

ISLE OF WIGHT CRICKET BOARD

Board Meeting Minutes (Online)

Monday 11th January 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 (Arrived 19:00) (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)

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Discussion Points** | Action  |
| 1. | Welcome to all |  |
| 2. | **Minutes of the meeting last meetings****September Minutes**DP explained that the September meeting minutes that he had on his computer were unrecoverable.SC and KB both said they would check their notes to see if there were any actions. KB has said she has some notes and could summarise them if required. **November Minutes** – Approved**December Minutes** (circulated during this meeting from MR) - Approved |  |
| 3. | **Previous Minute Actions**SC stated that we had been approved as a coaching centre. KB asked for the date for renewal was put on the IWCB calendar so that it does not expire.Uniform was discussed for all board members Isle of Wight Foundation Level 1 Course* CE confirmed that she had recently achieved her Foundation L1 Course in Gloucester in December. Bursary funding for female coaches was raised. SC said that this Bursary can be used to cover her coaching course
* SC confirmed that he has 8 individuals that have shown an interest in completing the Foundation L1 Course on the Island when viable to do so. All interested parties are male.
* BW also confirmed that his L1 course is booked for the mainland in February but if its cancelled he can move it to do it here he will do so.
 | **Action:** SC to put reminder in calendar for renewal**Action:** All board members to supply sizes to SC for a Polo / fleece. SC to confirm where this cost would sit.**Action:** CE to liaise with SC / RW about how this can be done.**Action:** 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.  |
| 4.  | **Safeguarding** * Peni and Harriet have had some training with SC on the SHMS. (Safe Hands Management System)
* 1st 2 clubs, Ryde Cav’s and Ventnor should come online next week. SC expressed to the ECB that if he can get these 2 clubs done quickly then he would like to get all the clubs with Junior sections on the system ASAP. Expressed that this might take a bit of time.
* SC not sure how long it will take to get the first 2 clubs up and running but hopes a couple of zoom meetings will be enough. One benefit of the SHMS will be to give clubs free public liability insurance worth somewhere between £300/£400 a year.
 | **Action:** SC to keep board updated on how the 2 clubs are getting on, **Ongoing.** |
| 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. The next task will be to look at how to achieve the objectives.SC discussed up and coming Webinars’. AW registered for 4 and KB registered for 2 and SC will attend the remaining  | **Action:** SC will resend IWCB strategy summary to board members.Action: How to achieve objectives, **All, Ongoing.****Action:** KB, SC, AW to feed back on Webinars when attended. |
| 6. | **Furlough of IWCB Staff*** Due to current lockdown restrictions and limited cricket activity both AW and SC will be partially Furloughed until further notice.
* SC will currently be working 15 hrs p/w over a Monday/Tuesday and Wednesday. AW will be working 4 hrs per week. This current reduction from January 1st till today has already saved the IWCB £770.
* These hours agreed by Board but will be monitored by AW and SC as to if they need to be changed
 | **Action:** SC and AW will monitor work load and inform board if furloughed hrs need to be amended over coming weeks.  |
| 7. | **Chance to Shine Proposal*** Long and In-depth discussion about Chance to Shine, what is currently offered, by who and how successful it actually is in respect to getting boys and girls from Schools into Club cricket / county programs and beyond.
* Question is still unanswered as to whether CTS is still kept “In House” or take on Andy Day’s proposal for him to deliver the CTS program.
* SC stated that there is already a good presence in Island Schools in respect to CTS and a good onward progression into clubs
* A lot of questions were asked by several board members to understand what we are currently doing with CTS and what we want to achieve as a board with this program.
* AW concerned that the current CTS coaches may not necessarily follow a good coaching process. Also concerned that the CTS progress to County level is not there yet, especially around the U9/U10/U11 age groups.
* MR stated that we need to understand what we need to achieve from the CTS program and who’s responsibility it is to do what. There need to be clear deliverables from the board as to what is needed to be achieved.
* DM, Our priority should be, which ever route we take, whether it is delivered by AD or in house, should be how to get more boys and girls into club cricket and beyond from this program. More of a personal approach from CTS coaches will help club introductions.
* Great opportunity for us to get the CTS program right. The expertise of SC can be used going forward to review and monitor AD’s program if followed. As nothing is likely to happen in schools till at least March 1st, we have 5/6 weeks to get this right.
 | **Action:** 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.**Action**: Board to give AD clear objectives ASAP (if not already done so) as to what the CTS program must cover**Action:** 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.**Action:** Board MUST make a call in February as to which way they will go. |
| 8.  | **Coaching Plans / AW L4 Proposal** * KB asked whether there was a current list of all Isle of Wight current coaches and which level of qualifications they hold.
* SC would like to do some CDP work with coaches around Icoachcricket and maximising its capabilities, probably online training. Also mentioned that would like to work with Foundation Level 1 coaches to move onto achieving a Level 2 when the course becomes available later this year.
* SC highlighted that in the IWCB strategy, it highlights getting 2 or 3 L2 coaches through their L3. KB mentioned one of these should be Andy Day. AW mentioned Andy Jasper should be another. SC said that he would also like to be considered too.
* AW revisited his proposal to achieve his L4 coaching course. Price has come down from £7000 to £5500. Course will be 2 years long and would start process off from November 2021. AW believes costs would need to be paid in two chunks, the first in November which would sit in our next (2021/22) Financial year.
* All Board very positive and felt it should be supporting IWCB staff in training and their desire to progress their qualifications and development. Progression benefits both the individual and the wider community and board should be backing coaches that want to move up and get more qualified.
* KB stated that the 6 counties in our SW group, there are 12 active L4 coaches and 10 currently are on courses (Which takes 2 years)
* KB asked Board to vote on AW L4. Proposed by DM, Seconded by DC but all board in favour of it being completed. Next steps to look at where finances will come from to cover course and what might not be able to be done in lieu of the £5,500 spend.
* HG asked as to where the costs for this course would sit. SC stated that as part of our EPP agreement was that some of the £14,500 allocated to the EPP could be used to upskill coaches based on a conversation with Alun Powel.
* HW along with DM agreed to take personnel role of IWCB Staff and to performance manage SC & AW. Also suggested that an appraisal process is put in place for all coaches.

  | **Action**: SC to send out current list to all.**Action:** SC to start process.**Action**: Ongoing**Action**: MR to write contract for AW to cover terms of his L4 Coaching course.**Action:** SC and or AW to speak to Alun Powel to confirm that surplus EPP funds could be used to help with Coach Development.**Action**: Look at factoring in costs of L4 course into 2021/22 budget. CE / RW / SC**Action:** HW & DM to start process. Ongoing.  |
| 9. | **Development Plans for Club Cricket*** KB asked the question whether Isle of Wight Clubs have their own Development Plans.
* SC will use SHMS as a development tool for this and hopes to move everything onto this system.
 | **Action:** KB to work with SC and clubs on their development plans**Action:** SC to give all committee members access to system. |
| 10.  | **IWCB Constitution*** Following on from AGM in December it was suggested that the current IWCB Constitution should be revisited and revised where necessary.
* MR highlighted that a EGM would likely to be needed to put any changes though before the next AGM in December 2021.
 | **Action:** DM, HG and MR to set up sub group to start looking at current constitution**Action:** EGM to be set up at a future date. Ongoing. |
| 11. | **Allocation of Director Responsibilities*** Discussed it might be useful to make sure new directors roles cover all of the priorities stated in the IWCB strategy
* Asked who would like to stand for Vice Chair. DM proposed and seconded.
* Vice Chair **–** DM
* Safeguarding (Safe & Sustainable environments) – DM
* Performance (Developing talented players) – DC
* Clubs – DP
* Leagues – MR
* IWCB Personnel – HW/DM
* Marketing / Sponsorship/Publicity – HG
* Finance – CE
* Transforming Woman’s & Girls Game – KB/CE
* Engaging Children & Young People – BW
* Supporting the game & Communities – KB/MR/DP
 |  |
| 12. | **Any Other Business****Coaches being recommended to conduct 1 on 1 coaching sessions*** AW highlighted the fact that some young players had been recommended 1 to 1 coaching around bowling from IWCB coaches that had led to possible injury and poor bowling action. Concerned that this opens up huge liability to the IWCB. AW asked whether all coaches can come through a IWCB process and be signed off before being able to do individual / small group sessions. MR asked whether this is something the Coaches association can look at.

**Work Plans for IWCB Staff*** Suggested that weekly work plans for IWCB staff (SC & AW) would be useful to see what is being covered by who and when. When taking holiday etc. MR – Not designed to micro manage but to help with visibility across board

**COVID 19 Response*** DP raised the subject of a Covid 19 response team and the need for a proactive as apposed to reactive approach

**Marketing and Coms Reporting*** HG stated that he has in the past put together reports of Marketing / Publicity / Coms activity.

**IWCB Website*** DM bought up IWCB Website as a discussion point with suggestion of improving what is on there and more in line with comparable counties. Request for Safeguarding page to be added.

**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:** SC and AW to look at this together and come back to board at Feb meeting with proposal moving forward.**Action:** HW has suggested a format that he has used for staff to record what / when being done. Copied to HW/DM/KB**Action**: KB, SC & ?? to set up a rapid response team / channel of information for any specific COVID related information / changes to be passed on.**Action:** HG to submit monthly report on Marketing and Coms activity before next meeting.**Action:** CE to compare IWCB Website with similar counties and see where we can add / improve.**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 21:17** | **Next Meeting Monday 8th February at 18:30** |