



England Handball Association

Board Meeting

Tuesday 19th May 2020 6.30pm – 8.30pm and Wednesday 20th May 2020 6.30pm – 8.30pm

Remote meeting via conference call

Agenda Item	Minute and Action
<p>1. Attendance & welcome</p>	<p>Board members: Chair – Tracy Watkinson (TW); Chris J Smith (CJS); Amanda Bennett (AB); Heather Williams (HW); Marc Fayemi (MF); Diaraye Diallo (DD); Paul Shapiro (PS); Sue Whitehead (SW); Additional on 20th May: Clare Henderson (CH); Chad Ehlertsen (CE)</p> <p>Staff: Mike Bain (MB) Cindy Ashworth (CA)</p> <p>a) Chair’s opening remarks b) Apologies: Chad Ehlertsen (CE) 19th May only c) Declarations of interest – None d) The Quorum was confirmed</p>
<p>2. Review of minutes, Issues, Actions & Risk Register</p>	<p>Review and Approval of Minutes:</p> <ul style="list-style-type: none"> • Minutes of February Board meeting approved. • Action: MB add safeguarding issues to actions log • Safeguarding points relating to junior matches to be included within actions / issues log from previous board discussion. • Notes to be taken for interim board calls, a few bullet points covering key themes would be sufficient for audit purposes. <p>Matters arising not otherwise on the Agenda:</p> <ul style="list-style-type: none"> • A reminder of the deadline and candidates for NED recruitment. <p>Identification of any items of AOB: COVID 19 contingency plans. Health and Safety, online webinars and e-learning.</p> <p>Review of Actions & Issues Log & Risk Register:</p> <ul style="list-style-type: none"> • MB 34 actions remained open, made progress on a significant number of them. • 80 – Allocated funding for specialist support around safeguarding. Possible partnership with another NGB but no commitment as yet given current circumstances. A joint role with British Weightlifting. CPSU annual safeguarding meeting via Zoom 22nd May 2020. • 108 TW keep open until strategy discussions in July.

- 121 Good progress made, first round of educational content around referees going online in early July. MBe and John Pearce working on online level one coaching programme.
- Marketing role remains on hold until COVID situation fully understood.
- **Action: MB to provide update on next board meeting on progress.**
- DD suggested that there could be potential funding of approx £5000 from the EHF for referee activity.
- **Action: MB to follow up with EHF.**
- **Action: 157 to be closed**
- **Action: 163 to be closed**
- 165 SW 2 members of the club have been on a safeguarding course through Sport Structures. Making progress with achieving the criteria but struggling with time constraints.
- **Action: SW to check with members of her club who might be furloughed for help with paperwork to achieve pro-active status.**
- 168 KPI's included in Board papers.
- Management team report and Loughborough report to be discussed at next board meeting.
- MB updated board on recruitment of new board members, good number of calls received.
- EHA values, AB confirmed would prefer to work on this via a face-to-face session.
- **Action: Board to review proposed set of questions included within the Board papers.**
- **Action: MB to share strategy plan with EHF at the appropriate time and potentially to link to Sport England bid submission.**
- MB EHF - funding not role specific, was more tailored towards outcomes rather than specific people.
- Match timings – National Finals - cancelled
- AGM MB need 25% of membership, approx. 12 clubs. Can run virtual meeting via Zoom. Potential to have meeting in October if restrictions lifted. AB Government to allow for flexibility.
- **Action: Decision on AGM to be made at July Board meeting**
- 192 – HW reported that circumstances around COVID and rollover funding means action can be closed.
- Subgroups – DD and SW suggested that two groups (competition and strategy) would be beneficial to bring different skill sets and experience
- MB to gauge interest and commitment levels before a decision is made.
- **Action: MB safeguarding actions to be condensed as there is overlap.**
- **Action MB to feedback at next Board meeting after Friday what CPSU say about our processes and procedures.**
- **Action MB to create a risk assessment for online learning.**
- Risk Register – MB added two additional points relating to the potential financial implications of the pandemic and club communication.
- **Action MB to include potential changes to travel insurance due to the pandemic.**

	<ul style="list-style-type: none"> Continuing to seek guidance from Sport England on current COVID 19 situation. EHF and German Handball Federation have been providing support to BW and JP for return to play protocols.
3. Main strategic discussion topic 1	<p>a) Loughborough Elite Performance Academy.</p> <ul style="list-style-type: none"> Option 1. Employ full time coach on a 2 year Contract in line with all staff Contracts. EHA has a strong link into Loughborough University Full time role is likely to be a catalyst for further Handball investment employed by Loughborough University. Funding application to be considered by EHF. Option 2. Self-employed role which will be paid on monthly basis via invoice. SW – Declaration of interest, currently employed as an EHA assessor. Open interview process across 4 assessors for the 2 remaining roles if budget / funding for full time role can be found. Discussion took place around nature of the academy ie (live in or travel in) and potential concerns around safeguarding Action: MB to confirm with BW who the programme is available to and report back to board.
4. Main strategic discussion topic 2	<p>a) Management Reports / Current Priorities</p> <ul style="list-style-type: none"> Funding bid to IHF has been submitted for equipment and a handball floor. Good audience with online webinars from UK and abroad, to be continued on a monthly basis. All are recorded. Action: MB to check with BW to see if can run some webinars at different time slots (evening or at weekends.) Action: CE to send information on virtual/google classrooms to support our online courses to MB.
5. Key Discussion items	<p>(a) Club Support Package.</p> <ul style="list-style-type: none"> Club support programme – incentive paper discussed. DD Clubs are expecting some incentive. HW How many clubs applied to Sport England for the emergency support programme? MF Reduction in fees would be welcome, attracting young members will still be difficult. MF some clubs have paid upfront for referee fees. SW Refund – some clubs have an expectation of reduced entry or free entry. Savings for clubs should be across the board. Action: MB to approach Handball Club forum for possible funding. Action: MB to circulate Active together fund with clubs. Action: MB to map out financial scenarios regarding return to play ie full return in September against further delays and starting back in January. <p>(b) Strategic planning / Looking Ahead</p> <ul style="list-style-type: none"> Action MB to share a paper that focuses on growth and development before next board meeting.
6. Safeguarding	<ul style="list-style-type: none"> Safeguarding – no issues
7. Any Other Business	<ul style="list-style-type: none"> NED Recruitment <ul style="list-style-type: none"> Advert live until 28th May 2020. Shortlist & inform candidates 2nd June 2020.

	<ul style="list-style-type: none"> • Interview evenings 9th & 10th June 2020. • Circulate and shortlist using the JD. • Independent not involved in shortlisting. • TW, CS and independent sit on both interviews, SW on interview panel for handball role. MF can be replacement if required. • Action: HW to contact her known independent. • Action: DD, MF & SW to reach out to handball network for suitable applicants. • Action: Put call in the diary for Tuesday 6.30pm on 2nd June 2020. • Inform candidates by Wednesday 3rd for interview. • Action MB to confirm tenure for board members – timescales and limits. <p>New board members to be on board for July meeting</p>
<p>8. Date of next meeting</p>	<p>Tuesday 16th June 2020 6:30 – 7:30pm via conference call</p>