



England Handball Association

Board Meeting

7th February 2020 3.00pm to 7.00pm

Bloomsbury Ambassador Hotel, Vision Meeting Room, 12 Upper Woburn Place,
Euston, London, WC1H 0HX.

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); Chad Ehlertsen (CE); Paul Shapiro (PS); Sue Whitehead (SW)</p> <p>Staff: Mike Bain (MB)</p> <p>a) TW opened the meeting and welcomed everyone. b) Apologies: Clare Henderson (CH) c) Declarations of interest – None d) The quorum was confirmed.</p>
<p>2. Minutes of Previous Meeting</p>	<p>a) Review and Approval of Minutes:</p> <ul style="list-style-type: none"> • Minutes of December Board meeting approved. <p>b) Matters arising not otherwise on the Agenda:</p> <ul style="list-style-type: none"> • There were no items mentioned. <p>c) Identification of any items of AOB:</p> <ul style="list-style-type: none"> • Mobilisation of a sub-committee and potential recruitment of non-executive Board member, with a focus on finance. This was covered later in the meeting under review of Risk Register. • Competitions and strategy creation. • Date of next meeting. <p>d) Review of Actions & Issues Log & Risk Register:</p> <ul style="list-style-type: none"> • To mitigate risk, safeguarding specialist will be funded to assist John Pearce (JP) in responsibilities. This has been allocated budget and there is potential to share this role with British Weight Lifting. Issue is closed as this will be included in next financial year's budget. • Stakeholder engagement plan is closed. The Board agreed to make this part of next strategy. • Developing a sub group for training and strategy piece has not progressed. Issue remains open. • Content for club conference was discussed later during the meeting. This action was closed. • Partnership managers' role will change as discussed later during the meeting. This action was closed. • A new marketing role has been included in the financial budget. Decision on timings for publishing this are to be decided at a later date, this action was closed. • Action: Check with CH on sharing safeguarding committee schedule, if not already done - ASAP

- Referees Association and EHA have meeting scheduled for 17/02/2020, no further updates on this.
 - MB, CE and Miriam Beales (MBe) had a call on training options, including video content and online modules. MB highlighted that volume is an issue for bookings, they are dealing with small numbers ~10s of people not ~100s. MB and MBe to build this into a plan going forward, action was closed.
 - **Action: CE to confirm with CH on safeguarding procedure and how new group members can contribute to this pipeline – 16/05/2020.**
 - MB discussed action log from previous conference call. EHA will have coverage at under 14 and under 16 events from next season going forward. MB highlights that the cost of this will not be enormous due to volume of activity.
 - Progress on setting up Audit and Governance committee was discussed. The Board agreed that recruiting more Board members is still a priority, this would be especially useful for it to be someone with an accounting background to give another independent view. This action was closed. **Action – HW to lead this, with AB assisting – 16/05/2020.**
 - **Action – MB to send out policies to each Board member for review.**
 - DD and Mike met to complete IHF stakeholder insight list. This action was closed.
 - **Action – MB to circulate website stories of members to the Board – 07/02/2020.**
 - **Action – SW to support team to reach proactive club status – 16/05/2020.**
 - Proactive club status compared to Sport England Clubmark was discussed later during the meeting.
 - MB discussed KPI's and agreed to bring a proposal for this next year. **Action – MB to re-word action log so it is clearer and send a timeline reflecting when these changes will happen – 16/05/2020.**
 - MB to compare Proactive Club status to Sport England Clubmark, and clarify if there is a cost associated to EHA with Proactive Club membership. MB shared paper with Board. Action was closed.
 - The Board discussed creating a values document as an extension to policy document that already exists. The objectives can also be linked to values. It was suggested that the Board have a deep dive on this in the next meeting. **Action – AB to facilitate a discussion on EHA values – 16/05/2020.**
 - CJS highlights the policy document already in place and it was suggested that too many policies overlap. **Action – TW and MB to discuss in weekly meetings – 16/05/2020.**
 - Talent pathway funding on the budget line has been updated due to income being miss coded. MB highlighted the two tranches of money coming in the future, in January and March. Action was closed.
 - Bobby's proposal on Loughborough will be considered dependant on budgets. MB highlights the desire for an increased level of talent support and taking advantage of the Loughborough funding **Action – MB to update Board on this opportunity ASAP.**
 - MB discussed semi-finals dates being moved after the correspondence had been sent out to members. It was acknowledged that an error was made and there was no choice but to rearrange. The Board agreed that the follow up communication was too brief and should have provided more background to the decision.
- Risk register review:
- Lack of audit and governance committee remains a concern for the Board.
 - The Board discussed the Referees Association and the risks involved in not working together effectively. MB confirmed that his first goal was to establish a positive relationship and to agree on some actions that support the growth of this important area for handball
 - The Board discussed risk of culture and reputation within EHA. Board discussed how to record and track this. The actions to mitigate this risk would need to outline what "good culture" looks like, ensure this is communicated across the entire organisation, and check periodically that this is being adopted. The Board discussed a staff survey could be used as a measurable action for this risk. **Action – MB send staff survey results to Board members – 16/05/2020.**

	<ul style="list-style-type: none"> The Board discussed financial sustainability as a risk, which is different from the risk of receiving funding from Sport England already on the risk register. Action – MB and TW to add risk to the risk register – 16/05/2020.
3. Main Strategic Discussion Topic	<p>MB provided feedback on EHF Congress:</p> <ul style="list-style-type: none"> Overall extremely positive and there is untapped potential to be considered Action – MB to summarise opportunities and include in a plan to discuss with the EHF.
4. Main Strategic Discussion Topic	<p>a) The Board discussed cash flow and financial outlook for the near future:</p> <ul style="list-style-type: none"> MB summarised the Cash Flow – Cost Savings and Staff Restructure document sent to all Board members. <p>b) The Board discussed proposed changes to staffing structure. The Board discussed how potential changes to the job roles could improve the efficiency of the management team and create areas of cost saving for EHA. MB highlighted the aim of the proposed changes is to improve what is already in place.</p> <ul style="list-style-type: none"> MB discussed a smaller centralised hub of partnership managers, as is common in other governing bodies. The job roles will change and have a focus on sustainability and growth. The Board discussed the admin team structure and the potentially reduced numbers in this team. MB confirmed that the idea would be to create a Services Hub concept with a multiskilled team able to cover and answer enquiries across the business <p>c) The Board discussed the reserves policy:</p> <ul style="list-style-type: none"> The Board also discussed the reserves policy and acknowledged that this is critical for the future. The reserves would be needed at April 2021 at the earliest.
5. Main Strategic Discussion Topic	<p>As part of the topic of diversification of incomes streams, the Board considered charity status.</p> <p>a) Charitable status, presented by Oaks</p> <ul style="list-style-type: none"> Rahul explained options for setting up a charitable arm to the EHA governing body. Oaks assists with strategy and income planning. Rahul explained that to achieve charitable status, the Board would need to consider structure of registered charity, independence from organisation or moving the whole GBO to a charity, and having separate sources of money. Rahul confirmed changing legal status is harder than setting up a brand-new charitable entity. It was suggested that given the size of EH at the moment, it may be challenge to set up further committees reporting to entity. The Board agreed that changing the legal status to charitable status is the best option given current size and the further funding options available. It was suggested that having a separate charity entity may benefit from individual donations, although this isn't something that EH can consider as a viable option right now. Rahul will update MB with Oaks agency fees and predicted costs of process.

<p>6. Key Discussion items</p>	<p>a) Club support, community activation fund and Oaks support</p> <ul style="list-style-type: none"> • MB discussed current progress on grant funding, supported by Oaks. Seven suitable applications were taken forward from clubs. The Board agreed that these are really positive stories that can be shared at the club conference, with the potential to roll out a national funding programme for all Pro-Active Clubs • Funding has been set aside for development of this programme within budgets for the next financial year <p>b) Conference outline, order of play and conference content</p> <ul style="list-style-type: none"> • MB outlined the document on National Finals and Conference • The Board acknowledged that the conference should be engaging and allow delegates to be involved. Feedback from last year was that sessions such as round-table discussions and hearing from other club's experiences were very well received. • The Board agreed that an international speaker would be beneficial, whether this is a coach, player or someone within the sport. • The Board agreed that communication to members should be transparent and positive. The joint event will potentially save a considerable amount of money which can be used to support clubs and the development of handball. • The timings of the matches were discussed and it was agreed they should be arranged so as to avoid clashes. It was agreed that it would be great to have the schools watching the final. Action – MB to review match timings – 16/05/2020 • The Board agreed that they would not host an awards dinner this year.
<p>7. Safeguarding</p>	<p>a) Update on current cases:</p> <ul style="list-style-type: none"> • No current live cases. • The Board discussed the process for reporting a safeguarding incident. It was acknowledged that a specialist person in this role would be ideal, independent from other responsibilities allowing our Management team to focus on their specific roles
<p>8. AOB</p>	<ul style="list-style-type: none"> • Recruitment of an Audit and Governance committee will be covered by HW and AB. • The Board discussed the structure of leagues. A round table was held with both clubs and JP which discussed planned changes to premier and lower leagues with the aim to reduce the cost of travel between cities. Feedback from clubs was to unanimously reject this proposal, as they are happy to pay more for travel to compete with the current standard of clubs. As a result, the planned changes will not go ahead as originally proposed and the premier leagues would remain. <ul style="list-style-type: none"> • The Board discussed previous action of joining AGM and club conference at the time to encourage attendance to the AGM. As the conference is proposed to happen in June, the Board discussed what would be needed to deliver the AGM and considered the timelines for this. It was highlighted that the AGM used to be used for communication with members but now there are more opportunities for this during other events in the year. Action – MB to talk to management team to find out the timeline for AGM and how many members would be needed to be quorate – 16/05/2020. • The Board discussed the forward plan for strategy. MB confirmed that Sport England would need to see a proposal by end of September/October and this will determine the timeline. HW highlighted talent settlement discussions are happening in the upcoming week with Sport England. Action - HW will ask Sport England when visiting next week – 14/02/2020. A sub group will discuss the strategy before next Board meeting so this time can be used for discussions on this. Action – Board members to confirm availability for this – ASAP. • CJS suggested that working hours should be a consideration for any potential redirection of roles as clubs are active at weekends whereas staff work during the week.
<p>8. Date of next meeting</p>	<p>16th May 2020.</p> <p>Conference is on 6th and 7th of June, which Board members are usually expected to attend. A decision on next Board meeting will be confirmed next week, following MB conversation with HR.</p> <p>The Board agreed a conference call can be used where necessary.</p>