



BOARD MEETING MINUTES

Minutes of the Board meeting held in Goodenough College, Small Common Room, Mecklenburgh Square, London, WC1N 2AB at 1100 on Tuesday, 23 May 2017.

PRESENT

Board

Joy Carter (Chair) (JC)
 Kate Bedwell (KB)
 Phil Collins (PC)
 Nick Donald (ND)
 Gordon Lord (GL)
 Eamonn O'Rourke (EOR)
 Matt Pullen (MP)
 Jamie Singer (JS)
 Paul Trott (PT)
 Keir Worth (KW)

Also present

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)

		ACTION
1.	<p>Apologies for Absence</p> <p>Apologies were received from Andrew Light.</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 10 February 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>There were no matters arising.</p> <p>Chair's Report</p>	


2.	<p>JC welcomed the Board members to the meeting and highlighted some of the important areas of discussion for the day, including the Articles of Association and the recent personal messages sent to Keir Worth, England Squash CEO, by Council members of England Squash. It was agreed by the group that the language used in the messages had at times been entirely inappropriate.</p> <p>It was raised that it would be a good idea to decide upon a means of communication amongst Board members in between meetings.</p> <p>CEO's Report</p> <p>KW updated the group on what has been an eventful and demanding yet progressive period for the organisation by picking out some of the key events and activities since the last meeting. In particular, further staff had been lost as part of the restructure, giving a total of seven staff departures in 12 months. There had also been an office move along with continued work on a number of areas including the WSF presidential election case, Commonwealth Games and Club Locker, the latter being a technological collaboration with US Squash.</p> <p>Discussion then took place on what the group believes to be some misunderstanding amongst the county associations on the subject of Sport England funding for England Squash. It is clear that some people in the squash community think, incorrectly, that England Squash must be underperforming, hence funding cuts in recent years. Looking to address this issue, the Board members expressed concern that England Squash's communications might not be hitting wide enough. The Board asked England Squash to communicate actively and directly with the counties and to bring forward a communication strategy.</p> <p>The Board thanked KW for his professionalism and integrity in handling communication from county associations, highlighting how crucial the new National Forum and the revised Articles of Association are likely to be in improving the relationship with county associations. The Board as a whole joined JC in expressing its overwhelming support for KW and the England Squash staff.</p> <p>Articles of Association</p> <p>KW explained for the benefit of the group that, in line with Sport England Governance Code, the revised Articles of Association will state that the Board, rather than Council, will be the ultimate decision maker, although the role of the county associations will not be affected very much overall.</p> <p>It was confirmed that the working group for the Articles will consist of the following:</p> <ul style="list-style-type: none"> - Nick Donald (Board member) - Keir Worth (CEO), England Squash) - Patrick Fleming (Chair, Surrey county association) 	<p>JC, KW Next Mtg</p> <p>KW</p>
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	<ul style="list-style-type: none"> - Joy Carter (Chair, England Squash) - Onside Law (firm providing legal advice in the sports sector) <p>JS clarified on the voting process: changes to the Articles must be brought about by a special resolution, i.e. at least 75% of the company's members voting in favour in order for the changes to pass. All members therefore need to receive a copy of the revised Articles.</p> <p>JS agreed to report back to the Board on whether or not the vote can take the form of a show of hands and to also confirm that members will continue, in the revised Articles, to be affiliated clubs, county associations and life members.</p> <p>KW explained that he had invited Sport England to the 24/05/2017 Council Meeting and would be explaining to Council members about the necessity for the Articles to be revised. There would be, amongst other things, explanation from Sport England about its directive to England Squash of changing strategy away from focusing on inactive people and towards maintaining the core market.</p> <p>3. What England Squash Does</p> <p>The Board members had read the document, and there was agreement amongst the group that the achievements listed on the document were impressive. There needed to be a wider appreciation of the work of England Squash, which would be facilitated by a new communication strategy.</p> <p>4. National Forum & CAN Update</p> <p>MW introduced his paper, asking the Board to approve the following steps being (or planned to be) taken to develop a new national group to represent the county associations:</p> <ul style="list-style-type: none"> - The current National Forum has established a 4-person working group to develop a proposed way forward. - The proposal will be shared with the wider National Forum, CAN and other key partners as appropriate. - Consultation with the county associations will be conducted directly and not through the CAN mailing list. - Board will be asked to approve the final proposal. <p>The Board approved all four steps.</p> <p>5. Membership</p> <p><i>Membership Working Group papers</i></p>	<p>JS Next Mtg</p> <p>KW</p>
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	<p>ND stated that the two main aims for his joint presentation with Richard Antcliff at the 24/05/2017 Council Meeting would be, firstly, to address the question of ‘what does England Squash do for me?’ and, secondly, to highlight to the county associations the financial opportunity that they will have (the precedent being Kent SRA’s raising of circa £20k from its county levy on players). From a technology perspective, the API-based membership checks are fundamental to the success of the proposal.</p> <p>KW told the group that as part of the proposal a 3-year agreement had been reached with Squash Levels and that the related functionality will provide players with enhanced rankings and features like graphical representations of progress.</p> <p>In addition, as a further benefit, ND explained that there will be a compelling insurance package, which will be a carrot to entice players to create/activate an account on the England Squash website, thereby providing data that the group suggested might even lead to improved funding from Sport England on account of the greater leverage that a larger database would bring. The cost to England Squash for the insurance will be circa £1 per player member.</p> <p>ND said that Richard Antcliff had been incredibly helpful in their work together on the proposal. The Board wished for their thanks to Richard to be recorded.</p> <p>After an explanation of the ways in which the county associations will be able to benefit from the new scheme, it was commented that there are “no downsides” for the counties.</p> <p>JC thanked ND, PM and Richard Antcliff for their hard work on the proposal, sentiments echoed by PC.</p> <p><i>The Squash Player magazine</i></p> <p>With the current agreement set to end later this year, JC introduced this agenda item by asking the Board members for their views on whether the agreement should be renewed for another year. There was a consensus that there must be a concrete, alternative proposition by October 2017 so that a decision can then be made.</p>	
6.	<p>England Squash Strategy</p>	<p>PM October 2017</p>
	<p>KW is currently working alongside Board members on the strategy document.</p>	<p>KW July 2017</p>
7.	<p>Governance Update</p>	
	<p>KW referred to the Governance Update document and asked for the Board’s approval of the following:</p> <ul style="list-style-type: none"> - Nominations Panel: Terms of Reference - Audit Committee & Terms of Reference 	

	<ul style="list-style-type: none"> - Code of Conduct - Diversity - Remuneration policy <p>All items were approved.</p> <p>JC informed the group that she would be organising the recruitment of the Nominations Panel.</p> <p>LP advised that Board member Andrew Light had expressed an interest in chairing the Audit Committee.</p>	JC, KW
8.	<p>World Championships</p> <p>EOR gave the group an update on the preparations for this year's forthcoming Championships, pointing out that Paul Walters had been appointed director. It was reported that ticket sales for the later rounds in particular are doing really well, and focus is now being put on selling more tickets for the earlier rounds, which are always harder to sell. Thanks were given to the supporting work being done by England Squash and Manchester City Council in helping raise the profile of the event. It was confirmed that there will be online streaming at both venues, the National Squash Centre and Manchester Central.</p>	
9.	<p>Finance</p> <p>The Month-End, Year-End, Budget 2017/18, and Financial Procedures papers were all noted and approved by the Board.</p> <p>There was agreement that there should be some spend from the 2017/18 budget of up to £40k for Jockey Club Services expertise to assist PM on IT projects.</p> <p>LP highlighted that the financial audit is set to take place during week beginning 30 May.</p>	
10.	<p>Safeguarding</p> <p>MW highlighted how England Squash rated 'green' last year according to the Child Protection in Sport Unit. It is hoped that the same can be achieved this year.</p> <p>An update was given on the very serious case in Manchester, and thanks were given to JS's company Onside Law for its help. It was agreed that the case was handled in a very professional manner by England Squash (particularly Louise Pickford and Chris Peach) and Manchester City Council. It was pointed out that there had been a great response at the National</p>	

	<p>Squash Centre as well, with people coming forward to volunteer their services to support safeguarding.</p> <p>The updated policies and procedure documents were all approved by the Board.</p> <p>It is a requirement for there to be a Board representative to support the safeguarding working group, and JS volunteered to fulfil this role.</p>	
11.	<p>Foundation Update</p> <p>KW said that, given the reduction in staff numbers, the problem now for the Foundation is resource, but meetings are planned with Rackets Cubed, a charity that is able to deliver its products quickly.</p>	
12.	<p>Army Covenant & MOU</p> <p>KW briefed the group on the agreement that has been made with the British Army, and it was said that the partnership promises to be exciting.</p> <p>The Army is happy for KW to sign the agreement, i.e. it is not necessary for it to be signed off at Board level.</p>	
13.	<p>Participation Programmes Update</p> <p>MW picked out the highlights from his paper to update the group on Squash 101, Squash Girls Can, Squash 57, national agreements with six leisure operators, and a pilot project in the corporate sector with Mercedes Benz that will be rolled out this summer.</p>	
14.	<p>Any Other Business</p> <p>LP said that £9k had been saved on insurance and requested agreement from the Board that a three-year deal on insurance can go ahead. The Board agreed.</p> <p>JC thanked KW, the executive and the whole England Squash team for doing a great job in difficult circumstances.</p> <p>This meeting was PC's last as a Board member, and JC put on record her huge thanks to PC for his contributions to both the current Board and to the previous Board, sentiments that were echoed by KW and all Board members.</p>	

	<p>Signed...  (Chair)</p> <p>Date.....29 June 2017.....</p>	
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