

Executive Board Minutes of the meeting held on 16th November 2019

SportPark, Loughborough University.

Circulation: Published via the Volleyball England website

Directors in attendance	
Adam Walker	Independent Chair
Clare Francis	Senior Independent Director & Vice Chair
Jefferson Williams	Non-Executive Director
Richard Harrison	Non-Executive Director
Seyram Atubra	Non-Executive Director
Simon Griffiths	Non-Executive Director
Staff in attendance	
Sue Storey	Chief Executive Officer
Samantha Jamieson	Deputy Chief Executive Officer
Apologies	
Ian Wall	Independent Director
Andres Hernandez	Independent Director
Brendan Fogarty	Non-Executive Director
Freda Bussey MBE	Non-Executive Director
Emma Clouston-Jones	Financial Controller (staff)

EB/19-20/52 – Welcome by the Chair

AW welcomed SS to the board for her first meeting

SS thanks to SJ for support in the initial period of transition into the role

52.1 Apologies

52.2 Director Conflict of Interest Disclosures

None

52.3 Approval of Agenda

Approved

52.4 Previous Minutes

52.4.1 Confirmation of minutes

Confirmed

52.4.2 Matters Arising/Action List

AW met CLC head of partnerships – if we progress with Waltham Forest they will listen to ideas. Suggested to play a match in the Guild Hall – HUB team to consider the viability of this and progress if an option.

SJ to follow up from Hall of Fame action from last meeting

52.5 Chair's Report

Covered in agenda

EB/19-20/53 – Executive Report

SS explained the work that JI will be covering until end of Jan – work focussed around compliance and policy development – 1 day per week. Some involvement in CWG work, an action plan is being developed. SS will oversee this and is grateful for the support.

JI is to stay involved with BVF, SS has joined the board as a home nations representative for England.

The board are pleased that JI is willing to stay on and support the organisation

MH leaves 22nd Nov – recruitment is in process due to be announced next week

ECJ is leaving with end date TBC, recruitment will begin as soon as possible.

53.1 Sport England Consultation 2021-25 strategy update

SS presented the strategy timeline from Sport England and updated the board on the NGB CEO forum on 5th November 2019. The aim is to move away from transactional relationships to a more collaborative place between SE and sports and between sports. More details will emerge during next year.

AW suggested that VE should be clear on its own future strategy by April/May 2020

SA noted that change of government administration could impact how SE strategy is directed in future. Suggested that we should move on our strategy sooner.

To be picked up in the afternoon session on strategy.

53.2 2019/20 Improvement Plan update

Improvement plan – no update. SJ noted that club secretary survey actions are overdue in being added.

SJ to revitalise the Club Survey results with SA

The board discussed the application of governance documentation and the manageability of the refresh of documentation.

**SJ to provide a list of all governance documentation along with deadlines for their review.
SJ/SS to prioritise the policies for immediate review and develop.**

CF to request pro bono support from own source to support once supplied with the above.

53.3 VolleyZone Update – Discussion

SJ updated the board on progress with 4 Global on the development of VolleyZone.

SJ to seek a technical expert to support oversight of the development of VolleyZone

SJ to keep the board updated with progress and bring a firm recommendation to the next board meeting.

SJ to coordinate communications directly to officials on development of the system.

53.4 Whistleblowing Policy – for approval

Approved to be included in broader review

SA commented that a stakeholder management plan rather than a policy.

53.5 Stakeholder Consultation Plan – for approval

Approved to be included in broader review

53.6 Volleyball England Codes of Conduct – for approval

Agreed the document is a work in progress. Information to be added to the end of the document/ approved based on current wording, to be included in broader review.

All to send suggestions to RH

RH to make suggested amendments with JI before Jan board meeting

EB/19-20/54 Financial Report

Apologies to the board were made for the lateness of the report and missing information

The tabled report was considered collectively and covered the below points.

54.1 VAT update

54.2 New financial regulations

54.3 Management Accounts

54.4 Financial System 2020

A finance paper was tabled at the meeting and number of immediate actions were required, the board expressed concern at the number of business-critical items on the finance report. A small sub group was given delegated responsibility to address the issues ahead of the January board meeting.

SS to approach D&T to complete management accounts and VAT return work.

SS/SJ to submit Sport England returns based on management accounts

SS/SJ to seek new recommendation on future financial systems

Decisions will be made by a designated small group to with authority from the board

SS, SJ, CF, AW, AH

EB/19-20/55

55.1 Nominations committee update on Chairman's review

CF provided an overview of the Chairman's review. AW shared his appreciation for the feedback and is enjoying the opportunity to develop in the role of Chair.

SJ to close down AW VE email address – all emails to be sent to his business email

SS/SJ to provide a guide to strategic engagement opportunities for AW e.g. regional chairs, clubs.

EB/19-20/56 Any other Business

56.1 January board papers

SS/SJ to make board papers available 2-3 days ahead of the January board meeting.

Papers to be concise given the nature of medium for the meeting – finance, exec report, etc

All other papers will go to the March meeting.

56.2 VolleyZone advocacy

SJ reiterated the advocacy for VolleyZone would be much appreciated

Agenda	Action	Name	Date
52.4.2	SJ to follow up from Hall of Fame action from last meeting.		
53.2	SJ to revitalise the Club Survey results with SA SJ to provide a list of all governance documentation along with deadlines for their review. SJ/SS to agree which are the most important of the documents in day to day work. CF to request pro bono support from own source to support once supplied with the above.		
53.3	SJ to seek a technical expert to support oversight of the development of VolleyZone SJ to keep the board updated with progress and bring a firm recommendation to the next board meeting. SJ to coordinate communications directly to officials on development of the system.		
53.6	All to send suggestions to RH RH to make suggested amendments with JI before Jan board meeting		
54	SS to approach D&T to complete management accounts and VAT return work. SS/SJ Submit Sport England returns based on management accounts. SS/SJ to seek new recommendation on future financial systems. Decisions will be made by a designated small group to with authority from the board SS, SJ, CF, AW, AH.		
55	SJ to close down AW VE email address and use AW work address. SS/SJ to provide a guide to strategic engagement opportunities e.g. regional chairs, clubs.		
56	SS/SJ to make board papers available 2-3 days ahead of the January board meeting.		