



## Minutes of Volleyball England Board Meeting at 10am Saturday 22<sup>nd</sup> April 2023 at the National Volleyball Centre, Kettering.

Directors Present	Titles
Adam Walker [AW]	Independent Chair
Andres Hernandez [AH]	Independent Director
Brendan Fogarty [BF]	Elected Director (present until 12pm)
Clare Francis [CF]	Independent Director
Freda Bussey [FB]	Elected Director
Jess Plumridge [JP]	Elected Director
Simon Griffiths [SG]	Elected Director
Staff Present	
Charlie Ford [CFo]	Chief Executive Officer
Guin Batten [GB]	Deputy Chief Executive
Kevin Fletcher [KF]	Finance Manager (present from 1pm onwards)
In attendance	
Simone Turner [ST]	Volleyball England Foundation
Agata Sromecka [AS]	Secretariat

### EB/23-24/1 Welcome from the Chair and apologies

Jake Sheaf, Phil French, Dave Reeve and Richard Harrison submitted apologies.

#### 1.1 Directors Conflict of Interest & Disclosures

None submitted.

#### 1.2 Approval of agenda

The agenda was approved by all present.

#### 1.3 Previous minutes

Minutes of the 1<sup>st</sup> March 2023 were approved as a true and accurate record of the meeting.

It had transpired that Richard Harrison had previously been recorded as an Independent Director in the minutes, but he is an Elected Director. All minutes that contained this error would be amended retrospectively by FSR.

Following the completion of the skills matrix/evaluation forms. AW and CF would complete their individual reviews by conducting meetings with FB and SG during the Cup Final weekend.

Lastly, AW and CFo would review the Hall of Fame criteria and report back to the Board with their recommendations.

#### Actions:

##### EB/23-24/1.3:

All minute's referencing Richard Harrison as an Independent Director to be amended by the FSR.

Following the completion of the skills matrix/evaluation forms. AW and CF would complete their individual reviews by conducting meetings with FB and SG during the Cup Final weekend.

**AW and CFo would review the Hall of Fame criteria and the role of Honorary Vice President and report back to the Board with their recommendation.**

#### **1.4 AGM Planning**

AW reminded the Board that at the last AGM a number of changes to the Articles of Association had been recommended to the membership but that they didn't reach the required acceptance rate. The board agreed that the same changes should be put forward to the membership for approval at the 2023 AGM.

Following the internal and external board review process that is currently taking place, the Nominations Committee will meet to discuss and make recommendations back to the board on CF, AH & PF as independent directors and BF as an elected director.

The board also undertook a discussion in relation to the annual accounts. Due to the time of the year that the AGM is held, the accounts would not be in a position to be signed off by the auditors. Draft management accounts would therefore be presented at the AGM.

The Board discussed the arrangements for the AGM and asked CFo to revert to the Board with recommendations on the venue, timings, and approach to communicating the changes to the articles to the volleyball community.

#### **Actions:**

**EB/23-24/1.4:**

**CFo would come back with recommendations related to the AGM arrangements.**

#### **1.5 Sports Governance Code Compliance**

CFo explained that Volleyball England were in 'partial compliance' in terms of meeting requirements of the Code for Sports Governance. An action plan would be agreed in July/August with actions then needing to be completed by March 2024. There are no funding implications for being deemed in partial compliance and Sport England are in full support.

The three areas that required attention for Volleyball England are:

- Business Continuity/Disaster recovery plans.
- Environmental Social Governance (ESG) policy.
- People Plan.

They would be developed and shared with the Board later in the year for review and approval.

CFo explained that the vast majority of funded system partners would be in the same position given the need for a 'People Plan' for which guidance and support through CIMSPA wouldn't be provided until August 2023.

The Board approved recommendations in relation to the fact check questionnaire, statement of continuing compliance and Annual Governance Statement.

#### **1.6 Matters Arising/Actions List**

Discussed earlier in the meeting and are included in the Action table at the end of the minutes.

#### **EB/23-24/2 Safeguarding training.**

Board shared their feedback following the training.

CFo explained that Gordon Valentine (Safeguarding Consultant) was undertaking a review of Volleyball England's safeguarding policies and procedures and improvement recommendations would be discussed at the next board meeting.

#### **Actions:**

**EB/23-24/2:**

**A review of Volleyball England's safeguarding policies and procedures and improvement**

**recommendations would be discussed at the next board meeting.**

### **EB/23-24/3 Exec update**

CFo encouraged the Board to come forward with questions in relation to the paper:

- SG asked about the CWG legacy venue. CFo responded that he expected further delays in terms of the build of the Alexander Stadium venue. AW stated that it would be good to look at alternative options.
- JP asked about the Diversity & Inclusion Action Plan (DIAP). CFo responded that work was ongoing in this area. AKD Solutions have been procured by Sport England to oversee the process in terms of development of DIAP's with all funded system partners. VE are also in discussions with Sporting Equals in relation to accessing wider representation data that would help support the DIAP's production.
- AH enquired about the Beach Volleyball Development Centres (BVDC's). The criteria referred to in the paper is being consulted on through the Hub staff (in particular Kirk Pitman) and RH. The application process would be released soon with an independent panel being enacted to assess the applications and make recommendations.
- AW asked whether the individual KPIs were measurable. GB answered that they were derived from the operational plan KPI's which are measurable. 12-month reviews of all staff member would commence the following week and all of the objectives for all staff would be reviewed. GB would then quality check to ensure that they were measurable and aligned to the ops plan.
- Additionally, CFo informed that since sending papers, John Forman had been appointed to a role of Talent Strategic Manager. He would start on 1<sup>st</sup> June 2023.
- CFo also referenced the commercial matters (as per the report) and asked for Board's approval in line with our Finance Operating Manual and Procedures to progress conversations/contracting with Sportserve as VE's official Event and Distribution partners.
- Board discussed:
  - CFo confirmed that the sellable goods held by SportServe would only include Mikasa balls at present.
  - CF asked how SportServe had been identified as the best supplier of services as per the paper. CFo responded that following his research he was assured that SportServe were in the best position to assist VE by providing storage, event logistics, branding and shop distribution services.
  - JP enquired whether there was a deadline for agreeing the proposal. CFo answered there was not but there were plans to launch the shop in mid-May/June.
  - CF asked whether SportServe were genuinely the only supplier that could provide us with the desired level of service. CFo answered that an array of different providers could be partnered with to deliver component parts but there wasn't another provider that could offer all of the required services. In addition, a number of other NGBs are already partnered with Sportserve successfully.
  - CFo and KF informed that the costs involved in this partnership had been considered as part of the budget.
  - Board felt satisfied to progress with Sportserve as VE's official Event and Distribution partners.
- CFo also referenced the relationship with NVC. CFo expressed his desire to continue conversations about the NVC with the Board given the level of investment involved. FSR would work on the recommendation about the relationship to be brought to the full Board in due course. Potential interim arrangements would need to be considered.

### **Actions:**

#### **EB/23-24/3**

**FSR would work on the recommendation about the relationship with NVC to be brought to the full Board in due course. Potential interim arrangements would need to be considered.**

### **EB/23-24/4 Sub-Groups & Volleyball England Foundation**

#### **4.1 Ace service sub-group**

SG reported the following:

- The recommendations of the Officiating Review had been proposed and agreed.

- SG had spoken to Gillian Harrison about the work that would be involved in the ten individual projects to move them along with the support of the subgroup.
- AW observed that the sub-groups were extension of the Board's work. SG should not drive the work of the sub-group, but the approach should be collaborative. The work should not be duplicated.
- CF suggested that sub-group leads, and Strategic Managers should be brought together to share best practice. GB added that the implementation plan could be discussed with them to identify gaps. CFo confirmed that changes in terms of the Strategic Managers would also be implemented. Sub-group leads and Strategic Managers would be brought together to share best practice and discuss how they could best work together.

#### 4.2. Volleyball for life sub-group

In Richard Harrison's absence, CFo gave a brief update on the work of the sub-group:

- Considerable progress had been made in terms of the Coach Award and the technical content pilot.
- GB reported on the positive atmosphere during the training days.
- Board thanked and congratulated Gillian for her work on the development of the Coach Award.

#### 4.3. Get Keep Grow sub-group.

- On behalf of the group, JP sought board's approval to the sub-group's recommendation to increase player, coach, referee registration, and club affiliation fees in line with our Articles of Association for the 2023-2024 season. Junior club/school costs would be kept static with a view to encouraging further collaboration with regions/counties clubs with their local schools.
- KF confirmed that this increase had been provided for in the budget.
- The board briefly discussed the potential of introducing more considerable changes to the structure of the membership and how the fee increase fitted in with that.
- VE and Volleyball England Foundation should continue to work together on securing new income streams.
- Board discussed and agreed to increase the fees as per the recommendation. This would be communicated to the membership.
- Board thanked the sub-group for their work on this.

#### 4.4 FSR

AH highlighted the following:

- The accounts audit would start in June. Audited accounts would be ready after the AGM.
- All current risks (as per the risk register) had been elaborated on as part of the exec report.

#### 4.5 Volleyball England Foundation

ST highlighted the below:

- An application had been made to Sport England small grants to support the second year of the LGBTQ+ project. Oaks have also applied to Awards for All for year 2 of the same project.
- The Foundations JustGiving page continued to be used.
- Following a very successful summer holiday period when 1287 young people experienced volleyball through the Aston Villa Foundation, the coaches were now focused on working with local schools and community groups.
- Following the engagement with AV the Foundation had been approached by Derby County Football Trust and the Sutton United FC Foundation to support the development and delivery of volleyball through their coaching programmes.
- LGBTQ project was moving forward, and update would be shared on the portal.
- The strategy day featured discussions on refining the narrative around the strategic direction. The next step would be to clarify how best to communicate it to stakeholders.
- AW thanked ST for the update.

#### **Action:**

**EB/23-24/4.1 Sub-group leads, and Strategic Managers would be brought together to share best practice and discuss how they could best work together.**

#### **EB/23-24/5 Finance update – Year End**

KF updated the Board on the figures in the last quarter:

- FSR had seen the presented figures.
- The overall position for the year was that of a small surplus.
- Another 6-month funding installment from Sport England was expected in the coming month.
- The auditors would be able to comment on the accounts during the AGM.
- The budget in quarter one shows a loss. This is anticipated and recovers in quarter 2 when entry and registration fees are received.

### **EB/23-24/6 Digital Transformation Project – Updates**

CFo reported the following:

- In terms of the implementation of the SportLoMo platform, significant milestones in the platform's development had been achieved. This included data migration, portal design and updates to forms and terminology.
- Testing is in progress and will continue up to the point of launch.
- Progress was slightly behind schedule, but time contingencies had been built in at the start of the project.
- Early June 2023 has been identified for the potential launch date.

### **EB/23-24/7 Meeting Finalisation**

#### **7.1 Review of Actions**

Actions were reviewed and agreed.

#### **7.2 AOB**

There was no AOB.

#### **7.3 Meeting close**

Actions	Who
<p><b>EB/23-24/1.3:</b> All minutes referencing Richard Harrison as an Independent Director to be amended by the FSR.</p> <p>AW and CF would conduct a review with FB and SG during the Cup Finals weekend.</p> <p>AW and CFo would review the Hall of Fame criteria and the role of Honorary Vice President and report back to the Board with their recommendation.</p>	AW CF
<p><b>EB/23-24/1.4:</b> CFo would come back with recommendations related to the AGM arrangements.</p>	CFo
<p><b>EB/23-24/2:</b> A review of Volleyball England's safeguarding policies and procedures and improvement recommendations would be discussed at the next board meeting.</p>	GV
<p><b>EB/23-24/3</b> FSR would work on the recommendation about the relationship with NVC to be brought to the full Board in due course. Potential interim arrangements would need to be considered.</p>	FSR
<p><b>EB/23-24/4.1</b> Sub-group leads and Strategic Managers would be brought together to share best practice and discuss how they could best work together.</p>	SM's & Subgroup Chairs

10/11/11