

ISLE OF WIGHT CRICKET BOARD

Board Meeting Minutes (Online)

Monday 8/03/2021 18:30

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| Board Members – Directors  Chair Kate Barton (KB) Present  Director Martyn Richards (MR) Apologies  Director Dave Pratt (DP) Present  Director Duncan Mills (DM) Present  Director Dave Cox (DC) Present  Director Hugh Wells (HW) Present  Director Claire Everard (CE) Present  Director Ben White (BW) Present  Director Hugh Griffiths (HG) Present |  |
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| Invited:  Stuart Chatfield (SC) Cricket Development Manager  Andy Woodward (AW) Head of Performance and EPP Head Coach  Richard Webb IWCB Finance Officer |  |

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| **Agenda Item** | **Discussion Points** | Action |
|  | Welcome, Thanks & Apologies   * MR sends apologies. MR reported that he will submit update to the board on league in days following the meeting. | AP- MR to send update on league. |
|  | Minutes from 8th February 2021   * Minutes agreed. * CE proposed to put minutes on the website after they have been agreed. HW question whether they should be held for a period of time before being publicised of if the board are happy to publish as soon as they are agreed. Board agreed to publish after they have been agreed, with any confidential information redacted. | AP- SC to publish February minutes on IWCB website in PDF format. |
|  | Previous minute actions |  |

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| Agenda Item |  | **Individual responsible** | **Update** | **RAG RATING** |
| 2.4 | SC to chase BSS @ Ryde School as to when course could take place. SC will send course info around schools to push for more attendees. KB asked SC to invite some of the “trained” female teachers. | SC | Awaiting confirmation of dates from Ben/Ann @ Ryde School. Info to be sent out when dates confirmed. | Amber |
| 2.6 | Ventnor on and active. Cav’s not on yet. Still waiting on safe hands licenses to come through for ladies | SC | Still not received from ECB. | Amber |
| 2.8 | DM asked for monthly planner from SC and AW rather than weekly. | SC/AW | Monthly planners to be sent out going forward. | Green |
| 2.8 | SC to send out current list of coaches+ qualifications to all. | SC/AW | Working coaches list has been compiled and sent.  Complete list of qualified coaches still being compiled. | Amber |
| 2.8 | Scoring, Umpiring, First Aid and Ground management courses advertised. F1 course with subsidies for Junior Section coaches and W&G coaches advertised for possible March / April 2021 | SC | Field craft dates confirmed for 17/04 & 25/04 | Green |
| 2.9 | MR sent proposal to board to cover general coaching courses for all IWCB Staff. Board to review and feed back to MR before next board meeting to discuss. | SC |  | Green |
| 2.10 | Ventnor and Ryde happy to include Girls section this year in their development plans. Cav’s, happy to offer grounds. | MR |  | Green |
| 2.12 | DM, HG and MR to set up sub group to start looking at current constitution  EGM to be set up at a future date re. constitution. Ongoing. | KB/SC | To be reviewed end of May | Amber |
| 2.12 | SC and AW to look at this together and come back to board at Feb meeting with proposal moving forward. (1:1s)  Ongoing | DM/HG/MR |  | Red |
| 4 | CE to compare IWCB Website with similar counties and see where we can add / improve.  Will circulate with possible options to board before next board meeting for discussion. | SC/AW |  | Green |
| 4 | Peni & Harriet to complete profiles to share on IWCB Website.  Will feed back to board later on in year. | CE | Not received, SC to follow up. | Amber |
| 4 | SC to complete appointments & Central email addresses to Island Clubs |  |  | Green |
| 4 | All Board members to complete up to date DBS  SC to update all gaps prior to next meeting | SC | DC HW and DP to have identity checks with SC. | Amber |
| 5 | DM to send out relevant information to SC. | All Board |  | Green |
| 6 | SC to update website with most recent strategy document and take old one off. | DM |  | Green |
| 6 | CE to send financial report to board before next board meeting with more accurate projected forecast of figures for year end. | SC |  | Green |
| 6 | CE to send out expenses claim form and guidance details on claiming expenses before next board meeting. | CE |  | Green |
| 6 | RW to send to all self-employed coaches. | CE |  | Green |
| 7 | SC stated that he was sending a clubs bulletin letter around to clubs this week and would send board a draft copy before going out to clubs to include what was going to be done about affiliation fees / donation etc. | RW |  | Green |
| 7 | SC to look at option of running F1 course over multiple evenings and not just weekends to increase participants. | SC/Board to review |  | Green |
| 7 | CE, SC & BW to meet with CTS to check that not going against anything in our contract by outsourcing CTS training to AD. | SC |  | Green |
| 7 | Specific feedback from CTS on Pay rates to coaches, minimum qualifications needed from coaches to deliver C2S program (CE/SC/BW) | CE/SC/BW |  | Green |
| 8 | Write contract between IWCB and AD for delivery of C2S. AD to update his contract based on C2S feedback on initial proposal. | CE/SC/BW | Agreed to write contract for September. AD to work out of contract until September. AD happy with this arrangement. | Green |
| 8 | SC / MR to chase clubs for league and cup entries. | MR/KB/CE | League start date 8/05 | Green |
| 9 | RW to invoice clubs for entry fees | MR/SC |  | Amber |
| 9 | AW to resend Coaches code of conduct to all board before next meeting. | RW |  | Green |
| 10 | SC to add electronic copy of players code of conduct onto Cevent booking system for parents to sign once training commences.  Copy needs to be displayed somewhere on website too for reference.(Under policies and procedures section) | AW |  | Green |
| 10 | KB to go back to Newclose to re agree possible terms for use of Newclose office / space /Storage and costs. Can we still keep Newclose as our Business Address  KB to circulate to all | SC | Everything agreed. Newclose remains IWCB business address, minibus will remain registered to Newclose. | Green |
| 11 | Confirm SC is happy to work from home and to investigate what if any costs should be covered if he continues to do so. HW | KB | HW to investigate costs and taxable/non-taxable costs. Will discuss with SC once fully informed. | Amber |
| 11 | SC and AW to write relevant job descriptions and liaise with HW and DM before next board meeting. DM to Send to board before next meeting. | HW |  | Amber |
| 12 | CE to write and circulate before next board meeting. (Pay policy) | SC/AW/HW  /DC |  | Green |

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|  | Safeguarding   * Report circulated to board. |  |
|  | Foundation   * Must be independent from the IWCB to fulfil charitable purpose. * DP suggest that one trustee be an IWCB director but to be aware of conflict of interests. * DP to continue leading the foundation and take necessary steps required, including setting up bank account, becoming a registered charity, identifying other trustees etc. Will be separate from IWCB. | AP-  DP to send link to Cornwall foundation website and presentation to all board members. |
| DP exit 19:20  RW enter 19:20 | | |
|  | Finance  Richard Webb joined the meeting for this item   * RW presented the financial report. circulated by CE prior   to meeting. |  |
| RW exit 19:25 | | |
|  | Coaches Policy   * Policy circulated and question from RW has been addressed. Agreed to include sentence regarding issues around discussion of clubs without permission from parents. * SC raised that he feels clubs should be involved in player development. AW feels that this is not the role of the CAG coaches, and parents/players should discuss this directly with the associated club. AW also highlighted that this is covered by the Safehands guidance about appropriate conversations. * The board agreed that the policy sufficiently covers these issues. * Proposal for code of conduct to be passed and distributed   voted in favour by the board. | AP- DC Finalised copy to be sent to SC. |
|  | County Partnership Agreement –  SC Outlined the purpose of the CPA. Agreed to send round brief regarding the targets and agreement. | AP- SC to send round brief about CPA. |
|  | Hugh’s News: Vipers, Newclose  HG’s noted the AGM meeting will take place on Saturday 27th March.  Vipers attending to play inter-squad game at Newclose May 1st. Unsure of arrival time/warmup time so can not yet plan pre match event. AW to find out when attending weekly Vipers call and liaise with HG/KB to plan. | AP- AW to find out at Vipers call and liaise with HG. |
|  | Website review  CE circulated a paper prior to the meeting covering a summary of the current website provision and possible next steps. Initial observations:   * A lot of data is incorrect, out of date and several pages and links do not work. * Comparisons to Wiltshire, Devon and Dorset Cricket board Websites show clear gaps in areas we currently don’t cover, have pages for or keep up to date. I can see score cards from league fixtures from 15 years ago but I can’t see recent county score cards for Juniors fixtures. I can’t find a current IWCB Structure, I cannot search within the Webpage. Hard to find anything about Women and Girls, Schools programs, Disability cricket or our current policies and procedures. * We haven’t published board meeting minutes for over 2 years which I know we are going to reinstate. * These Websites I have compared against have abilities to search within the webpage, have a simple and easily to navigate page layout, good use and links to current social media and scoring on play cricket.com * There is lack of ownership of certain areas of our Website and we need to make sure specific areas are current and up to date from everyone. This should be a “Board / Employee wide” venture to get right with current input on page contents from all Board / Employees and not just down to 1 to monitor content.   Proposal/Next steps – in two phases  **Phase 1**  Initially, what can we do ourselves to better that we have with limited or minimal costs.   * Update the current website – ensure all information is correct * All board should be using IWCB email address for correspondence. * ALL board members and employees should take their respective areas of responsibility and compare what we have, or don’t have to other counties. I have used Devon, Wiltshire and Dorset as examples. * Board members, employees to review their relevant pages from IWCB and rewrite what they would like to see going forward. Check what is currently published, for example, Clubs section, are all the club contact details correct, are the age categories played correct, add in W & G sections, should there be links to their webpages.   + - Performance / Development / County Teams – AW/DC     - Safeguarding – DM     - Clubs / Club Development – DP     - Contact us, Fixtures, Results - SC * Rewritten text to be submitted to SC by 1st April 2021. Please include updated images if you have them too. Some of ours are rather dated. * If pages do not currently exist, e.g. Sponsorship, Schools (Chance to Shine), Women and Girls, Disability, the text for these pages needs to be written and by who? * Suggestion:   + - About Us Page containing such info as : IWCB Vision, Board objectives, Board or directors, meet the team, Welfare officers, Policies, (Put strategy in here too) - SC     - Sponsorship, Foundation – HG     - Schools ( Chance to Shine) BW & SC     - Women & Girls – KB/CE     - Disability / Over 50 – SC     - Leagues – MR     - Coaching and Courses? – SC?   Phase 2  To become truly comparable with other counties an element of financial investment and web redesign is proposed. The three following options cover one extreme to the other. It is by no means a definitive list but gives us a high, middle of the road, and low investment route.  **Option 1:**  Complete Web redesign using independent web company to create a bespoke and tailor made package.  **Option 2:**  Use Pitchero to host IWCB Website. Pitchero are a specialist sports website company providing sports specific web hosting and building services.  CE has already been in touch with Pitchero regarding the possibility of using their format. Following discussion agreement was reached for CE to contact our current provided to see whether changes could be made to the current portal to reflect our aims moving forward. CE was asked to update members at the next Board meeting | AP – SC/Board members to update the current information held on our website  AP – Board members/employees to review their relevant pages and rewrite. Deadline 01/04/21  AP – CE to update Board members at the next meeting |
|  | Correspondence  1. DM - correspondence received from Phil Mew regarding his decision to step down from the Board. Proposal agreed for DM to write in response acknowledging receipt of the communication and to thank Phil so his tireless work as a Board Member and Chair for three years in support of Island cricket. | AP  DM to send response to PM |
|  | Policies: Expenses & Pay (inc. claim form).  The following documents were shared in advance of the meeting:  1. Draft Pay Policy  2. Draft Expenses/Mileage Claim form,  3. Draft Expenses Policy  KB thanked CE for her hard work in producing the guidance – quite a task since the last meeting!    Following discussion, Board members voted unanimously to adopt the policies. KB requested that the policies are made available to all employees and uploaded to the website. | AP  CE to share agreed policies, processes and documentation with all employees.  Policies/documents to be uploaded to the website. |
|  | Employee job description AW who joined for this part of the meeting. A copy of AW’s draft job description was circulated to Board members prior to the meeting for consideration. Discussion focused on the points raised by AW.  AW also mentioned EPP guys have been selected and he was arranging personalised shirts from GN. | AP- KB/HW/DC/DM to meet to discuss and agree JD for 21-22  DC to meet with AW to agree appraisal targets.  Agreed. |
|  | Employee job description SC  SC joined for this part of the meeting. A copy of SC’s draft job description was circulated prior to the meeting. Discussion focused on the points raised by SC and Board members | AP - KB/HW/DM to meet to discuss and agree JD for 21-22  HW to meet with SC to agree appraisal targets |
|  | Training Course fees  Following discussion, Board Members agreed to tailor the agreement to the specific course with a view to supporting the professional development of Board employees. Agreement was reached at the last Board meeting to support AW’s request to access a level 4 coaching course | AP – DC to feedback to AW on decision to support Level 4 application. |
|  | AOB  No other business was raised. KB thanked everyone for attending. Meeting closed at 8:47pm  Date of the next meeting – Monday 12th April 6:30pm (Virtual) |  |