



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

Meeting held at House of Sport, London  
7.25pm on Wednesday 18<sup>th</sup> September  
2024

**Present (in person):**

Alison Bennett	Regional Chair	AB
Marlene Wander	Regional Vice Chair	MW
Tania Legore	Resolution Lead	TL
Rachel Morgan-Jones	Communications Officer	RMJ
Laura Pawley	Competitions TSG Chair	LP
Keeley Smith	Kent CNA Chair	KS
Lesley Tischler	Middlesex CNA Chair	LT
Francesca Akano	Regional Officer London and South East	FAk
Emma Black	Partnership & Delivery Manager, East & LSE	EB

**Present (via Zoom):**

Pat Meadows	Essex Met CNA Chair	PM
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**Apologies (Members):**

- Julia Martin (JM), Treasurer
- Katrina-May Kwan (KMK), Equality, Diversity & Inclusion Officer
- Frances Atkinson (FAt), Young Volunteer Representative
- Dani Mugridge (DM), Coaching and Performance TSG Chair
- Jane Kelloe (JK), Officiating TSG 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 Emma to her first RMB meeting as the Partnership and Delivery Manager for the East and London and South East regions. 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. JM – Treasurer of Surrey CAN
- d. KS – Taken on a role within Europe Netball.

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

a) **MINUTES:** The minutes of the meeting held on 22<sup>nd</sup> May 2024 were approved by the Board.

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

<i>Ongoing actions from previous meetings</i>
<p><b>Action 069:</b> 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>September – MW: Struggling to find the file location.</p> <p>Ongoing.</p>
<p><b>Action 082:</b> 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>September – TL: Ezekiel (EN staff) has not responded to her emails and his assistant has not responded either.</p> <ul style="list-style-type: none"><li>- AB: She will take that forward and speak with Ezekiel.</li></ul> <p>Ongoing</p>
<p><b>Action 089:</b> TL to review what policies are available to the public on the website and suggest any changes.</p> <p>It was recommended that a section on Governance to be added as well as index for ease of reference. TL &amp; AB will engage with FAK for support to host policies and procedures section.</p> <p>TL reviewed the website but could not find any policies.</p> <p>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. TL had a meeting with FAK, JK, and RMJ in July.</p> <p>September – RMJ: asked everyone to check their relevant policies on the LSE website and will move forward from there.</p> <p>Ongoing</p>

**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.

September – RMJ: has no way to access the LSE website analytics, i.e. number of visitors to website, most popular pages, etc. LP suggested contacting Paul Stretton who is paid for website changes.

RMJ to contact Paul.

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.

September – FAK: EN has not provided an events or communications calendar to Ros (Regional Officers). So, she is still waiting to receive that to be able to set up a calendar.

- LP told FA she would send her an events calendar for the year.

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.

September – TL: still has not received the training from EN.

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 26<sup>th</sup> 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.

September – AB: This will be revisited during another meeting.

Ongoing

**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.

September – JM has not provided document yet.

- LT said it would be beneficial to circulate one consolidated document and policy to everyone.

Ongoing

**4. REGIONAL CHAIR REPORT - Please refer to report sent for LSE RMB AGM and minutes from the AGM.**

**5. TSG AND WG UPDATES**

- a. Finance - Please refer to report sent for LSE RMB AGM and minutes from the AGM.
- b. Officiating - Please refer to report sent for LSE RMB AGM and minutes from the AGM.
- c. Communications - Please refer to report sent for LSE RMB AGM and minutes from the AGM.
- d. Coaching & Performance - Please refer to report sent for LSE RMB AGM and minutes from the AGM.
- e. Competition - Please refer to report sent for LSE RMB AGM and minutes from the AGM.
- f. Young Volunteer – no report was sent.
- g. Equality, Diversity, and Inclusion – no report was sent.
- h. EN Update - Please refer to report sent for LSE RMB AGM and minutes from the AGM.

**6. COUNTY UPDATES**

- a. Essex Met – Please refer to report sent for LSE RMB AGM and minutes from the AGM.
- b. Kent – Please refer to report sent for LSE RMB AGM and minutes from the AGM.
- c. Middlesex - Please refer to report sent for LSE RMB AGM and minutes from the AGM.
- d. Surrey - Please refer to report sent for LSE RMB AGM and minutes from the AGM.

## 7. REGIONAL PLANNING

AB explained we have a list of priorities rather than a set plan.

- If you have anything you want to plan, please raise it as soon as possible. As an RMB, we can review ideas from TSGs and Counties against the Region's priorities.
- Social media and comms can be added to the Region's priorities.
- The aim of having priorities is for them to be achievable, within a reasonable amount of time. Not to set a plan that will take years to accomplish and may never happen.

## 8. ONE Awards

AB thanked FAK and the LSE EN staff for putting together the LSE Regional ONE Awards event in June.

AB told the RMB that they need to decide what kind of regional event to organise moving forward, because the event costs might not be sustainable for the future. This year's event cost approximately £8000.

- MW: Our ONE Awards event could be one of our main flagships for our members.
- AB: £8000 is a disproportionate amount to spend when so few within our region will actually attend the event.
  - KS: The guest list is not inclusive as it is made up of award nominees, nominators, volunteers within the region, etc.
- MW: The event is held to recognise our volunteers and the counties appreciate it. People feel like it is a prestigious event.

LT asked if the issue of having fewer attendees this year was because of the timing of the event.

- KS: people in Kent County do not necessarily feel the timing of the event is the issue, but the location is. Due to the event being held in central London, transportation is more limited for those travelling from Kent.
- FAK: An issue this year was that FAK and AB were not made aware that a junior league event would be taking place in one of the counties.

PM suggested that we find a way to recognise attendees who did not win an award and all the nominators, as this could encourage more people to submit nominations and potentially increase attendance in the future.

LP suggested inviting LSE Regional League winners, and for the U14 and U16 leagues, they would have their parents purchase tickets.

AB asked the RMB if they want to continue to have an in-person event or want to consider doing something different.

- LP: It might be good to host a different type of event and use that to gauge the reaction to help the Region moving forward.
  - AB: Could link this with RMJ's social media work and create videos with winners being presented their awards by their nominator, or someone meaningful to them.
- LT: Should either minimise the event or upscale it.
- LP: Asked if it is worth asking this year's attendees for feedback.
  - AB: Attendees gave positive feedback this year and in previous years, however, most people within the Region still will not attend the event.

AB said the location issue comes up, because we need to choose a central venue for all our counties.

- Board members and the counties like the venue that has been used for the last couple of years – ISH Venues.
  - FAK said that capacity for the venue is limited when organisers want to optimise seating in the room.
- KS: Asked if there is a venue on a couple of county borders that could be easier to access with transportation.
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**ACTION:** FAK to research possible venue options for the 2025 LSE Regional ONE Awards event. Also, to contact ISH Venues and enquire about the different layout options for the room, and the capacity for standing and different seating plans.

MW and LP said it would be a good idea to set a date for the event early.

- MW: Can a date earlier than June be considered.
- AB: Based on the current events calendar, it could be held on Sunday 8<sup>th</sup> or Sunday 22<sup>nd</sup> June 2025.
- FAK said that the Region will need to wait for EN to provide a ONE Awards timeline for the next year, before the Region can finalise a date.
- MW: Asked what target audience is for our regional event.
  - LT: Currently, it feels like middle-aged individuals and up are the target, but we need to try and get younger members interested in attending.

LT said the board should consider holding the event on a larger scale and then decide after that what the successes and negatives of the event were.

- AB: For this to happen, a dedicated working group will need to be organised, so FAK does not take on all the work herself again.
- RMJ: If the event is going to be upscaled, it may need to take place at a different venue.

AB stated the Region will host another in-person event for 2025. All RMB members should send FAK venue options. Also, members should consider adding Region specific awards to the event.

- LT: Suggested that the LSE interns help to search for venue options.

**ACTION:** EB to ask LSE interns to start searching for venue options for the LSE ONE Awards event.

AB said that winners still like receiving the framed certificate and a £25 gift voucher for a Netball related purchase. So, the Region will continue to have that be the prize for award winners.

## 9. AOB

- a. PM – Questioned the importance of satellite academies.
  - a. AB - The way satellite academies operate is different within each county. AB said this can be made an agenda item for the next RMB meeting.
- b. PM – Essex Met CNA are struggling to find volunteers. JK does not receive a lot of interest or responses. People do not seem to want to take on roles.
  - a. AB – The Region was successful using social media when recruiting for the Regional League volunteer position.
  - b. LP – Suggested encouraging individuals on a personal level when you see them.
  - c. LT – Middlesex CNA used Canva to create an illustration and share job specifications for vacant roles. Their recruitment process was better over the summer and at their AGM.
- c. RMJ – Asked if anyone had previously had any media training and if anyone has any media contacts.
  - a. No one said they had received media training.
  - b. MW and AB – have not received training but have previously been approached by the media. Particularly, during the last Netball World Cup and previous Common Wealth Games.
- d. FAK – Spoke about new SWOs (Sport Welfare Officers) who have been funded by Sport England. They are aiming to provide sports clubs and volunteers with support regarding safeguarding and welfare. The London based SWOs will be hosting an online forum on Wednesday 2<sup>nd</sup> October from 7-8pm. FAK said she would share information with RMB and LSE staff to share with counties and members.
  - a. AB – The Region does not have a designated safeguarding lead, because no one has had the necessary training.

- i. If anyone know someone who could be interested in being the LSE DSL, please inform AB.

**10. Next Meeting**

It was agreed that the next RMB meeting would be held via Zoom, on **Tuesday 12th November 2024 at 7m.**

The following meeting will be held via Zoom, on **Thursday 13<sup>th</sup> February 2025 at 7pm.**

The date of the May meeting will be decided during the meeting in November.

The meeting closed at 8.20pm.

Signed .....

Date.....