <p>TB - Advised split on age groups 16 to 18 Board representation and younger age groups being TSG support at tournaments etc.</p> <p>AS - 18+ up to 25 can be the voice of youth and a voting general member if 18+ on appointment (SA currently working with South West)</p> <p>JT advised concern that our Mission Statement was gender specific, but that we have volunteers across genders and the Statement should reflect this.</p> <p>JT advised split the statement to make the sport the main statement with the aim gender specific:</p> <ul style="list-style-type: none"> <li>• Main mission sport of netball</li> <li>• Aim to be the top female sport</li> </ul> <p>JT proposed a date of 21 June for AGM?</p>	<p>23) SA to ensure Constitutional changes incorporate into the roles of the Board and TSGs</p> <p>24) PA to reflect comments in Mission Statement and split the statement for sign off</p>	<p>SA</p> <p>PA</p>
		<p><b>Any Other Business</b></p> <p>JT proposed role of Secretary on RMB to ensure administration roles are done, as things are slipping due to the current RC role (LF) being restricted.</p> <p>JA suggested we cover the minutes for now until LF is back fully functional.</p> <p>LF to be used on project specific items to best utilize her time at the moment.</p> <p>RC time is currently estimated at 2 days per week for RMB items.</p> <p>KPI's needed for RC role:</p> <ul style="list-style-type: none"> <li>• Minutes circulated within 72 hours of meetings</li> <li>• Reports collated and circulated 5 working days before meetings</li> <li>• <b>All EN email communications to be circulated to RMB ASAP</b></li> <li>• Project support to be carried out effectively</li> </ul> <p>JC requested that budget information be sent to her by 23.03.21</p> <p>CD proposed we set caps on Bursaries for the budget. JT advised to be</p>	<p>25) JT to produce March minutes. JA to produce April/May minutes</p> <p>26) LF to ensure all EN comms are circulated promptly going forward</p> <p>27) JT &amp; TB to communicate agreed actions with LF</p> <p>28) ALL to feedback to JC</p>	<p>JT/JA</p> <p>LF</p> <p>JT/TB/LF</p> <p>ALL</p>

		<p>finalised via the Bursary policy coupled with budget proposal. AS to provide update on Goalden Globes for next meeting</p> <p>JT reported that Sport England has chosen North Bucks as case study for Floodlight project (with support from EN). This will allow 86 adult teams in local leagues the provision of outdoor facilities as well as local clubs and basketball clubs. AS advised that only 1 of 4 grants nationally to receive fully grant funding.</p> <p>JT advised that County Chairs meeting will be postponed until after the return to play forums are complete.</p>	29) AS to provide update on GG	AS
		<b>Next Meeting Proposed: Monday 12 April 2021</b>		
Date	Revised Completion Date	<b>Carry Over Actions from Previous RMB Meetings</b>	Actions from Previous Agenda Items	
5.10.20	March 2021	In progress. SC still has first signatory of bank account. The process of changing this to JC is expected to take 3 months	3. Progress dual signatory option and produce authorisation process for expenses - Functional Directors to approve manually as first approval, Finance Director to authorise as 2nd by release of funds	JC/JT & Functional Directors
5.10.20	March 2021	Ongoing. JC cannot change anything until the ex-Treasurer has been removed from the current set up and JC can control the bank account.	7 New FD to assess how funds are deposited as part of Finance Strategy. 8 New FD to propose segregation of duties to cover banking limitation on single authorisation.	JC/JT
2.11.20	March 2021	Ongoing. JC to be involved in process and TSG group in addition to Finance	10. Appoint Media &	JT/TB/PA/JC

		(must be EN and NS Member). JT to arrange seeing candidate	Marketing Director	
1.02.21			1 Set up NS DropBox account	JC
New	March 2021	JT to ensure LF has published all NS Job Descriptions on Website - Including Media & Marketing role		JT/LF

CONFIDENTIAL