

ISLE OF WIGHT CRICKET BOARD

Board Meeting Minutes (Online)

Monday 8th February 2021, 18:30

Board Members – Directors

Chair Kate Barton Present (KB)

Director Phil Mew Apologies (PM)

Director Martyn Richards Present (MR)

Director Dave Pratt Present (DP)

Director Duncan Mills Present (DM)

Director Dave Cox Present (DC)

Director Hugh Wells Present (HW)

Director Claire Everard Present (CE)

Director Ben White Present (BW)

Director Hugh Griffiths Present (HG)

**Invited:**

Stuart Chatfield Cricket Development Manager (SC)

Andy Woodward Head of Performance and EPP Head Coach (AW)

Richard Webb Treasurer (RW)

Andy Day PSSC Ltd (AD)

Peni Harrington County Welfare Officer (PH)

Harriet McQuillan County Welfare Officer (HM)

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item** | **Discussion Points** | Action | |
| 1. | Welcome to all |  | |
| 2. | **Minutes from 11th January**  **January Minutes**  Discussed starting to put minutes of board meetings back on IWCB website. | Minutes Approved. | |
| Previous Agenda Item | Previous Action Point  Green – Complete  Amber – In Progress  Red – Not Started | Individual responsible | RAG RATING |
| 3 | To put reminder in calendar for renewal | **SC** | **GREEN** |
| 3 | All board members to supply sizes to SC for a Polo / fleece. SC to confirm where this cost would sit. | **SC** | **GREEN** |
| 3 | CE to liaise with SC / RW about how this can be done. | **CE** | **GREEN** |
| 3 | 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** | **AMBER** |
| 4 | SC keep board updated on how the 2 clubs are getting on.  Ventnor on and active. Cav’s not on yet. Still waiting on safe hands licenses to come through for ladies. | **SC** | **AMBER** |
| 5 | SC will resend IWCB strategy summary to board members.  Action: How to achieve objectives | **SC** | **GREEN** |
| 5 | KB, SC, AW to feedback on Webinars when attended. | **KB/AW/SC** | **RED** |
| 6 | SC and AW will monitor work load and inform board if furloughed hrs need to be amended over coming weeks.  SC and AW continue to monitor workload and will re assess furlough hours and amend and increase as and where necessary. Need to be honest about Furlough and increase if necessary.  DM asked for monthly planner from SC and AW rather than weekly. | **SC/AW** | **AMBER** |
| 7 | SC to explain to board how the CTS program is currently delivered, how long the program has been running and give the board a better understanding of the program in respect to costs etc.  SC to share growth and participation figures on CTS from previous years. | **SC** | **GREEN** |
| 7 | Board to give AD clear objectives ASAP (if not already done so) as to what the CTS program must cover | **AD** | **GREEN** |
| 7 | AD to submit to the board, in advance of 8th February meeting a full proposal outlining everything from costs, which coaches will be used and how he will meet our CTS objectives that we need to report on to get funding. | **AD** | **GREEN** |
| 7 | Board MUST make a call in February as to which way they will go. | **ALL** | **AMBER** |
| 8 | SC to send out current list of coaches+ qualifications to all. | **SC** | **RED** |
| 8 | SC to start process. (See #8 on agenda AW )  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** | **AMBER** |
| 8 | MR to write contract for AW to cover terms of his L4 Coaching course.  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. | **MR** | **AMBER** |
| 8 | SC and or AW to speak to Alun Powel to confirm that surplus EPP funds could be used to help with Coach Development  Alun Powel has confirmed that surplus EPP funds can be used to support Coach Development. | **SC/AW** | **GREEN** |
| 8 | Look at factoring in costs of L4 course into 2021/22 budget.  Will factor costs of L4 course into 2021-2022 and 2022-2023 budgets. As well as using some surplus from 2020-2021 EPP. Note: no allocation currently factored in for ANY STAFF development / training so will factor this in going forward for all staff. | **CE/RW/SC** | **GREEN** |
| 8 | HW & DM to start process of performance management. Ongoing | **HW/DM** | **GREEN** |
| 9 | KB to work with SC and clubs on their development plans  Ventnor and Ryde happy to include Girls section this year in their development plans. Cav’s, happy to offer grounds. | **KB/SC** | **AMBER** |
| 10 | DM, HG and MR to set up sub group to start looking at current constitution | **DM/HG/MR** | **RED** |
| 10 | EGM to be set up at a future date re. constitution. Ongoing. |  | **RED** |
| 12 | SC and AW to look at this together and come back to board at Feb meeting with proposal moving forward.  Ongoing | **SC/AW** | **RED** |
| 12 | KB & SC to set up a rapid response team / channel of information for any specific COVID related information / changes to be passed on. | **KB** | **GREEN** |
| 12 | HG to submit monthly report on Marketing and Coms activity before next meeting.  HG working on “Promoting Cricket Objective” – Ongoing. | **HG** | **AMBER** |
| 12 | 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. | **CE** | **AMBER** |
| 12 | CE to send out minutes and actions within 10 days of meeting finishing. | **CE** | **GREEN** |
| 12 | All – submit amendments to draft agenda at least 1 week before next meeting to KB or DM | **ALL** | **GREEN** |
|  |  |  |  |
|  |  |  |  |
| 4. | **Safeguarding & Safeguarding Officers**   * Peni and Harriet joined meeting to introduce themselves and meet the rest of the board. Harriet is a Child Protection Social Worker and Peni is a retired Policer Officer who now works for the ambulance service. DM to regularly meeting 1:2:1 with Safeguarding officers * DM previously circulated Safeguarding Report to all board members prior to meeting.   **IWCB Central Record**   * SC is in the process of updating central record   **Website Compliance**  Have safeguarding page. Still needs work on policies and other information on there.  **Safer Hands Update**  Ventnor on. Waiting for licences to come through for ladies to access system. Cavs still TBC. Will then move onto fast tracking all clubs with Junior Sections. Aim to have them all on this season.  **Policies / Qualifications**  All board members to have up to date clearance checks - DBS, Midas, First Aid/ safeguarding awareness training.  Also do regular checks on all our coaches.  Any new board members to comply with safeguarding requirements. DM happy to be involved with this process.  DP – When do clubs get the free public liability  DM – If Cav’s don’t have capacity to follow things through, who would 3rd club on list for roll out be, SC said Ryde. | **Action**: Peni & Harriet to complete profiles to share on IWCB Website.  Will feed back to board later on in year.  **Action:** SC to complete appointments & Central email addresses to Island Clubs  **Action:** All Board members to complete up to date DBS  SC to update all gaps prior to next meeting.  **Action**: SC Ongoing working on adding clubs with Junior Sections  **Action**: DM to send out relevant information to SC.  Action: SC will try and find out. | |
| 5. | **Isle of Wight Cricket Board Strategy:**  DP stated that there was not a lot to report on from last time due to lock down.  KB asked whether elements of our strategy can be updated. EG if we said we were going to train 12 coaches and couldn’t because of COVID-19, could we revisit some of our targets. DP said revisiting targets is fine. | **Action**: SC to update website with most recent strategy document and take old one off. | |
| 6. | **Finance Report**   * End Jan Financial report sent out to all board. RW confirmed figures are just projections and not budgets. * DP asked to confirm period of forecast. RW confirmed figures are just forecast till end September 2021. * RW stated that last financial year left us a surplus of £27K. RW does forecast a surplus this year of £25K as well. * CE explained that figures shown on current financial report do not reflect what has actually happened over the winter I.e. have not been amended to reflect lack of winter training (Pre lock down forecasts) – therefore not true forecast of where we will end up * CE also highlighted forecasted figures based on annual basis and not monthly. Nor are they amended to reflect things that have not taken place i.e. winter training. * Good to get more ownership of budgets from board and accountability of spend against them from across the board once budgets are set. * Expenses claim form – discussed but not sent out as need to write expenses policy first to accompany claim form.   **Coaches self-employment declaration form**   * Seen by all and no objections.   **Club charges 2021**   * DM, suggestion to Waiver club affiliation fees for this year. Will be in region of £1000 not received. Will Still keep entry fees for leagues and competitions. DM proposed, MR seconded. All in favour. * HG suggested that Newclose would use their £50 affiliation fee to donate to a good cause. * MR asked if clubs had to pay something to actually become a member of the board. RW said not. * HW suggestion of a letter written to clubs as to why we are doing this gesture this year and that it is not necessarily going to be the same every year. Plus add in suggestion of charity donation instead. * Few suggestions of where donations from clubs affiliation fees would go. Lord Taverners and Cricket with no boundaries suggested. Suggestion from DP to support young Cancer patient. * Also suggested that in IWCB strategy would open up Isle of Wight Cricket Foundation and maybe donations can go towards this. Discussed further in AOB from HG. | **Action:** CE to send financial report to board before next board meeting with more accurate projected forecast of figures for year end.  **Action**: CE to send out expenses claim form and guidance details on claiming expenses before next board meeting.  **Action:** RW to send to all self employed coaches.  **Action**: 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. | |
| 7. | **Chance to Shine Proposal**   * AD summarised his proposal that had been previously sent to all. Aim to use his team of coaches that already deliver sport in some schools across the island as well as using freelance coaches that the board already use. * AD questioned about how he will be more successful that what we are currently doing. * SC confirmed that if CTS coaching done in school by school staff then they are paid extra to carry out CTS coaching on top of school pay. * AD aim to get some teachers through F1 Course * AD to confirm which coaches will be used. * AD must monitor and report on numbers of children going from C2S into clubs and which ones. * Successful link between schools and clubs is pivotal point of program being a success. * Board approved AD to take on C2S program coaching. Some mixed feelings but overall consensus was to go with AD. Proposed by BW, Seconded by DC. * Board and AD to agree to strict contractual terms. Suggestion of 18 month term with full review of success after 6 months (end of this season) and ability to review contract at this point. Will be based on conversation with SC,BW,CE and C2S that we can actually do this. * Initially C2S program to be monitored and guided by Stuart using AD coaches to deliver. * Schools to feed back to board (specifically BW) on whether AD is meeting deliverables. * AD to report on specific figures of children moving from C2S in schools into clubs to determine whether deliverables are being met. * Board to review at end of summer as to whether AD will deliver the 2021-2022 program. | **Action:** SC to look at option of running F1 course over multiple evenings and not just weekends to increase participants.  **Action**: CE, SC & BW to meet with CTS to check that not going against anything in our contract by outsourcing CTS training to AD.  **Action**: Specific feedback from CTS on Pay rates to coaches, minimum qualifications needed from coaches to deliver C2S program (CE/SC/BW)  **Action**: Write contract between IWCB and AD for delivery of C2S. AD to update his contract based on C2S feedback on initial proposal. | |
| 8. | **League Update**   * MR updated board post league meeting. Planning pre-season 20 over competition, 2 x summer leagues on Island and September cup. * Clubs to submit entries to MR / SC by ? * AW mentioned that Ryde School would like to be entered into September Cup this year. No objections. | **Action**: SC / MR to chase clubs for league and cup entries.  Action: RW to invoice clubs for entry fees | |
| 9. | **Codes of Conduct**   * Player and Coaches code of conduct previously sent around by AW. * Player code of conduct approved. * Coaches code of conduct not seen by some so needs to be resent and reviewed before next board meeting. | **Action:** AW to resend Coaches code of conduct to all board before next meeting.  **Action:** 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) | |
| 10. | **Newclose Office**   * Newclose office proposal sent to all before board meeting for discussion. * Consideration needed over the real need for such a full time office and base, on the back of SC successfully being able to work from home for most of the last 12 months. * CE stated that we still need a “business address” for the Cricket board which should really be Newclose. * Considerations – is SC happy to continue to mainly work from home? * What procedures and costs need to be met if employees are working from their home full time – internet, phone, office equipment etc? * Still a strong argument for a close working relationship with Newclose and the ability to utilize some facilities such as continued storage, options for meetings to be conducted onsite in the club house if the facility is free etc. * Current full rent paid up till end Feb so prompt decision is important unless we have ability to continue on a month by month basis until board have agreed decision. * Newclose suggested £200 Plus VAT a month for limited meeting space when available, continued use of Newclose for IWCB business address and storage under clubhouse. | **Action**: 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.  **Action:** 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 | |
| 11. | **Employee Appraisal Policy**   * DM circulated IWCB proposed appraisal Policy to board before meeting. Feedback from AW and SC on proposed process very positive. No questions from anyone. Policy proposed by MR, Seconded by DR, approved by all.   **Employee Performance Management**   * Performance management proposal sent to board before meeting. No questions arising. Job descriptions for SC and AW still need to be written and approved before performance Mgt. process can start.   **Employee Pay Policy**  Established that there is not one in place but is needed before Performance Mgt. process can start. | **Action:** 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.  **Action**: CE to write and circulate before next board meeting. | |
| 12. | **Any Other Business**  **Isle of Wight Cricket Foundation Proposal**   * HG stated that East Sussex Cricket Foundation willing to donate £500 to IWCB to support setting up local foundation. (as stated in IWCB strategy). Plus an anonymous donor has offered £500. * HG suggested that IW clubs could donate their waivered affiliation fees of £50 for this year to this proposal. * MR suggested getting trustees who are not directors involved with foundation.   **Meeting minutes, agenda items and draft agenda**   * KB has asked all that items to be added to the agenda for the next meeting are submitted at least 2 weeks before the next meeting to allow for changes to be made and draft agenda to be sent out. | **Action**: HG and DP to put proposal together for setting up IWCB Foundation.  **Action:** All – submit agenda items at least 2 weeks before next meeting to KB or DM.  **Action**: CE to send out minutes and actions within 10 days of meeting finishing.  **Action:** All – submit amendments to draft agenda at least 1 week before next meeting to KB or DM | |
| 13. | **Meeting Adjourned at 22:13** | **Next Meeting Monday 8th March at 18:30** | |