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| **Board Meeting Minutes**  **Where:** Virtual - Zoom  **Date: 22nd January 2022**    **Present Board Members:** Natalie Justice-Dearn (CEO), Katherine Knight (Independent Chair), Kate Halfpenny (Elected Director), Georgina Crossman (Elected Director and Vice Chair), Alison Smith (Elected Director), Farhad Divecha (Independent Director), Zoe Burton (Senior Independent Director)  **In Attendance**: Rhian Lilley (Director of Development), David Bentley, part (Director of Business Operations) | | |
| **Item** |  | **Action By** |
| **1** | **Formal Business** |  |
| **Apologies** | Dawn Wesson (Independent treasurer) |  |
| **1.0 Introductions** | None |  |
| **1.1 Declaration of Interests** | None declared |  |
| **1.2 Approvals and ratifications** | Ratification of England Coaches for 2022 season  GC confirmed that this had taken place via email and the outcome for 2022 is below:  Senior squad  Coach – Kate Halfpenny  Assistant – Mel Mumford  U18  Coach – in recruitment  Assistant – Bob Newbold |  |
| **1.3 Board Minutes from 2nd October 2021** | Actions from the previous board meeting will be covered within the agenda items of this meeting.  GC sent through some minor clerical errors and corrections within the previous board meeting minutes, that required adjusting.  Approved with amends made. | KK approved |
| **1.4 Matters Arising** | None |  |
| **2** | **Chair’s Report** |  |
|  | **KK provided a verbal update Governance**  Going to be an exciting year for RE. Have the new 10 year strategy, the new role with SE and hopefully increased budget and the implementation plan to bring it all to life.  **Strategy**  Following the strategy launch in November worked significantly alongside NJD and Rhian Lilley on the Sport England funding application.  KK has been involved in a host of Sport England strategy sessions and working groups, representing both Intelligent Health and Rounders England.  **Staffing**  Completed CEO performance review. ~~Nothing to note~~. Remuneration Committee has taken place – see agenda item.  Will support with Marketing role recruit  **Influencing**  Joined the Sport 4 Development Coalition Communication Working group – representing both RE and Intelligent Health.  Meeting with SE new Chair cancelled due to Covid – hope to do more in the coming months. There have not been many opportunities to network but this is starting to pick up.  Supported NJD at a meeting with Fair Play for Women around trans and non-binary policy and inclusion in sport.  **Governance**  Looking at succession planning. Going to recruit Independent NED – will look at spec against RE strategy. |  |
| **3** | **CEO’s Report** |  |
|  | Lots of information is covered in the work stream reports.  **Sport England**  Following stage 1 we were invited to apply for £1,916,825 over 5 years as a system partner and this represents a slight uplift of around £100k per year compared to the current agreement. A breakdown of the financials this represents was provided in the papers. This recognizes our desire and ability to help tackle inequalities in order to deliver against Uniting the Movement and this is to remain a focus over the next 5 years. We will know the outcome of our stage 2 application mid February 2022 and we remain hopeful for a positive outcome.  We are also applying for additional funding through the ‘Together Fund’ and this will help us provide much needed investment out in the community – we have a meeting to discuss this with SE in the coming weeks to hopefully become an invited partner to apply. There will be a quick turnaround for the application if so.  **Membership** – see workstream report.  Our club membership offer continues to be popular and we are holding initial conversations about a potential league membership offer.  We are pushing the Education membership over the next few months to see if there is any further uptake and if not we intend to review fully. Overall, we have had some great engagement from Education partners over recent months.  **HR Update**  We enjoyed our team meeting in December and we have planned the team meetings for the whole of 2022 – these have been added to the calendar.  We currently have the digital marketing vacancy on hold pending the outcome of SE funding. A6 are currently filling this gap for us.  Recruitment for the additional roles aligned to the funding outcome will be planned for March 2022 onwards once we have confirmation of the SE award.  The organisation is in a better position now to understand what gaps are needing filled in respect of back office support and finance administration.  **Digital**  We are in communication with Sport 80 about our contract and ZB has been supporting these conversations.  **Finance**  We have provided a draft budget for 2022-23 in detail and an income planning forecast for 5 years. We have taken the opportunity to start from a blank sheet of paper to make the budget clear and realistic to our current situation.  **Networking**  Opportunities to network are picking up.  Attended a recent Education & Sport sector meeting with YST.  Have taken part in 2 podcasts.  Standard Issue <https://play.acast.com/s/standardissuespodcast/sim-ep-662-pod-177-extraordinary-women-surprising-sports-and>  Anything but Footy – Great British Bosses  https://play.anghami.com/episode/1039973083  CEO Forum  APPG for Sport  Stonewall – panel member for Rainbow Laces  Fair Play for Women  The team in general have been out and about at meetings as well.  **England Squads**  Training starts in March and the Coach appointment is in progress (IU18 Coach).  The schedule is part of the calendar. |  |
| **4** | **Standing Agenda Items** |  |
| **4.0 Equality and Diversity** | See item 10 | NJD |
| **4.1 Safeguarding** | Work stream report has been included in the paperwork.  SB will be recruiting to the case management group.  CPSU review to take place spring/summer 2022. |  |
| **4.2 Risk Register** | DB summarised the minor changes in the risk register and the need for investing in business support and finance. This was discussed and is being addressed as part of the recruitment plan.  See risk register and summary. |  |
| **4.3 UK Anti-Doping** | NJD provided an update on the UKAD framework and confirmed that this will be a standing agenda item for future board meetings. Both NJD as Board champion and DB as staff lead have completed the appropriate training and the framework and evidence for compliance is being completed.  It was confirmed that Rounders England will adopt the UK Anti-doping rules. | NJD/DB  Confirmed |
| **5** | **Finance** |  |
| **5.0 Financial Summary** | With DW being absent DB and NJD provided an overview of the finances. Regular forecasting is taking place and good progress is being made to ensure the deficit is reduced for the end of the financial year. This means that we will remain within the parameters of the reserves policy. DB continues to look at the budget to determine where minor adjustments can be made.  There are key areas that have done well i.e. webshop, club membership and corporate events, so from a turnover aspect the organisation is ahead by £10k.  NJD presented a draft budget for 2022-23 and a 5 year income plan.  The latest position budget for the full year was provided with the papers. | DB |
| **6** | **Governance** |  |
| **6.0 Policy Approvals** | DB provided an update on policy approval process.   * Critical Incident plan * Financial plan * Delegation of Authority | Approved |
| * 1. **Codes for Sport Governance** | The new action plan has been received and is in review to understand our position to remain compliant. A link was provided.  As NJD previously reported there are some key areas of change and specifically identified the importance of the Equality & Diversity plan. | NJD |
| * 1. **HR update** | Already covered in the meeting and in NJD’s report. |  |
| * 1. **Rule review** | NJD provided a flowchart outlining the process and timescale for the 2022 rule review.  A working group involving the elected directors to be created to lead on the process. | NJD |
| * 1. **Board Director update** | KK updated on skills matrix and asked all members to update. Recruitment for additional INED to take place in March with skills/experience within the Education sector. | KK/NJD |
| **7** | **Audit, Operations & Governance Committee** |  |
| **7.0** | Meeting took place on 8.12.21 - See workstream report and minutes from the meeting | DB |
| **8** | **Marketing & Commercial Committee** |  |
| **8.0** | Work stream reports were distributed. No meeting took place.  Sub Committee Meeting to be organized.  See commercial update in CEO report. | NJD/FD  NJD |
| **9** | **Development & Engagement Committee** |  |
| **9.0** | Meeting took place on 16.12.21 - See workstream reports and minutes from the meeting, GKC provided a summary from the meeting. |  |
| **10** | **Equality & Diversity Sub Committee** |  |
| **10.0** | Meeting took place on 15.12.21 - See workstream reports and minutes from the meeting, KH provided a summary from the meeting. |  |
|  | **Nominations & Remuneration Committee** |  |
| **11.0** | Meeting held 14th January 2022.  NJD and RL left the meeting.  Confidential item discussed by the Board. |  |
|  | **AOB** |  |
| **12.0** | Plan to have the next meeting face to face. | NJD |

**Date of next meeting;**

Board meeting – Saturday 9th April 2022 – Face to face