

**Executive Board Meeting Minutes held on 2nd March 2019 at  
SportPark, Loughborough**

**Circulation: Board, Senior Management Team, Group Leads, Hub Staff**

<b>Directors Present</b>	<b>Titles</b>
<b>Adam Walker</b>	Chair
<b>Clare Francis [CF]</b>	Senior Director (Independent)
<b>Simon Griffiths [SG]</b>	Director
<b>Ian Wall [IW]</b>	Director (Independent)
<b>Freda Bussey [FB]</b>	Director
<b>Lauri Chandler [LC]</b>	Director (Independent)
<b>Seyram Atubra [SA]</b>	Director
<b>Steve Matthews</b>	Director
<b>Staff Present</b>	
<b>Janet Inman [JI]</b>	Chief Executive Officer
<b>Stewart Dunne [SD]</b>	Chief Operating Officer
<b>Samantha Jamieson [SJ]</b>	Core Market Officer
<b>Observer</b>	
<b>Nicola Just</b>	Sport England

EB/18-19/29 Welcome by the Chair

29.1 Apologies

Apologies had been submitted by Jefferson Williams and Richard Harrison & ECJ.

29.2 Director Conflict of Interest Disclosures

SD disclosed a conflict of interest in relation to NEVZA (President of NEVZA).

29.3 Approval of Agenda

Approved

29.4 Previous Minutes

29.4.1. Confirmation

Board Members confirmed that the minutes of 24<sup>th</sup> November 2018 Board Meeting were a true and accurate record.

29.4.2 Matters Arising

The actions were reviewed, and each was already going to be covered at the relevant point in the agenda so would be reviewed then rather than now save for the below.

Action number 24.5.6 – Having carried out a review of the regions what is clear is that there is no clear format to how and why they function. There needs to be a complete review of the regions to establish the work they carry out and how this fits into the infrastructure of the organization and benefits the development of the sport.

Action number 29.4.2.1 - The framework has been updated and the new version is on the website.

Action number 30.2.1 – The Mission, Vision and Values have been shared with the membership via the website. There have been one or two requests for clarification but on the whole the response to the changes has been positive.

## 29.5 Chair's Report

As AW will input to items where he feels appropriate throughout the meeting. It is intended to deal with the Board business before lunch in order the board can discuss strategic matters and the role of the sub groups after lunch.

EB/18-19/30 Executive Report via CEO (Matters Arising)

### 30.1 Commonwealth Games

Having presented VE's case for inclusion of BV to the Organizing Committee of CWG in December, we are now waiting for the submission to be made to the CGF Executive Board meeting in March. We will be informed of the outcome in May.

### 30.2 Aspiration Funding

Aspiration funding for Beach (£68k) and Sitting (£11k) has now been confirmed by UK Sport. The funding will be released through BVF, when they have completed an action plan to ensure they are compliant with the UK Sport and Sport England Code of Governance.

The funding is being released to BVF before being distributed to VE and SVA to deliver the programmes.

### 30.3 BVF AGM

JI and AW (remotely) attended the BVF AGM in London. The BVF have recruited 3 new directors and are working through the Code of Governance to ensure they are able to draw down external funding.

The membership fees for all the Home Nations is being reviewed for 2019/20.

### 30.4 Strategy update

#### 30.4.1 Vision, Mission and Values.

The vision, mission and values have been out to consultation with the Delivery Leads, Regional Chairs and are now on the website for open

consultation with the membership. The feedback we have received has so far been positive.

#### 30.4 Risk Management Annual review –

Changes to the wording on page 9 agreed – The SMT will continue to review risk management as part of their regular monthly SMT meeting and develop initiatives to mitigate risk and report same to the FS&R Sub Committee.

Changes and Policy agreed – Next review March 2020.

30.5 The Scheme of Delegation was reviewed and agree with no changes. Next review March 2020.

#### 30.4.2 Staffing

There had been no staffing changes since last meeting.

3 of the 4 Coordinators have been upgraded from the level 3 development course they were enrolled on so that all 4 are working on the Level 5.

Action - SD and Amica HR are reviewing the maternity and paternity policy.

All staff have individual development plans.

Action- these will be reviewed with JI over the next 2 months.

#### 30.5.1 Operational Management

We have received a resignation letter from Steve Matthews, it is felt his new job will be a conflict of interest with VE.

The Board accepted his resignation.

Actions JI to send a letter confirming the acceptance of his resignation

Action SD to remove SM from Companies House.

SM has agreed to stay as a representative of the Board on the VE Foundation- this was agreed.

30.5.2 Audit tenders were being reviewed and a decision expected within 2 weeks.

30.5.3 VAT position was highlighted. Review underway.

30.5.4 Lease concluded and now in place

30.5.5 Membership portal

The new portal to eb named VolleyZone is under construction with testing set for April & May

#### 30.4.4. Safeguarding

JI reported that one case remained open and the Safeguarding Officer was in regular contact with the police case worker.

#### 30.4.5 Risk Management

As the FSR group have met and reviewed the Risk Register.  
**The issue with the VAT remains a high priority risk**

#### 30.4.6 Complaints

SD reported that there were no official complaints recorded since the last meeting

#### 30.4.7 Core Market – Club Survey follow up

Core Market and Tech and Talent Sub Group meetings have taken place.

SJ raised the concerns we have with the Home Office Paper reviewing the Tier 4 Visa for students.

The document indicates that students on Tier 4 should not be playing in any competition unless for a charity.

The guidance from BUCS is for students not to compete until this matter has been clarified. Universities are recommending that their students do not play on domestic competitions (NVL) as it would put their visa in jeopardy.

Actions –

1. Competitions Working Group to look at this as an issue and what can be done.
2. JI to find out how this is having an impact on other sports.
3. JI to contact SRA for support in getting clarification about the interpretation of the HO paper.
4. FS&R Sub Group to add this to the Risk register.
5. SJ to produce a paper on what impact this might have on the NVL and so income for 2019/20 for the next meeting.

### EB/18-19/32 Sub Group Reports

#### 32.1 Finance, Strategy & Risk

##### 32.1.1 Financial Position & Management accounts

LC reported on the financial position:

##### 32.1.2 Risk register reviewed by Sub Group

There were no issues recorded. VAT is now added

#### 32.2 Commercial & Marketing

##### 32.2.1 Sustainability project update (inc' Membership Portal progress)

A report presenting key priorities of the Sustainability Plan had been included in the Board Pack. SD briefed the Board on the most recent events in relation to this:

##### 32.2.2 VEBT contract out for final agreement and signature

#### 32.3 Core Market activity as per submitted report

##### 32.3.1 CYP Workshop

Well attended, 22 participants. Led by Nick Shaffery, 3 working groups looking at key aspects of the plan previously submitted

### 32.3.2 Membership & Affiliations Update

### 32.3.3 Diversity plan update

RH and JI had reviewed the Diversity plan. All dates have been updated and if agreed the new version of the VE Diversity Plan to be update on the website.

**JI to ensure the new version is placed on the website.**

Board agreed to the changes – Next review date March 2020.

## 32.4 Technical & Talent

### 32.4.1 NEVZA review

### 32.4.2 National Squad recruitment

### 32.4.3 Hall of Fame

JI presented a paper about the VE Hall of fame.

The criteria were discussed, and it was agreed that the criteria would remain the same: -

100 International caps for Volleyball and Sitting Volleyball

150 International caps for Beach Volleyball

100 games representing England for Coaches and referees.

ACTIONS - JI to research the potential players, coaches and referees able to join the Dr. Don Anthony Hall of Fame for the next Board meeting. SMT to consider if there are to be new inductees, how this could be managed.

Board happy for the recommendations to come from the SMT and be discussed at the Board meetings, no need to set up a working group.

Thank you to Ian Cooper for providing information about the current members of the Hall of Fame and the data on potential inductees.

### **Volleyball England Foundation**

JI presented an update paper on the VE Foundation.

It was agreed to remove SD from the Board of the Foundation and another member of the Board to be nominated to represent VE Board. Ian Wall has volunteer to join the Foundation Board, this was agreed by the Board.

15 people requested the NED trustee's application packs.

7 people applied – SD and JI have interviewed / are interviewing the candidates via GoTo. Last interview on Wednesday 6<sup>th</sup> of March.

Once selection has been made, the successful candidates will be invited for an induction.

ACTION – JI to provide a list of potential Foundation Trustees to the VE Board for approval before confirmation to the successful applicants.

**32.4.3 SJ and RH to discuss Volleyball Futures and feedback to the Board.**

EB/18-19/33 Any Other Business

**Afternoon session will be discussion on the first Strategy Day and the structure and effectiveness of the Sub and Working Groups.**

EB/18-19/34 Meeting Finalisation

- 34.1 Review actions to be taken  
As per the minutes of the meeting.
- 34.2 Meeting evaluation
- 34.3 Next meeting
- 34.4 Meeting close

Actions	Responsible	Date	Completed
24.5.6 The work related to regional constitutions was ongoing and handled by JI/SJ.			
29.4.2.1 The word “elected” to be removed from “Elected Director - Vice Chairman” in the framework allowing for any appropriate Board member to become a Vice Chair. JI.			
25.2.1 SMT to feedback to Board about the final decision whether Beach Volleyball would be included in the Games (end of January 2019)			
30.1 SMT to inform the Board of Sport England’s decision in relation to the 2019-21 funding.			
30.2.1 JI would share the proposed new Mission statement with the regional chairs and feedback on to the Board.			
30.4.1 JI would inform the Board on the progress of the Aspiration fund application.			
30.4.5 The VAT review would be added as a risk to the Risk Register following the VAT review. SD			
30.4.6 SMT would follow up on centralizing the complaints system, complaints policy/procedure and guidance on future complaints.			
31.1 A discussion about the subgroups to be facilitated at the January strategy day. A consultation with the delivery leads and key volunteers would be organised before the January strategy day.			
32.1.1 FSR group’s meeting to be arranged.			
32.1.1 A meeting with Xero to be arranged.			
32.1.1 ECJ to provide an update on balances in the financial summary going forward.			
32.2.2 SD to draft and submit to UKBT in January 2019.			
32.3 The approach and process in relation to the Club Survey had to be better defined and aligned with the new Strategy.			
32.3.3 Claire Harvey would be approached by JI to join the Board.			
32.3.3 Diversity Plan from the website to be updated.			
32.4.1 SJ action to write a recommendation document for NEVZA 2019.			
32.4.3 SJ and RH to discuss Volleyball Futures and feed back to the Board.			
EB/18-19/33 JI would write the criteria for Hall of Fame.			

