

Minutes of Volleyball England Board Meeting at 6pm on 26 July 2022 online via Teams

Directors Present	Titles
Adam Walker [AW]	Independent Chair
Brendan Fogarty [BF]	Elected Director
Clare Francis [CF]	Senior Independent Director & Vice Chair
Jake Sheaf [JS]	Elected Director
Jess Plumridge [JP]	Elected Director
Phil French [PF]	Independent Director
Simon Griffiths [SG]	Elected Director
Staff Present	
Samantha Jamieson [SJ]	Interim Chief Executive
Rob Payne [RP]	Interim Deputy Chief Executive
Kevin Fletcher [KF]	Financial Consultant
In attendance	
Simone Turner [ST]	Volleyball England Foundation Chair
Agata Sromecka [AS]	Secretariat

EB /21-22.3 Welcome from the Chair and apologies

AW welcomed all to the meeting. Apologies had been submitted by Freda Bussey, Richard Harrison, David Reeve, and Andres Hernandez.

3.1 Directors Conflict of Interest & Disclosures

There were none submitted.

3.2 Approval of Agenda

Agenda was approved by all present.

3.3 Approval of minutes

3.3.1 Minutes of 30 May 2022 Board meeting

3.3.2 Minutes of 24 June 2022 Board meeting

3.3.3 Minutes of 25 June 2022 AGM

Minutes were all taken as a true and accurate record of the meetings.

3.4 Matters Arising/Actions List

SJ shared the action tracker and reported the following:

- the majority of actions falling out of the previous Board meetings had been addressed with all outstanding minutes now approved and signed off
- some of actions taken at Board meetings had changed e.g., taking on a recruitment consultant to assist in the CEO recruitment as decided by the Nominations Committee, which had been picked up by the minutes of the Committee.

EB/22-23/4 Executive update

SJ reported the following in relation to the Executive update:

- The report presented an extensive staffing update
- the CEO recruitment was on the agenda later on in the meeting.
- CWG would be discussed later on in the agenda

SG asked about the player survey and what the purpose of it was considering that player engagement was mostly through the club. RP responded that this had been the first time this had been run considering that players presented a large user audience. Damien, the data and insight consultant, and Dan had been working together and had constructed something which they saw as an actionable survey with a potential to lend insight to help to develop future services. The survey could help to find ways to better support clubs. SG commented that given VE had limited resource, it was important we were certain around what data gathering activities would give us the most genuinely actionable insights. AW suggested that the survey was sent to Board by RP for comment.

Action:

EB/22-23/4 - RP to send out the player survey to Board for comment and questions.

AW thanked RP and KF for their efforts in the period of staffing transition.

EB/22-23/5 The Game Plan Management Reporting

SJ reported the following in relation to the Game Plan management reporting:

- the transition to Microsoft Planner was ongoing
- the staff objectives for the remainder of this year had been reset and they were being populated. The objectives were set based on the priorities agreed for each of the subgroups earlier on in the year
- Microsoft Planner would allow us to see those objectives and actions live
- The discussion would be had on how much information should be presented to the Board based on the planner
- the links provided via the Board Teams channel are e live and available to the Board should they wish to see the information
- the actions in the planner will be RAG rated in terms of priority with a narrative on progress therefore the Board would be able to see their priority and read about progress. SJ reported that the staffing changes should be amber because although under control, the transition was still to take place over the coming months given the new CEO would be starting in October and a permanent Deputy CEO would also be appointed, cascading responsibility even further.

AW stated that in his opinion the planner was a great resource, and the Exec would need to pick the most crucial actions both positive and challenging to report on to the Board going forward.

Action:

EB/22-23/5 - the Exec report on the most crucial actions both positive and challenging to report on to the Board going forward

EB/22-23/6 Sub-Groups & Volleyball England Foundation Update

ST reported on the following in relation to the work of Volleyball England Foundation:

- Annual/Impact report was live on the Foundation's website
- A new LGBTQ project had been launched, a third party was delivering it
- Equipment and resources had been delivered to Aston Villa to deliver the youth programme initiative
- A paid employee would be taken on for one day a week or one day a month depending on their experience to help with the administration of the two projects mentioned
- Donations were coming in but the search for funding was ongoing.

JP reported on the following in relation to the work of Get Keep Grow sub-group:

- The group's work has been prioritised and redistributed through the team while the Strategic Manager Get Keep Grow is appointed following Vicky Carr's departure.

SG reported on the following in relation to the work of An Ace Service sub-group:

- One of projects revolved around facilitating virtual observations of referees
- Review of the officiating was being worked on
- Discussions around Grade 4 refereeing fee were ongoing

JS asked whether there was a plan to engage the Commonwealth Games NTOs.

CF responded that this was very much part of the "Our Time to Shine" legacy plan and one of the targets within it.

RH had sent his apologies for the meeting and update on Volleyball for Life sub group work would be provided at the next board meeting.

SJ, on behalf of AH, reported on the following in relation to the work of the FSR sub-group:

- Discussion had been had around the risk register evolution. Yulia Nesta, a volunteer, who is a risk management specialist, had come forward to assist with this. She had met with the strategic manages to understand the risk framework and help VE to plan to proactively mitigate against the potential risks in respective business areas. The result of this work would be presented at the October Board away days.

EB/22-23/7 Committee Reports. Nominations Committee - CEO Recruitment

AW reported that Charlie Ford had been successful in securing the role of CEO of Volleyball Foundation. He would start in his role in October. SJ would remain with the organisation to hand over to Charlie with assistance from AW. AW thanked the Nomination Committee for their work on the CEO recruitment. AW had reported that the feedback received from Charlie and unsuccessful candidates around the process of recruitment was very positive.

Charlie would meet the Board ahead of his official start day and he will attend a FIVB presentation on 7 August in Birmingham.

Charlie's contact details would be shared with the Board subject to checking Charlie's preferred contact details for this so they can get in touch as appropriate.

PF asked whose idea it had been to include additional more informal elements (dinner and orientation day) in the recruitment process. AW responded that Nominations Committee refined the process. AW had had prior experience of this at Active Partnerships

Action:

EB/22-23/7 SJ to contact Charlie Ford to confirm his contact details to share with the Board.

EB/22-23/8 Finance Update – Quarter 1 Figures

KF reported on the following:

- FSR had discussed the quarter 1 figures and budget the evening prior to the Board meeting in the FSR sub group meeting.
- The figures related to the period between 1 April and 30 June 2022.
- Figures were ahead of the budget; the loss had still been made but less significant than forecasted (£25k vs £9k)
- Salaries were adverse due to one additional person in place – they were finishing in September; there were two cross-over salaries for the CEO/Interim CEO and Deputy CEO/Interim Deputy CEO.
- In terms of digital and comms, some but not all of the allocated budget would be spent on this leaving the gap (£45k) to be filled but KF explained that this could be achieved with savings made already (e.g. £16k)
- There were no concerns over the expenditure and the condition of the budget.
- The Auditors were reviewing information received from KF. There had been no response from them yet. The accounts were due to be filed by 31 December 2022. KF was confident that the accounts would be filed well before that date.

EB/22-23/9 Commonwealth Games Update

CF and SJ updated the Board in relation to Commonwealth Games:

- two legacy venues were in progress – the first a recreational and domestic training/competition venue with facility to host international competition and the second to be a recreational and domestic training/competition venue.
- There was more sand available than originally planned due to unforeseen construction challenges at Smithfield. The sand could potentially be used elsewhere at a third venue and further work was being conducted on that.
- Festival site at Smithfield would be open on Friday. The plan was to encourage 2500 people to visit the site. Board was encouraged to promote this opportunity.
- Volunteer upskilling courses were being put on (20-30 people had attended so far) with more initiatives for volunteers to be run post Games
- There was an intention to increase social media following/traffic by 10% including athlete profiles
- A podcast would be run to increase social media following.

EB/22-23/10 AOB

AW reached out to people in the community who had expressed concerns via social media and other channels to improve relationship with them following the AGM. AW has set dates to meet with one of the members of the community and is endeavouring to set up a meeting with the other. AW encouraged Board to come forward with names of people who should be addressed directly.

SJ drew the Board's attention to the future Board meeting dates proposed in the pack. Diary requests would follow to gauge the level of attendance. Invitation to the away day in October had been sent.

SG reported that there were two suppliers considered to take the digital transformation forward. The proposal would be presented at the October Board meeting.

EB/22-23/11 Meeting Finalisation

AW thanked all and wished the Team all the best for the up-and-coming Commonwealth Games.

Meeting finished at 7.05pm

Actions	Who
EB/22-23/4 - RP to send out the player survey to Board for comment and questions.	RP
EB/22-23/5 - the Exec report on the most crucial actions both positive and challenging to report on to the Board going forward	SJ and RP
<i>EB/22-23/7 SJ to contact Charlie Ford to confirm his contact details to share with the Board.</i>	SJ

