



England Handball Association

Board Meeting

30 March 2019 10:30am to 3:15pm

Sydney Suite, Olympic Lodge, Stoke Mandeville Stadium, Guttman Road,
Aylesbury, HP21 9PP

| Agenda Item | Minute and Action |
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| <p>1. Attendance & welcome</p> | <p>Board members: Chair – Tracy Watkinson (TW); Chris J Smith (CJS); Chad Ehlertsen (CE); Amanda Bennett (AB); Heather Williams (HW); Sue Whitehead (SW); Paul Shapiro (PS); Clare Henderson (CH)</p> <p>Staff: David Meli (DM)</p> <p>Attendance by phone: Diaraye Diallo (DD)</p> <p>a) TW opened the meeting and welcomed everyone. b) Apologies: Marc Fayemi (MF) c) Declarations of interest – no changes d) The quorum was confirmed.</p> |
| <p>2. Minutes of Previous Meeting</p> | <p>a) Review and Approval of Minutes: Minutes of January board meeting approved, CJS suggested one change to point 7 which will be updated.</p> <p>b) Matters arising not otherwise on the Agenda: There were no items mentioned.</p> <p>c) Identification of any items of AOB:</p> <ul style="list-style-type: none"> • Update on Audit & Governance meeting <p>d) Review of Actions & Issues Log & Risk Register:</p> <ul style="list-style-type: none"> • Action: Strategy discussion on training courses covering what are the courses on offer, which should be face-to-face vs online, cost of delivering vs revenue, course demand, requirement for skills to be brought forward to May board meeting due to staff illness. Miriam to attend – 11/05/2019 • Action: CH to resend risk assessment template to DM - 11/05/2019 • Action: HW to send DM copy of the CPSU safeguarding template - 11/05/2019 • Aligning the board calendar with the 2019/2020 league playoffs was discussed, highlighted there maybe some potential changes to season-end dates. Action: DM to update board on proposed dates 30/07/2019 • Options for setting up a Charitable Incorporated Organisation remain open. Action: TW to talk with Nick Bitel about options for setting up a CIO – 11/05/2019 • Exploration of the cost increase of membership was discussed in detail. It was highlighted that membership costs have not increased in 5 years and it would need to be brought in line with inflation during that time. It was also outlined that while costs of membership have not increased, other costs including facilities rental have increased faster than inflation during that time, which skews club experience. The move from a club membership to individual membership as a change was also discussed. It was highlighted that this year, clubs have the ability to upload membership data through spreadsheets to ease the sign-up process. It |

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| | <p>was highlighted that it is important to relay to the members what the membership fee is being spent on, and the benefits it provides. It was agreed that budget would need to be looked at to see how much the cost needs to be increased by, and in what way the increase will take shape.</p> <p>Action: DM to create proposal for next board meeting – 11/05/2019 with communication planned for June club conference</p> <ul style="list-style-type: none"> • Annual satisfaction surveys will go out to members in mid-May, it was suggested that part of the survey could be to highlight the benefits of the membership to further hone in on membership cost increase. • The communications and feedback taken from members was discussed, points were raised around how the satisfaction of members' feedback is measured. It was agreed that there would be more frequent and broader communications regarding feedback with club members. Action: DM to provide response metrics -11/05/2019 • Stakeholder engagement plan update from board members still open – Action: Board members to add own relevant stakeholder relationships to plan – 11/05/2019 |
| <p>3. Board Safeguarding Training Session</p> | <p>a) Training session specifically around Safeguarding and child protection in sport delivered by Liza Ware, CPSU. The session outlined the safeguarding responsibilities for board members, the differences between safeguarding & child protection and provided the opportunity for directors to improve their knowledge on this important subject.</p> |
| <p>4. Viewing of U-16 play off matches</p> | <p>The board gathered to watch the national U-16 play offs in the main hall.</p> |
| <p>5. Main Strategic Discussion Topic</p> | <p>Budget 2019/20:</p> <ul style="list-style-type: none"> • The budget was approved from the standpoint that there will be no further sources of income. • SW asked for an explanation of the IHF/EHF funding detailed as £43,200 in the consolidated budget. DM advised £21,000 in the delivery budget relates to 60% of development programme costs from BHA project with the IHF with a further £7,200 in the central office budget from the same project, the remaining £15,000 is EHF funding. • SW also asks what is the funding specifically for and for how long? How does the EHA plan to use this funding? DM advised the £21,000 is part of the new three year agreement that the BHA is finalizing with the IHF and will go towards supporting club activities across our regions in areas such as reduced cost courses (like the referees courses delivered back in Sept). The EHF funding is the second of three years for the SMART Plan funding that has helped to support the position in the SW and partner support in the NE. The Central Office funding of £7,200 is also from the BHA agreement with the IHF and provides funding support to Vikki's role across EHA and BHA performance programs. • DM suggested the IHF funding can be broken down in the budget in the same way the Sport England funding is currently done to give more transparency. • It was highlighted that communicating the programs the IHF budget is spent on will increase belief in the money being spent effectively and will allow for possibly more funding in the future. <p>Action: DM to share IHF bid documentation and incorporate linkage of IHF funding in the budget document – 11/05/2019</p> |
| <p>6. Safeguarding</p> | <p>6a) implementation of safeguarding plan: DM has started this:</p> <ul style="list-style-type: none"> • partnership team are conducting "dip tests" with clubs to examine the experience of the children, are they aware who the local officer is, does the club have a child protection policy & procedure etc. • 10 clubs visited so far. • Some common themes have been collated and action points drawn up to address them by the partnership team. • Safeguarding courses will be available at the club conference in June to raise awareness of the standard. • The event assessment tool by CPSU in the safeguarding training was highlighted as something that can be used by the clubs & EHA in the future. • DM reiterated that the evidence gathering in the standard would be continually kept up-to-date. • CE highlighted that communicating back to the clubs the follow-up actions from the CPSU standard are priority. |

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| | <ul style="list-style-type: none"> DM confirmed that all clubs will be required to have a named & trained welfare officer to fit the fit-for-purpose CPSU criteria. Action: DM to refine the evidence capture document as highlighted (remove hidden columns, add "target date" column) – 11/05/2019. <p>6b) Update on current cases:</p> <ul style="list-style-type: none"> Update given, case management group working on the cases through the normal procedure. DM outlined that CH alongside 2 external members are on the case management group working through the cases. This is inline with CPSU's standards of having more independent members than organisational on the case management group. |
| 7. AOB | <p>7a) update on Governance Advisory Group meeting It was agreed that the previously drafted terms of reference for the governance advisory group required further development to strengthen its function in relation to specific additional needs related to policy review and the scope of governance. These would be updated and circulated to directors for approval at the next board meeting. It was also discussed and agreed that the group should be called the Audit and Governance Committee. It was agreed a qualified accountant is ideally needed as a member of the Committee.</p> <p>Action: TW to reach out to board members to agree standing members of the Audit Committee 11/05/2019.</p> |
| 8. Date of next meeting | 11th May 2019 – Derby, to link with National Cup Finals. |