



BOARD MEETING MINUTES

Minutes of the Board meeting held in Large Trackside Suite, Athletics Arena, Rowsley Street, Manchester, M11 3FF at 11:30 on Friday, 15 December 2017.

PRESENT

Board

Joy Carter (Chair) (JC)
 Kate Bedwell (KB)
 Nick Donald (ND)
 Heidi Leseur (HL)
 Andrew Light (AL)
 Wendy Newlove (WN)
 Eamonn O'Rourke (EO)
 Jamie Singer (JS)
 Paul Trott (PT)
 Keir Worth (KW)

Also present

Paul Barrett (Project Manager – Membership) (PB)
 Steve Jones (Minute Taker) (SJ)
 Paul Makinen (Head of Marketing & Insight) (PM)
 Louise Perry (Director of Finance & Operations) (LP)
 Mark Williams (Partnerships & Programmes Director) (MW)

		ACTIONS
1.	<p>Apologies for Absence</p> <p>Apologies were received from Gordon Lord and Matt Pullen. PT had sent apologies to explain that he would not be present for the start of the meeting.</p> <p>Declarations of Interests</p> <p>There is continuing work with JS's company Onside Law.</p> <p>Minutes of the Board Meeting of 25 September 2017</p> <p>The minutes of the previous meeting were taken as read and were agreed as a true and correct record.</p> <p>Matters Arising</p>	

<p>Page 3 –The ‘What England Squash Does’ document will be updated in readiness for the next meeting.</p> <p>Page 3 – Regarding the Terms of Reference of the County Associations (CAs), JS explained that these will be reviewed as part of the ongoing Articles update with the working group. As regards Terms of Reference for Council, the next stage will be consultation with the CAs on the matter.</p> <p>The remaining actions in the minutes were said to have been completed since the last meeting.</p> <p>Chair’s Report</p> <p>JC welcomed all to the meeting with special greetings for HL and WN (both new Board members) and for PB, who each spoke to introduce themselves on the occasion of their first Board meeting.</p> <p>JC expressed her gratitude to Board members and staff alike for all of the hard work during a complex journey. Recent achievements were just the beginning of that journey.</p> <p>CEO’s Report</p> <p>KW updated the group on various areas of work:</p> <p><i>World Championships</i></p> <p>The World Championships in Manchester were reaching the latter stages and were going very well, thanks in part to a real full-team effort.</p> <p><i>County Associations</i></p> <p>The County Association Engagement Day held during the World Championships was successful and the partnership was said to be developing positively.</p> <p><i>British Open</i></p> <p>The British Open will be held in May 2018, and the PSA is keen to move ahead with arrangements on a shared-liability basis. The 2018 event is set to be the last one in Hull, and England Squash is now seeking a location for the event for 2019 and beyond.</p> <p><i>Back-office Costs</i></p> <p>England Squash is looking to further reduce back-office costs. Accordingly, a meeting with both Scottish Squash and Squash Wales is set to take place to see how the respective NGBs can work across boundaries for increased efficiencies. Similarly, there are around eight or nine other sports bodies resident within the National Squash Centre (NSC) and KW is to set up a meeting with a view to sharing knowledge and potentially resources.</p>	<p>KW, next mtg</p>
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World Squash Federation

After a recap from KW on the background to the controversy of the November 2016 WSF presidential election, KW and EO provided an update on squash at world level.

Since the WSF's concession in March 2017 that the vote was "unsafe" there has been some friction in the global squash community, and there was further tension at the December 2017 WSF AGM in Marseille.

KW and EO, who were present in Marseille, continue to work hard to ensure England retains positive relationships at world level.

2. **Membership Developments**

PB introduced his project-update paper and highlighted the following key points:

- A price increase of £2.50 for all members (except coach members: no increase) came into effect on 1 December.
- Terms & Conditions of Membership have been put in place to bring England Squash in line with legislation.
- Significant website updates are set to go live in February 2018, something that PB said Council members had told him was particularly pleasing to them.
- CAs can qualify for enhanced rebate for the current affiliation year by mandating membership of England Squash within their county.
- Activated memberships online are continuing to grow. There were spikes in growth following announcements of new member benefits.

PB sought feedback from the Board on whether there are other member benefits that could be sourced. HL said that the insurance for clubs doesn't cover absolutely everything so perhaps there could be a discount for affiliated clubs on some optional insurance extras.

3.	<p>Development of Council & Further Governance Opportunities</p> <p><i>Board Evaluation</i></p> <p>The Board reviewed the England Squash Board Evaluation Recommendations that had been compiled from the completed questionnaires from each board member. The evaluation looked at a variety of areas including Objectives, Strategy & Remit, Performance Management and Programmes & Projects. The Board identified that they need a summary of linkage of their key objectives to the strategy. Annual comparisons of Board performance compared to similar sized NGBs need to be undertaken, post-evaluation reviews of all major projects will be undertaken and annual assurances are to be provided to Board in relation to partner organisations.</p> <p>It was agreed that progress against these recommendations will be updated on a quarterly basis and that an evaluation would be completed once a year.</p> <p><i>Articles of Association</i></p> <p>JS spoke to pick out the main changes that were made in November 2017 to the Articles, the most significant of which was that the Board became the “ultimate decision-making body” in the revised Articles.</p> <p>JS said that the focus now has to be revision to other areas of the Articles. (The November 2017 revisions were merely the minimum required in order to comply with Sport England’s Governance Code.)</p> <p>The Board concurred that there is a need for one person to have an overarching responsibility for the Articles work. KW agreed to invite new England Squash President, Paul Millman, to be Chair of a working group, which would ideally, for continuity, have the same personnel as the previous group that worked on the Articles.</p>	LP
4.	<p>Sport England Measurement Dashboard</p> <p>MW gave an introduction to the paper he authored, highlighting that the Dashboard consists of the funding conditions with Sport England. He said that the focus now is on selecting appropriate quantifiable criteria against which England Squash can be measured. It was commented that the most obvious source of data to be used is Active Lives.</p> <p>MW told the Board that England Squash will be focusing on women and girls as a priority. Active Lives data will be crucial for measuring progress in terms of numbers of women and girls playing squash across various age groups.</p> <p>There was discussion about the pros and cons of various approaches to measuring the squash market (clubs, leisure centres, universities, etc.).</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> - relevant data from Active Lives will be obtained every six months; 	KW

JC gave her thanks to EO for his extensive work around the World Championships.

EO said that the Championships were going very well indeed. Some issues with costings had presented themselves, though, due to Christmas hotel costs, items such as draping at the NSC and other factors such as the need to add an extra day to the event because of the use of only one show court at the NSC. However, expected ticket income was said to be significantly higher in comparison to the 2013 event.

EO will be reviewing the final outcome with JC and KW.

EO

9. **Any Other Business**

The Diversity Action Plan was approved by the Board.

Signed....  (Chair)

Date.....07/02/2018.....