

**LONDON & SOUTH EAST REGION
Regional Management Board Meeting Minutes**

Meeting held at House of Sport, London
6.30pm on Wednesday 22nd May 2024

Present (in person):

Alison Bennett	Regional Chair	AB
Marlene Wander	Regional Vice Chair	MW
Julia Martin	Treasurer	JM
Laura Pawley	Competitions TSG Chair	LP
Jane Kelloe	Officiating TSG Chair	JK
Pat Meadows	Essex Met CNA Chair	PM
Lesley Tischler	Middlesex CNA Chair	LT
Amber Derrien	Middlesex CNA Vice Chair	AD
Christine Kelso	Surrey CNA Chair	CK
Francesca Akano	Regional Officer London and South East	FAk
Philippa Hicks	Partnership & Delivery Manager, East & LSE	PH

Present (via Zoom):

Tania Legore	Resolution Lead	TL
Rachel Morgan-Jones	Communications Officer	RMJ
Dani Mugridge	Coaching and Performance TSG Chair	DM

Apologies (Members):

Katrina-May Kwan (KMK), Equality, Diversity & Inclusion Officer
 Frances Atkinson (FAt), Young Volunteer Representative
 Keeley Smith (KS), Kent CNA Chair

Acronyms

RMB	Regional Management Board	ToR	Terms of Reference
TSG	Technical Support Group	EDI	Equality, Diversity & Inclusion
WG	Working Group	EN	England Netball
C&P	Coaching & Performance	NDO	Netball Development Officer
LSE	London & South East	CNA	County Netball Association
TMG	Talent Management Group		

1. WELCOME AND APOLOGIES

The Chair welcomed Frankie to her first face to face RMB meeting as the Regional Officer for London and South East. Apologies were noted as set out above.

2. CONFLICTS OF INTEREST

Standing and new interests were noted as follows:

- a. JK – Director and Deputy Chair of Redbridge Leisure Centre and an Officiating Portfolio Manager of Netball Europe.
- b. JK – sitting on a London Pulse diversity sub-committee (in relation to officiating).
- c. LT – currently coaching at Saracens Mavericks.
- d. JM – Treasurer of Surrey CNA
- e. FAt – Officiating Assistant at EN

3. AGREEMENT OF THE MINUTES AND ACTIONS OF THE PREVIOUS MEETING

a) **MINUTES:** The minutes of the meeting held on 21st February 2024 were approved by the Board.

b) **ACTIONS:** An update on actions was noted as follows:

Actions from last meeting (21 February 2024)
<p>Action 103: JM will provide update on financial pathway player support in future. Waiting to see what is going to happen with the franchises, pathways and the professionalisation process for the Super League.</p> <p>Ongoing</p>
<p>Action 104: RMJ and FAK to discuss what to do with social media accounts moving forward.</p> <p>RMJ had a meeting with the EN marketing team. RMJ is waiting for EN to provide social media and content guidelines. RMJ will have a follow up meeting with FAK, once these have been received.</p> <p>Ongoing</p>
Ongoing actions from previous meetings
<p>Action 069: KMK to lead on reviewing the criteria for Regional HLM with assistance from MW. Criteria had been received from some, but not all, counties.</p> <p>KMK confirmed almost complete with a proposal for the Board to review and will circulate via email for review and comments as soon as ready. Will bring an edited version to the Board meeting in May for final review and approval.</p> <p>MW provided feedback on how KCNA honour HLMs. AB asked MW to find the distinction/clarity between HLM and long service awards.</p> <p>Ongoing.</p>
<p>Action 082: KMK confirmed she did not manage to meet with Lucy before her departure. Proposed with the Board's permission, KMK should pick up with TL and FAK in due course.</p> <p>TL said England Netball (EN) encourages the use of the attached witness statement form for all complaints. They store complaints in separate email sub-folders and use a spreadsheet database with categories and sub-categories, which allows them to report quarterly and to monitor trends, etc.</p> <p>TL will ask Ezekiel (EN staff) to provide a sample spreadsheet and will then discuss this with KMK.</p> <p>Ongoing</p>
<p>Action 084: FAK and FAt had a meeting to discuss young volunteer role. They are unsure with how the role should be taken on moving forward but agreed that it is important for the voice of the young people within the Region to be heard by the RMB.</p> <p>FAK reminded the RMB that she had previously suggested a working group of young volunteers and could have representation within each CNA.</p> <p>PH suggested FAK and FAt ask the new LSE interns to help provide ideas for the young volunteer role.</p> <p>PH said she will also discuss this with the LSE NDOs.</p> <p>Ongoing.</p>

Action 089: TL to review what policies are available to the public on the website and suggest any changes.

It was recommended that a section on Governance to be added as well as index for ease of reference. TL & AB will engage with FAK for support to host policies and procedures section.

TL reviewed the website but could not find any policies.

TL to arrange a meeting with FAK and possibly JK, to discuss which policies should be added to the website. Thereafter, can discuss with RMJ where on the website the policies should be situated.

Ongoing

Action 090: LG and RMJ to meet to begin the process of auditing the Regional website. It was recommended engage with FAK for this review.

RMJ to schedule a meeting with FAK to discuss the regional website audit.

Ongoing

Action 093: RMJ and FAK to look at setting up calendar of event on website.

FAK and PH told the RMB that EN national team are going to give all the Regions an events calendar to use. Once FAK has access to this, progress with the Regional calendar can be made.

Ongoing

Action 097: Check with EN if funding in place for trail blazing programme for clubs. If so what and how is this accessible.

PH provided update during meeting that there are no trailblazing clubs, just BEE Netball activities. She stated that some Regions have created funding for startup clubs. LSE staff are currently searching for funding opportunities and Jodie Campbell (Essex Met NDO) has recently been successful in getting £5000 of additional funding.

PH & FAK will discuss potential funding opportunities with EN LSE team.

PH told RMB that if a club wants to start BEE Netball, the NDOs can provide them with support. Jodie Campbell (EN NDO) and Yvonne Rhoden (EN NDCC) have funding that can help support starting BEE Netball activities within the Region.

AB will find out when the next BEE Netball meeting will be held.

PH will provide update about BEE Netball courses.

Ongoing

Action 099: EN to confirm if extra training is available to volunteers dealing with resolution challenges.

PH spoke to Ezekiel and said the first step is to ensure volunteers have their correct contact information and role titles listed on ENgage.

Funding will be allocated in the next EN financial year for training opportunities for volunteers. RMB can provide a list of names to PH to pass on to Ezekiel, to ensure the necessary individuals are on the distribution list for information related to the training opportunities.

TL: Additional resources were provided and TL will send them to the RMB.

Ezekiel (EN staff) sent a complaint handling checklist to Resolution Leads a couple of months ago and informed TL that resolution training (e.g. on mediation) is scheduled for this financial year, with further documentation/infographics being provided at that training.
TL will chase Ezekiel for dates for this training.

Ongoing

Action 100: CNA to discuss with committee any challenges if they had to contribute to the awards ceremony.

Kent CNA and Surrey CNA have discussed contributing financially to the regional LSE ONE Awards and are happy to do so. Essex Met CNA had concerns but are happy to contribute financially as well. MCNA will have a meeting w/c 26th February and will discuss a financial contribution during that time.

AB spoke to LT about MCNA contributing to the LSE ONE Awards. LT asked when the amount was agreed to be spent. JM said a total of £8000 was agreed to be spent again this year, like the budget for 2023, and said it was agreed during the last RMB meeting (February 2024). AB said the agreed amount from each CNA is £250 each, totalling £1000 from all 4 counties.

PH suggested that AB speaks to Imogen (EN staff) after this year's event, about increasing costs. AB said in September ONE Awards needs to be a main agenda item, so, the RMB can discuss costs, affordability, and what kind of event should be held in the future. All RMB members in attendance at the meeting agreed.

MW asked PH if there is a national volunteer strategy, as it would be good to have before the September meeting. PH told MW she would find out.

Ongoing

4. REGIONAL CHAIR REPORT

AB attended the recent Regional Chairs meeting, at which Equality, Diversity, and Inclusion Officers were also in attendance.

The meeting was dedicated to ED&I and the main focus was the gender policy and inclusion.

A couple of Regions had said they have previously organised and ran inclusion and diversity festivals.

PH mentioned the LSE team helped at the London Youth Games and led netball activities for SEN school students on the day.

Action 105: AB will ask KMK to continue work following on from the Regional Chairs meeting.

5. TSG AND WG UPDATES

a. Finance

JM informed the RMB that there is a current surplus of £8.32.

The Region should utilise more of their officiating funds: these are amounts unclaimed by umpires during the season.

EN recently increased all fees for officiators and assessors and also increased fees for officiating assessments.

The Finance TSG are keeping track of who has paid what amounts and when for recent assessments and EN have said they will cover the difference in fees. EN increased the costs after some people had already booked onto assessments. JM said some participants have had to be asked to pay the difference in costs.

JM highlighted that the information was not sent to Treasurers. PH asked who sent the email from EN and JK said it was Victoria McQuaid.

JK asked JM when EN will be announcing fees for next season. CK said she asked Naomi (EN staff) and was told EN would likely communicate figures for next season after the upcoming May bank holiday.

b. Officiating

JK informed the RMB that EN were going to launch more courses, but this has been delayed and a new date for the launch of the courses has not been given. This is for both coaching and officiating courses.

An email is going to be sent by EN to all members with dates for the upcoming Rules Update Seminars and Game Management & Contact Seminars.

EN have said Counties can request to host their own Rules Update sessions and will be able to access the presentation from the EN Officiating team.

JK said Counties will not be able to request a copy of the Games Management presentation, but they will be able to show the video that will be made available on the EN Officiating YouTube channel.

In August, seminars will be accessible via the EN website.

LT said MCNA are going to organise days with coaches, umpires, and players regarding the rules update.

MW said KCNA were initially going to organise sessions for their county umpires, but now will not.

PH said EN staff had their 1st rules update seminar on 22nd May, hosted by Gary Burgess.

AB said she would send an email to Gary Burgess, about the Regional concerns.

JK said COLs were able to order rulebooks at a discounted rate.

LT asked if the Region would be willing to subsidise the cost of some of the rulebooks.

c. Communications

RMJ had a meeting with the EN marketing and communications team and will complete some tasks, based on follow up from the meeting.

RMJ asked PH and FAK if ENGage can be used to obtain a further breakdown of membership based on age groups with the LSE Region.

PH said she was unsure, but she and FAK can ask EN. RMJ said she would be able to use this information to help with improving Regional social media engagement and understanding the audience.

PH informed RMJ that EN were completing a social media audit of accounts ran completely and partially by EN staff and said RMJ could be provided with update once the audit is completed.

Action 106: FAK to inform RMJ of feedback from EN social media audit.

d. Coaching & Performance

Currently, waiting to hear the announcement of the NSL professionalisation and how it will impact performance pathways.

e. Competition

LP informed the RMB that all Regional competitions have concluded for the season.

The divisions for next season have been sorted. Next season's fixtures will be sent to the relevant clubs within the next couple of weeks.

Teams from LSE who participated in the U16 and U14s club finals performed a lot better this year, and one of our teams came in 7th place.

LP said a request has been made for a 2nd U16 division for LSE, but for now we do not have the capacity for this to happen.

LP said she has provided key dates for the 24-25 season and has asked FAK to put the information on the Regional website.

LP reminded the RMB that Ian will be stepping down from his volunteering duties and had provided a job description to the RMB.

AB said if anyone has thoughts, recommendations, suggestions for anyone who can take on the role, please put them in contact with LP.

AB asked if something can be shared about the role on the website. FAK said she plans to advertise the role on the Regional website and social media and will do this inline with national volunteering week.

LP asked PH if ENgage could be utilised more for the Regional league moving forward.

PH said yes and that FAK should ask Jo from the East Region how we can use ENgage more for the Regional league.

PH informed the RMB that the Youth Sports Trust are challenging London Youth Games on their focus. They no longer want to be focused on competition but want to focus on participation. They are going to prioritise years 3 and 4 BEE netball activity in a festival style. They are removing the netball program for years 5 and 6.

PH suggested to the RMB, the Region could find a way to fill the gap in activity for years 5 and 6, because schools are unhappy with the decision from London Youth Games.

Action 106: FAK to advertise volunteer opportunity and update LSE website with key dates for 24-25 season.

FAK will speak to the East region about how they utilise ENgage for their regional league.

f. Young Volunteer – no report was sent.

g. Equality, Diversity, and Inclusion – no report was sent.

h. EN Update

PH gave a summary to the RMB about the LSE EN staff team's performance for the 2023-24 financial year. The LSE met their New to Netball, retention, LSEG and income and surplus targets.

- 2336 New to Netball
- 21% LSEG
- £55,216 income
- £22,359.09 surplus

PH informed the RMB of the new EN priorities for the 2024-25 financial year:

- Strengthening league experience
 - Positive relationship with leagues.
 - Leagues at risk action plans.
- Expanding BEE Netball in primary schools
 - School Games Organisers (SGOs) engaged.
 - Schools engaged.
- Programme delivery through partnerships.
 - 18,500 new to netball participants
 - Underserved communities

The LSE team's 2024-25 targets: New to Netball = 2095, retention 70%, LSEG 18%, Partners = 40, Income £39,900, Surplus £18,427 plus corporate event.

EN have created a new community coach process:

- Refined process with recruitment plan for regions to launch
- Lucy Lawrence is going to lead session with LSE team in the coming weeks.

The LSE team will have 2 new interns starting on 25th June.

The Middlesex NDO starts on 22nd July.

EN has provided clarification regarding the Europe Netball Level 2 course. EN have said the qualification does not allow people to coach in England or under England Netball rules.

The Facilities Manager at EN will be leading facility sessions to support and upskill the process that Sport England use, regarding new facility development. There is currently a 10 day response window for enquiries.

PH informed the RMB that there will be changes for the LSE Regional office.

EN are likely to change the agreement with London Marathon or will change office location. London Marathon (House of Sport operators) have offered EN associate membership. So, LSE staff will be able to use the building and hot desk, but LSE will lose their private office room and 10 hours "free" meeting space.

AB asked FAK to check the cost of a meeting room for the LSE AGM in September.

PH informed the RMB that she will be leaving EN on 10th July (2024). PH thanked the RMB for all they do for the Region and all that everyone has done during her tenure as PDM.

Action 107: FAK to check cost of meeting room for LSE AGM that will take place on 18th September.

6. COUNTY UPDATES

a. Essex Met – please refer to report.

No questions were asked.

b. Kent – no report was sent.

c. Middlesex

AB told LT the Counties and Region can think of some kind of bursary or loan scheme for those wanting to complete officiating qualifications.

It could be done in a way that once they become qualified, they would need to umpire a certain of number of matches within the respective County or LSE, depending on who provides the funds.

LT said there is a pathway for umpires, but asked what the pathway for coaches is. LT asked would EN or the Region be able to provide some guidance.

LT said Middlesex have lots of umpires and assessors coming through.

LT stated that MCNA are struggling to get new volunteers for MCNA. PH reminded LT that FAK can help with volunteer recruitment.

LT and PH confirmed that an NDO for Middlesex has been hired, and they will start around 22nd July 2024.

LT informed the RMB that MCNA will have to increase their fees for next season.

LT also announced that Academy NC became the EN Premier League Division 1 Champions for 2024. The RMB acknowledged that this was a great achievement for Academy NC.

d. Surrey

CK fed back that there were issues with County league playoffs this year. So, SCNA will be looking at changing the rules to be stricter in the future. Unfortunately, some clubs brought in players who should not have been eligible to play in playoffs.

CK said she will work with LP and see if the County rules can be more similar to the LSE Regional league rules.

LP said EN plan to standardise league rules across all the Regions.

7. ONE Awards

FAK reminded the RMB that the LSE regional event will take place on Sunday 23rd June 2024, from 12-4pm at ISH Venues, W1B 1SH.

FAK she had confirmed that Lucy Goodman will host the event.

FAK said she had met with the working group and they discussed ideas for the running of the event on the day.

FAK informed the board that nominations for awards had closed on 15th May and she would be meeting with the nominations panel on 24th May to discuss winners. Shortly after, FAK plans to notify nominees and nominators.

8. AOB

- a. JK – Would like RMB to institutionalise annual governance review of TSG and Regional documents.
- b. JK – Suggested creating an additional role within the RMB of ‘Governance Lead’.
 - a. AB agreed with the proposal. AB suggested recruiting for a secretarial role and could tie it in with governance.
 - i. All RMB members present, agreed to this idea.
- c. LT asked if there was any guidance or criteria for a hardship fund.
 - a. JM said she has not finalised the process in a written format yet.
- d. LT asked LP if fees for the senior league will be sent out soon. LP said they would be sent by mid-June. LP and JM said it should not be too dissimilar to previous years.

9. Next Meeting

It was agreed that the next meeting would be the LSE Regional AGM, held on **Wednesday 18th September 2024 at 5.30pm**. Potentially, at House of Sport, London.

The meeting closed at 8.47pm.

Signed

Date.....