



RMB MEETING 05102020 ZOOM 7PM

ATTENDEES:	JULIE TUCKER -JT (C), TONI BRUNSDON-TB (VC), JAN JOHNSON -JJ1(BD), JULIE ARNOLD -JA (BD), SARAH FEAST – SF (BD), PHYLLIS AVERY MBE –PA (P), ANNETTE ALLANSON – AA (BD), JANE JEWELL – JJ2 (BD), CAROLYN DAVIES – CD(BD), SHELLEY AUSTIN – SA (BD), CHRISTINA BERENGER – CB(BD), LUCY FARRELL – LF (RC) SCOTT CONNORS -SC (T)	KEY: (C) =CHAIR,(VC) = VICE CHAIR, TREASURER , (T), (BD) = BOARD DIRECTOR, (PM) =PARTERSHIP MANAGER ,(RC) =REGIONAL COORDINATOR, (P) = PRESIDENT, (RMB) = REGIONAL MANAGEMENT BOARD, (TSG) =TECHNICAL SUPPORT GROUP, (NS) = NETBALL SOUTH, (EN) = ENGLAND NETBALL
APOLOGIES:	SHELLEY AUSTIN-SA (BD), LUCY FARRELL-LF (RC)	
CONFLICTS OF INTEREST:	DETAILS: NONE DECLARED	ACTION TAKEN: NO ACTION NEEDED

NAME	TITLE	FUNCTION/TSG GROUP
PHYLLIS AVERY -PA	PRESIDENT	GOVERNANCE AND COMPLIANCE
JULIE TUCKER -JT	CHAIR	STRATEGY,GOVERNANCE AND COMPLIANCE, FINANCE
TONI BRUNSON-TB	VICE CHAIR	STRATEGY,GOVERNANCE AND COMPLIANCE ,FINANCE
SCOTT CONNORS-SC	TREASURER/FINANCE DIRECTOR	FINANCE
JAN JOHNSON-JJ1	COMPETITION DIRECTOR	COMPETITION
SARAH FEAST -SF	COACHING AND DEVELOPMENT DIRECTOR	COACHING AND PLAYER DEVELOPMENT
JULIE ARNOLD-JA	OFFICIATING DIRECTOR	OFFICIATING

CAROLYN DAVIES-CD	DISCIPLINARY TSG OFFICER	GOVERNANCE AND COMPLIANCE (DISCIPLINARY)
CHRISTINA BERENGER-CB	COVID AND SAFEGUARDING TSG OFFICER	GOVERNANCE AND COMPLIANCE (COVID AND SAFEGUARDING)
ANNETTE ALLANSON-AA	COACHING AND PLAYER DEVELOPMENT TSG OFFICER	COACHING AND PLAYER DEVELOPMENT
SHELLEY AUSTIN-SA	VOLUNTEERING TSG OFFICER	GOVERNANCE AND COMPLIANCE (VOLUNTEERING)
JANE JEWELL-JJ2	COACHING AND PLAYER DEVELOPMENT TSG OFFICER	COACHING AND PLAYER DEVELOPMENT
NON BOARD TSG GROUP MEMBERS:		
CHRIS GRAINGER	COMPETITIONS OFFICER -HAMPSHIRE	COMPETITION
JO COKER	COMPETITIONS OFFICER -HAMPSHIRE	COMPETITION
KATE MILLER	COMPETITIONS OFFICER-SUSSEX	COMPETITION
JENNY POORE	OFFICIATING OFFICER- BERKSHIRE	OFFICIATING
JULIE WILKS	OFFICIATING OFFICER-SUSSEX	OFFICIATING
TRACY STUBBS	OFFICIATING OFFICER-HAMPSHIRE	OFFICIATING
SARAH CLIFFORD	OFFICIATING OFFICER-HAMPSHIRE	OFFICIATING

ITEM	AGENDA ITEM	MAIN POINTS:	ACTIONS FROM AGENDA ITEM:	ASSIGNED TO:	DUE BY/FINISHED BY:
A	APOLOGIES AND APPROVAL OF	<ul style="list-style-type: none"> Apologies received from SA and LF. Consistency of terminology raised for General member versus Board Director and South 	1.Review terminology used in DRAFT constitution and amend as follows :	PA/TB	31/12/2020

	PREVIOUS MINUTES	Region versus Netball South- it was agreed the Board would adopt Board Director and Netball South, which would result in a re-draft in the constitution and also the Governance policy docs review.	General member to be referred to as Board Director South Region to be referred to as Netball South		
2	FUNCTION REPORTS:	<p>JT asked if the reporting template circulated which was to standardise the reporting and simplify this was acceptable – this focused on HIGHLIGHTS/ KPI'S/ISSUES&RISKS. The Board adopted the template albeit it was accepted the KPI's needed further review.</p> <ul style="list-style-type: none"> FINANCE: SC advised new applications for a dual signatory bank account were not being accepted by the banks...JT to progress with new Treasurer/FD <p>SC advised he needed to update the signatories as currently it was himself Matt and Jan on an individual basis. JT advised this was not good financial governance.</p> <p>Audit- last questions have been answered to Lyn Blaxhill.</p> <p>Reg Chair Presidents gift £20 contribution done.</p>	<p>2.FUNCTION DIRECTORS to adopt monthly reporting template and work towards submission to LF 7 days prior to the RMB.</p> <p>3.Progress dual signatory option and produce authorisation process for expenses – Functional Director to approve manually as first approval, Treasurer to authorise as 2nd by release of funds.</p> <p>4. Debit Card to be destroyed for Matt</p>	<p>ALL</p> <p>JT/SC and FUNCTIONAL DIRECTORS.</p> <p>JT</p>	<p>31/10/2020</p> <p>31/10/2020</p> <p>31/10/2020</p>

		<p>Matt still has debit card which Zoom is being paid from.</p> <p>Funds to be split if possible and manage the dual signatory and authorised signatories.</p> <p>PA raised that bank was originally with Lloyds.</p> <p>PA asked if SC could tell if memberships were renewing, however this year no Netball South charges were levied...SC reported @£228 in total from EN.</p> <p>AS advised this data can be circulated for membership figures and is tracking at approx. 65% renewal.</p> <p>SC advised interest income has dropped and review needed on best savings options for funds in the account.</p> <p>SC requested for information on league entry fees and umpiring fees- Netball South if providing is approx. £30 per game and minimise travel; there are currently no league entry fees on pre season friendlies.</p> <p>It was noted versus any revisions to expenses policy, that umpires preferred travel expenses to a fee; the fee to be reviewed in line with expense policy.</p>	<p>5.AS to circulate the membership data from ENGAGE and feedback to EN how difficult the software is to use.</p> <p>6. ENGAGE data to underpin the KPI's and propose to Functional Directors .</p> <p>7.New FD to assess how funds are deposited as part of Finance Strategy.</p> <p>8.New FD to propose segregation of duties to cover banking limitation on single authorisation.</p> <p>9.Governance review – compare and contrast with EN documentation to be completed by 31/10/2020</p> <p>10.AS to supply Adventure Strategy to netball South.</p> <p>11.PA to review the constitution and produce draft for implementation at next AGM ,</p>	<p>AS</p> <p>LF /JT</p> <p>SC/NEW</p> <p>SC/NEW</p> <p>TB</p> <p>AS</p> <p>PA</p>	<p>31/10/2020</p> <p>30/11/2020</p> <p>30/11/2020</p> <p>30/11/2020</p> <p>31/10/2020</p> <p>31/10/2020</p> <p>30/11/2020</p>
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		<ul style="list-style-type: none"> • COMPETITION: JJ1 confirmed youth leagues 14's and 16's were underway and positive feedback. <p>JJ1 advised u19 games- Covid guidance must be observed outdoors if 18+ participants.</p> <p>JJ1 advised BUCS leagues are being allowed indoors and has fed back concerns to EN. (University/school differentiator).</p> <p>Discussion on other sports being more relaxed than the strict compliance netball was putting in place.</p> <p>U13's to commence after Christmas- regionalised.</p> <p>JJ1 to send out updated to policy re: COVID and an FAQ that will be updated ongoing as things change.</p> <p>JJ1 Thanked Tina and her own Competition team for all the work carried out.</p> <p>JJ1 indicated that she was dealing with a diversity issue with EN and will keep the Board updated.</p> <p>JT thanked JJ1 and the team for the work they had done to get netball back underway.</p> <ul style="list-style-type: none"> • OFFICIATING: 	<p>including the AGM amendments and the Presidency issue with a re-election clause.</p> <p>12. EGM to be tabled at future meeting to implement the revised constitution.</p> <p>13. Action on all to review docs in their remit as part of governance review.</p> <p>14. CB to update policies re live streaming (safeguarding)</p>	<p>PA</p> <p>ALL</p> <p>CB</p>	<p>31/12/2020</p> <p>31/12/2020</p> <p>31/10/2020</p>
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ZOOM session run by EN to show the new COVID guidance.

Accredited umpires list (AUL) have been sent OPT in/OPT out doc and availability and has had good feedback.

All games being covered but moving feast because of COVID.

Meeting held with COUNTY umpiring secretaries mentoring /assessment and courses were raised.

Umpires to monitor COVID processes in place at matches on the day via a feedback form to JA.
Query raised - if Umpire cancels due to COVID- JJ1 & JA highlighted the rules which are next available qualified umpire on either team....teams must agree for this person to be used or game is cancelled...refer to the rules.

Amy Stewart added on chat:
As of 29th September 2020 (figures pulled weekly) Membership for 2020/21 for Netball South is currently at 56% of 19/20 Membership. This is across all categories. Absolute number = 9345 (adult 4864). This is on track with national average (better than some other regions!). I appreciate this needs to be updated and may need some more context but gives you a headline

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- **GOVERNANCE**

PA submitted key roles and responsibilities to underpin Strategic Plan

Tier 1 SE has been reviewed for compliance by Netball South.

PA reported website is out of date and needs standardising; this will be picked up in the Governance review.

AS not in a position to share yet.

Constitution review to be picked up with PA with amendments made at last AGM- issue on President role and serving term is at odds with Phyllis new role in Governance.

- **COVID OFFICER UPDATE:**

CB advised policy was sent out then revised following Gov change.

Process reviews ongoing and clubs are on top (in the main) on COVID.

Parents feedback unable to watch children frustrating- possible live streaming proposal to be reviewed under Competition regs; permission must be sought by both clubs.

Live streaming – JJ1 requested permission from RMB for allowing this.

CB updated on safeguarding that includes live streaming and other media formats.
CB highlighted difficulties in multiple roles due to number restrictions in the indoor venue.

JJ1 clarified that umpires not to carry out roles (including post wipe downs).

JJ1 clarified posts to be wiped down whenever there is human touch – additional wipe downs can be carried out quarter time as good practice.

- **DISCIPLINARY**

Nothing to report

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3	ACCOUNTABILITY CHART WITH FUNCTIONS	<p>JT referred to the Accountability chart and said this was underpinned by the job descriptions for the department and then supported by TSG's; JT then took the Board through the slides.</p> <p>JT explained that the strategic plan was then delivered by various departments and that it was important for all RMB to be on at least one Functional TSG's to help this.</p> <p>RMB supported the structure and</p> <p>SF proposed change to wording – it was agreed to re-word to “coaching and player development”.</p> <p>JT updated on inconsistency in the franchise approach partnering with counties and that the coaching and player development was to deliver what was feasible.</p> <p>It was agreed this role also was the link between the Region and the Franchises.</p> <p>AS reported on this structure supporting opportunity for growing membership.</p> <p>JT reported previous plan was a box ticking exercise and the ability to deliver on this was unlikely- JT shared a new ideas page on strategic initiatives that could be implemented in the new plan.</p>	<p>15.SF to review if Function needs two strands with a lead director running each with SF heading up overall.</p> <p>16.All to review the strategic ideas page on PPT and feedback to JT and TB to produce the draft of the Strategic Plan and also review the original strategic plan.</p> <p>17.LF to circulate the original plan and the PPT for review by RMB for next meeting.</p> <p>18.JT to progress U3A link to walking netball.</p> <p>19.CD to propose input to the strategic plan for disability consideration.</p> <p>20.Advertise for Marketing and Media Director</p>	<p>SF</p> <p>ALL</p> <p>LF</p> <p>JT</p> <p>CD</p> <p>JT/TB</p>	<p>31/10/2020</p> <p>31/10/2020</p> <p>31/10/2020</p> <p>31/10/2020</p> <p>31/10/2020</p> <p>31/10/2020</p>
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JT stepped through ideas on the strategic plan page. (refer to the PPT for the first draft on ideas) and emphasised the need to work more closely with the counties. **Why do we exist and what should we be delivering as a Region? CHALLENGING BUT ACHIEVABLE.**

JJ1 proposed more community based approach as regional leagues were successfully implemented; ie walking netball.

JT updated on U3A link to possible walking netball link project; this is not a direct competition and more of a community initiative that happens to be with a ball...with a possibility of bubble hopping into walking netball- JT emphasised that the group were not predominantly netballers.

JJ1 proposed two strands to the function with a lead director on each.

CD proposed considering the disability element being implemented into the Strategic plan.

JT highlighted that where possible the Region wanted to tie to the EN strategy, but in the absence of the document/strategy being available , Netball South would make a start.

TB highlighted tying the KPI's to the strategic plan.

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5	AOB	<p>JT updated on 2 confidential issues related to:</p> <p>Private hirer and the involvement of the Region- Region view is that this is a County issue to resolve with a private hirer and report to EN.</p> <p>RMB member declared a conflict of interest on this topic.</p> <p>RMB member highlighted them as EN members, Regional members and County members and raised concerns under equality act.</p> <p>Breaches being made under a social league with the organiser being an EN membership- the organiser is not applying the necessary COVID compliance. The County concerned cannot apply the disciplinary procedure as no one is trained – recommended to transfer to another county.</p> <p>Concern raised if social league is being advertised as EN league and or is the organiser an EN member and breaching the terms of their membership under the disciplinary regs.</p> <p>2. Concerns raised on a member who’s contact with members of RMB have been inappropriate. An informal approach has been tried without success and there will be contact made with the</p>	<p>22.County to report the concern to EN -AS to liase with relevant RMB member to document to establish Covid and disciplinary breach and EN to provide advice.</p> <p>23.Social Media policy to be circulated to clubs and reminder on usage.TB</p> <p>24.JJ1 to update on County and reg schools competition in Jan 2021.</p>	<p>AS</p> <p>TB</p> <p>JJ1</p>	<p>31/10/2020</p> <p>31/10/2020</p> <p>14/1/2021</p>
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JJ2 – Advised willing to learn and strengths lie in performance (was previously Storm u21 lead coach).

Question raised on friendly status on senior open league. JJ1 proposed it may be extended as a friendly until spring if still outdoors with Easter the start point.

Sarah none

JJ1 raised social media post against a club – Need to have Mktng and Media Director in post to address social media

Website out of date with update needed-linked to Mktng and Media role being needed.

Phyllis None

Jules Job description amendments to go back to Tony.

Toni none

Scott – advised website hosting is paid element.

Annette – county and reg schools query- JJ1 advised update to follow in Jan 2021.

Tina none

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		JT advised County Chairs meeting was 12/10 and optional. Carolyn none Amy none			
6	DATE OF NEXT MEETING	Meeting closed – next meeting provisionally Monday 2/11/2020			
<u>CARRY OVER ACTIONS FROM PREVIOUS RMB MEETINGS</u>					
RMB MEETING ORIGINAL DATE 1/9/2020	REVISED COMPLETION DATE 31/12/2020 31/12/2020	REASONS FOR CARRY OVER: <ul style="list-style-type: none"> • More time needed for review by FUNCTIONS. • On track. 	ACTIONS FROM PREVIOUS AGENDA ITEM: 4.Review strategic plan with FUNCTIONS and COUNTIES. 5.Review GOVERNANCE DOCUMENTS PROJECT.	ASSIGNED TO: JT/TB &FUNCTIONS PA/TB & FUNCTIONS	ORIGINALLY DUE BY/FINISHED BY: 30/9/2020 31/12/2020

<p>31/12/2020</p> <p>30/11/2020</p>		<ul style="list-style-type: none"> • Not yet published to EN (Fran Connolly)...County Chairs have been made aware of this. • Missed in the JD review -carry over for Tina and Carolyn to produce and review. • This wasn't advertised on SR website- timescales extended to accommodate- at the time of writing- there are 2 applications in progress for this role. 	<p>7.Issue doc to COUNTY CHAIRS AND EN.</p> <p>10a.Ensure JD exists for both exists as part of GOVERNANCE</p> <p>11.Treasurer/FD application to be promoted in region.</p>	<p>JT</p> <p>PA/CB/CD</p> <p>JT/LF</p>	<p>30/9/2020</p> <p>20/9/2020</p> <p>10/9/2020</p>
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