



BOARD MEETING MINUTES

Minutes of the Board meeting held at William Goodenough Small Common Room, William Goodenough House, Goodenough College, Mecklenburgh Square, London, WC1N 2AB at 1130 on Thursday, 13 June 2019.

PRESENT

Board

Joy Carter (Chair) (JC)
 Nick Donald (ND)
 Kate Bedwell (KB)
 Heidi Leseur (HL)
 Andrew Light (AL)
 Wendy Newlove (WN)
 Keir Worth (KW)

Also present


Paul Barrett (Project Manager – Membership) (PB)
 Louise Perry (Director of Finance & Operations) (Minute Taker) (LP)
 Mark Williams (Partnerships & Programmes Director) (MW)

		ACTIONS
1.	<p>Apologies for Absence</p> <p>Apologies were received from Mark Jeffreys and Eamonn O'Rourke.</p> <p>Declarations of Interests</p> <p>There were no interests declared.</p> <p>Minutes of the Board Meeting of 14 March 2019</p> <p>The minutes of the previous meeting were taken as read and were agreed as a true and correct record.</p> <p>Action points</p> <p>Point 3: Hubs are still in the process of being created, the biggest gap is in the South East. MW to provide update of progress at the next meeting.</p>	<p>MW</p>

<p>Point 3: KW advised that a meeting is planned with the Performance team where they will discuss a break in the calendar and introducing workshops for parents at major events. Update will be provided at the next meeting.</p>	MW
<p>Point 5: It was agreed that the introduction of three key speakers from the wider squash world was a success at the recent council meeting and this should continue for future meetings.</p>	KW
<p>Point 6: KW advised that discussions are underway with a possible sponsor for the Nationals. Also, a meeting is scheduled to discuss Dr Allam continuing to sponsor the British Open. JC requested that “making step changes for future event sponsorship” be added as an agenda item for the next board meeting.</p>	KW
<p>Point 7: KW advised that following feedback from Council, the Senior Inter County Championships (ICC) will remain unchanged for 1 year, the Junior ICC regional based event will be reviewed and the Masters ICC will also remain unchanged for the time being but will be kept under review.</p>	
<p>Point 8: The England Squash Magazine was launched in May and the feedback has been good. The next edition will be issued in July.</p>	
<p>Any other matters arising were stated to be either completed or covered during this meeting.</p>	
<p>CEO’s Report</p>	
<p><i>Tactics Tracker</i></p>	
<p>Key updates will be made at the end of Quarter 1.</p>	
<p><i>World Championships 2021</i></p>	
<p>KW advised that England Squash have an opportunity to host the 2021 World Championships. KW and Yarv Abbas (Manchester) are meeting with UK Sport next week to discuss in more detail.</p>	KW
<p><i>Retirements</i></p>	
<p>Laura Massaro, Jenny Duncalf and Fiona Moverley have all retired from playing squash. The Board thanked them for their commitment to England and congratulated them on their careers.</p>	
<p><i>Conduct</i></p>	
<p>KW wished to inform Board that there have been some behavioural issues with junior England players at recent events. These issues will be addressed in the upcoming meeting with Performance to find a way to ensure coaches are adequately trained and there is a clear process for highlighting expectations and managing situations. JC requested that a paper be presented at the next Board meeting.</p>	MW
<p><i>Safeguarding</i></p>	
<p>England Squash are currently dealing with a significant safeguarding issue and will keep Board informed of progress.</p>	KW

	<p>Safeguarding officer requirement for Counties was discussed at the Council meeting and it was highlighted that it is part of the conditions for the payment of enhanced rebate. KB recommended that the junior squash committee contacts should be copied into correspondence. HL suggested volunteers should be recruited to run safeguarding sessions at junior intercounty events to raise the profile of this issue.</p>	MW/PB
2.	<p><i>Sport England</i> KW advised that England Squash have a Sport England review this month to discuss progress. JC requested that KW share a timeline for strategy and Sport England update with Board before the next meeting.</p> <p>Finance</p> <p><i>Matters Arising</i> LP presented a paper on IT security. WN recommended that England Squash undertake a data hygiene review to ensure all staff are fully trained on how to ensure that our systems and processes are fully compliant.</p> <p><i>Monthly report</i> The report was accepted by the Board.</p>	KW
3.	<p>Membership and Affiliation</p> <p>PB reported on progress in reaching the target of 50,000 paid members and achieving the internal revenue target of £900k for membership and affiliation.</p> <p>The Board agreed to reduce the stretch target to a more realistic level:</p> <ol style="list-style-type: none"> i. Reduce the target for Number of paid members to 40,000 (from 50,000) ii. Reduce the revenue from membership and affiliation target to £600,000 (from £900,000) <p>KB suggested that the main target is to increase members and we should consider free sign-up for the first year. It was agreed that this would be considered by the Executive.</p> <p>After a discussion about whether membership fees should be increased over the coming year, Board agreed that another fee increase would not be made.</p> <p>JC requested that PB present a paper at the next meeting on alternative ways to increase income in the short term.</p>	LP
		PB
		PB

4.	<p>Developing Participation Delivery</p> <p>MW explained that the current investment with delivery partners requires some revision to ensure that targets are achieved. The junior target has been reached, but the adult target is a more challenging one and we have only achieved 30% (albeit all achieved since August 2018).</p> <p>It was agreed that KPIs should be implemented to ensure that regional forums and clubs are accountable for funding they receive. Delivery partners unable to deliver targets would not be automatically eligible for future funding rounds.</p> <p>It was also agreed that funding required recipient partners to comply with safeguarding minimum standards.</p>	MW
5.	<p>Shared Services and Efficiency Review</p> <p>A review funded by Sport England was undertaken by an external consultant to consider options for shared services and additional efficiencies that can be achieved. More work is required before any decision can be reached.</p>	KW
6.	<p>Junior Gender Policy</p> <p>The Board were asked to consider the current gender policy: <i>“At both Copper and Bronze sanctioned events on the junior circuit, requests may be made to play in the opposite gender category as these are deemed participation level events. Any requests must be sent directly to England Squash by email to competitions@englandsquash.com and must be supported by justifiable reasoning. All requests will be considered by the Talent and Performance Team.”</i></p> <p>It was noted that some other European nations have a mixed ranking for boys and girls and play each other depending on ability, rather than gender or age. It was agreed that England Squash should move towards a policy of a mixed ranking and more mixed events within the programme calendar.</p>	MW
7.	<p>Innovation</p> <p>It was requested that Innovation be put earlier on the agenda for future meetings.</p> <p>HL provided a list of innovative ideas that had come out of the recent Council meeting and these were reviewed and discussed.</p>	SJ

8.	<p><i>Interactive Squash</i> The leasing model should be pursued. KW to put a request out for any expertise in leasing/franchising so that we can be comfortable that the model proposed by Jockey Club is suitable for England Squash.</p> <p><i>Activity Trackers</i> Board requested that Garmin, Polar and Everything Everywhere should be contacted to request that squash be listed as a sport for exercise monitoring purposes.</p> <p>JC stated that great progress had been made on identifying innovative ideas and requested that an action plan, SMART targets and progress be reported at the next meeting.</p> <p>Any Other business</p> <p><i>Update Papers</i> Additional update papers as follows had been circulated to Board members for information.</p> <ul style="list-style-type: none"> • Digital Development • Risk Register – Board requested that this be above the line for the next board meeting. Audit Committee to review the risk rating. • Coaches Club & Pathway • Competitions Progress Update • Membership & Customer Experience Reflections – Board wished to thank PB for the insight and the recommended action to remove the silos in existence to broaden everyone’s knowledge and reduce reliance on individuals. <p>JC thanked KW and colleagues for their continued hard work.</p> <p>Signed....  (Chair)</p> <p>Date.....19th June 2019.....</p>	<p>KW</p> <p>MW</p> <p>HL</p> <p>LP</p>
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