

**Executive Board Minutes of the meeting held on 6  
June 2020 via Microsoft Teams**

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

<b>Directors Present</b>	<b>Titles</b>
<b>Adam Walker [AW]</b>	Chair (Independent)
<b>Claire Francis [CF]</b>	Vice Chair (Independent)
<b>Andres Hernandez [AH]</b>	Director
<b>Brendan Fogarty [BF]</b>	Director
<b>Freda Bussey [FB]</b>	Director
<b>Ian Wall [IW]</b>	Director (Independent)
<b>Jefferson Williams [JW]</b>	Director
<b>Richard Harrison [RH]</b>	Director
<b>Seyram Atubra [SA]</b>	Director
<b>Simon Griffiths [SG]</b>	Director
<b>Staff Present</b>	
<b>Sue Storey [SO]</b>	Chief Executive
<b>Samantha Jamieson [SJ]</b>	Deputy Chief Executive
<b>In attendance</b>	
<b>Agata Sromecka</b>	Secretariat

### **EB/20-21/75 Welcome by the Chair**

AW welcomed all to the meeting. AW asked the participants to go on mute when they not speaking. The meeting would include short breaks after every hour to help with energy levels.

AW thanked SS, SJ and Kevin Fletcher (KF) for producing the Board papers.

#### **75.1 Apologies**

There were no apologies submitted.

#### **75.2 Director Conflict of Interest Disclosures**

There were none submitted.

#### **75.3 Approval of the Agenda**

Board approved the agenda.

#### **75.4 Previous Minutes**

##### **75.4.1 Confirmation**

Minutes of the last Board meeting on 7 March 2020 were approved as true and accurate record.

##### **75.4.2 Matters Arising**

53.6 CF and RH would pick up a conversation about the Code of Conduct (sanctions) – discussed later on in the agenda.

68.1 SS, AH, SJ would continue to discuss how best to present the financial information.

68.4 SJ to benchmark VE against other NGBs in terms of how much

income had been raised by them; Only NGBs that are comparable in terms of size to be investigated.

SJ and SS to create a draft reserves policy for consideration by the Finance sub-group.

Performance reward policy to be created and signed off by the relevant committee.

SS to define a performance review related mechanism for the staff and make a recommendation for Board's approval.

The Board to decide the criteria for the CEO pay review.

69.4.2 SS to review the Scheme of Delegation as part of the work on the policies and the Strategy and put forward to Board for approval when ready.

## **75.5 Chair's Report**

AW thanked the Strategy working group (CF, SA, SG, SJ, SS) for their contribution to progressing work on the Strategy. AW also thanked KF for his work on accounts.

AW thanked the Hub staff for their hard work during this unprecedented time. Special thanks and congratulations were directed to SS and SJ on successful leadership and maintenance of the business during lockdown.

AW and SS attended BVF meeting about the impact of COVID on the sport. It was interesting but inconclusive. Further, AW and SS had individual conversations with Janet Inman and Simone Turner from the Foundation about communication and good progress had been made. They would be invited to the September Board meeting to discuss further actions.

### ***Actions:***

***68.1 SS, AH, SJ would continue to discuss how best to present the financial information.***

***68.4 SJ to benchmark VE against other NGBs in terms of how much income had been raised by them; Only NGBs that are comparable in terms of size to be investigated.***

### ***Actions carried forwards from March :***

***SJ and SS to create a draft reserves policy for consideration by the Finance sub-group.***

***Performance reward policy to be created and signed off by the relevant committee.***

***SS to define a performance review related mechanism for the staff and make a recommendation for Board's approval.***

***The Board to decide the criteria for the CEO pay review.***

***69.4.2 SS to review the Scheme of Delegation as part of the work on the policies and the Strategy and put forward to Board for approval when ready***

***75.5 Janet Inman and Simone Turner be invited to the September Board meeting.***

## EB/20-21/76 Finance

### 76.1 VAT update

SS provided an update on the historical VAT miscalculation. SS reported that VE had now paid the outstanding fee resulting from those miscalculation and the issue had now been concluded. This would be communicated to the membership and the wider volleyball community during the AGM.

### 76.2 Management accounts/Year End figures – enclosed

SS and SJ briefed the Board on the details regarding the Year End figures. The figures had been produced with the help of XERO software. Board were happy with the presentation of the figures. Although, a £10k deficit had been recorded, the year-end position was reported to be largely positive when considering VE had paid the fee related to the VAT miscalculation.

### 76.3 Sport England Reprofiling – verbal

SS informed that Sport England would roll over their funding into the next financial year.

### 76.4 Budget 2020/21 Covid-19 Scenarios

SS informed that the attachment in the Board pack presented a few scenarios for the 2020-21 budget:

- originally agreed budget for 2020/21
- management accounts to May 2020
- how the budget would be affected if the season started in September 2020
- how the budget would be affected if the season started in January 2021
- how the budget would be affected if the season didn't start

The figures for September, January and no season start take into account the reprofile Sport England funds.

The key highlights included:

- recruitment for two posts had been frozen until at least September
- no pay rises had been included in the figures
- no membership fee increase had been included
- DiSE fund had been included with no alterations
- it had been assumed that NVC contract would be made void due to no use of the facility
- it had been assumed that there would be no second wave of the pandemic

Board discussed:

- BF commented on the high quality of the paper.
- IW asked whether the organisation would cope financially if the season did not take place. CF answered that mitigating actions had been discussed to produce a contingency plan. AW confirmed that a plan of action based on circumstances would be developed.
- SS/SJ commented that VE could work with the Competitions group to see whether they could help in producing a competition plan to mitigate income loss through the potential reduction in the number of competitions due to the season being shorter.

#### **Actions:**

**76.4 to produce contingency plan with a view that swift action would likely need to be taken in or around September if it is confirmed that the season will not start.**

### 76.4.1 Volleyball England Fees 2020/21 – enclosed

SJ briefed the Board on the paper related to VE fees increase previously discussed by Board. The paper presented three scenarios in terms of fees increase:

- option 1: price freeze for 2020/21
- option 2: price increase at rate of RPI and discounted back down with a view to increase fees in 2021/22
- option 3: price increase at rate of RPI for 2020/21

SJ confirmed that the budget had been planned around the no increase option. **Board discussed and agreed that the fees should remain frozen.**

Further, SJ briefed the Board about the 2020/21 fees for England athletes. At the last board meeting, it had been agreed that all England players should be members of VE. Two prospective ways of introducing a fee for England athletes had been explored. These were:

- option 1: a fee only for players who are not members of Volleyball England in any other way
- option 2: a fee that applies to all England athletes irrelevant of other registrations held with Volleyball England

The 3<sup>rd</sup> option included no fee, but all England athletes would be required to register with VE via VolleyZone.

**Board discussed and agreed that this would be considered by the Tech and Talent group based on the Board paper. This would be brought back to the September Board meeting for a sign off.**

#### **Actions:**

##### **76.4.1 Volleyball England Fees 2020/21**

- **Membership fees to remain frozen**
- **2020/21 fees for England athletes would be considered by the Tech and Talent group based on the Board paper. This would be brought back to the September Board meeting for a sign off.**

#### **EB/20-21/77 Executive Report**

- 77.1 Covid-19 Impact – People, Logistics, Risk Management. SS discussed the key highlights from the Board report:
- VE HUB staff had been working at home, in line with government guidance, since mid-March. All sport activities had been postponed or cancelled in line with government guidance and guidance to support a return to future activity was being awaited. Sport Park and Loughborough University had convened a group to look at risk assessments around returning to work in consultation with tenants. BF had agreed to assist with this. At present there were no plans to return to Sport Park at least until September. Some staff members might be able to go back into the office in the interim.
  - SS reported that VE sat on the Indoor Sports Group that met the day before and discussed returning to sports centres. One of the key challenges that was discussed was how sports would cope with social distancing when playing the sport and what financial implications that would have on the sports.
  - SS commented on Tim Hollingsworth's, the SE's CEO, collaborative approach to the work around getting NGBs back to normality.
  - SS informed about a meeting of Return to Play group called by

Competitions Lead, James Murphy. The idea for the group was to discuss how the volleyball could be played with social distancing measures included. One of the suggestions was to open this discussion up to the volleyball community and seek solutions from the wider community.

- Board discussed development of guidance about playing the sport while the restrictions related to the pandemic were still in place. SS confirmed that should a club choose to continue to allow play against the VE directive, those clubs would be uninsured. This guideline was explicit on the website. **SS would check whether the communication about this had been circulated to the club secretaries.**
- The development of the Commonwealth Games Working group had been delayed due to Covid-19, **SS would convene the group virtually in the next few weeks.**
- An interview for a Team Leader for CWG Birmingham 2022 would be held later this month.
- Sport England had released the submission information to apply for funding to support medal preparation. With support from the Beach Performance working group, a submission was made by in early June 2020 to articulate contention for medal places in both the men's and women's events.
- A digital audit was being carried out with Seven League who are digital sports consultants. This was free and funded by Sport England. This work would feed into the work around the new Strategy and would assist in the digital transformation of the VE.
- **Presentation on VolleyZone would be facilitated at the September Board meeting.**
- SS reported that there had been a GDPR breach and briefed the Board on the details.
- In terms of the previously reported GDPR breach, CF informed that ICO had contacted VE that no further action would be taken due to mitigating actions undertaken rapidly in response by VE.
- SportPark meeting rooms would not be available at the weekends and evenings going forward. SS would lead on the group to find a solution with Loughborough University property management services.
- SS briefed the Board on the current and past safeguarding cases and the actions that had been taken
- **SS would explore various options in relation to provision of kit to the players.**
- **Work related to risk management remained outstanding.**
- In terms of the current Strategy, the work was still ongoing. The key highlight was the improvement of the relationship with the UKBT.
- Comments were still being received about the Junior Comps review.
- Comp Working group were meeting once a week and volunteers had worked hard. Two appeals had been received against the process of ending the season. This would be heard in June. **Board asked to pass on thanks to the group.**
- VE should hear about funding for CWG funding 2022 in due course.

## 77.2 Competitions Planning – enclosed

As per the Board pack paper.

## 77.3 Policy Update on progress – Presentation

In terms of the governance review, CF reported that the policies had been updated and futureproofed. The policies had been grouped into legal, operational and externally facing. This would help to retain their focus. The

policies had also been mapped against the Code of Governance and Articles of Association. Terminology had been made consistent and version control had been introduced.

Going forward, Subject Matter Experts (SME) for each policy would be identified and signed off by them for presentation to the Board. Board might be asked to sign individual groups of policies at a time. AW thanked CF and her colleague for their work on this.

**Actions:**

**77.1 Executive Report:**

- **SS would check whether the communication about allowing play in clubs against the VE directive had been circulated to the club secretaries.**
- **SS would convene the Commonwealth Games Working group virtually in the next few weeks.**
- **An interview for a Team Leader for CWG Birmingham 2022 would be held later this month.**
- **Presentation on the VolleyZone would be facilitated at the September Board meeting.**
- **SS would explore various options in relation to provision of kit to the players.**
- **Work related to risk management remained outstanding.**
- **Board asked to pass on thanks to the Comp Working group.**
- **SJ to update about funding for CWG 2022 in due course.**

**EB/20-21/78 AGM Planning 2020**

**78.1 AGM Planning – Presentation**

SS updated the Board on the plans relating to the 2020 VE AGM as per the presentation circulated as part of the Board pack. Board discussed:

- **Board agreed that the AGM would take place on 25 July virtually and would include the awards**
- the club conference was unlikely to go ahead and would be organised once the lockdown is lifted
- **SS, SJ, AW and CF would work together on taking the AGM plans forward.**

**Actions:**

**78.1 AGM Planning – Presentation**

- **Board agreed that the AGM would take place on 25 July virtually and would include the awards**
- **SS, SJ, AW and CF would work together on taking the AGM plans forward.**

**78.2 Annual Report Update – to follow**

SJ reported that the Annual Report was still in a draft format and additions were needed. The final design sign-off would take place the following week. SJ asked for Board's feedback. Board discussed:

- SG commented that in its current format was too wordy; also Regional Chairs should be encouraged to provide feedback on the questions asked.
- CF and IW liked visual representation of data
- SJ asked Stewart Thorpe to acknowledge how the volleyball community had embraced changes introduced in the previous year.
- AW expressed his keenness to appoint a Board Champion to aid the process of creation of the report. **SG was appointed as a Board Champion to help with this. SS, SJ and SG would continue to work on this with SG being a Board representative on that group. Any comments from the Board needed to be received by Friday 12 June 2020 and directed to SS, SJ and SG.**
- CF suggested that any reference to old Strategy, Mission and Vision should be

avoided in the report.

**Actions:**

**78.2 Annual Report Update – to follow**

**SG was appointed as a Board Champion to help with this. SS, SJ and SG would continue to work on this with SG being a Board representative on that group. Any comments from the Board needed to be received by Friday 12 June 2020 and directed to SS, SJ and SG.**

**EB/20-21/79 Strategy Development**

AW again thanked the Strategy Working Group for their work in relation to developing the new Strategy.

**79.1 Strategy ‘final first draft’ – Presentation**

**79.1.1 Narrative – enclosed**

SS briefed the Board on the work that had been carried out around the new Strategy so far as per the presentation. The key highlights included:

- the title had not been established yet – Board were encouraged to send their suggestions to SS.
- the three “pillars” of sport/strategic priorities had been articulated now
- the Guiding Principles had not changed since the last time Board considered them
- Outcomes and success measures had been broken down into five subgroups.
- SS asked the Board to consider Mission, Values, purpose, strategic goals and Guiding Principles.
- SS asked the Board to consider further steps leading to the launch of the Strategy, its implementation and impact on future work and workforce both paid and voluntary.
- SS asked the Board to appoint a Board Champion to assist with this work.

Board discussed:

- Board were very happy with the proposition
- the extent of support for the Elite athletes and the promotion of it within the networks

**Board approved the Strategic approach subject to final consultation.**

**Board agreed the next steps:**

- **AW and SS to consult over the agreed course of action with Sport England.**
- **a group representative of the sport to be identified by SJ and SS to conduct a paper-based consultation with subject to Board’s approval of the make-up of the group (one-day turn-around for Board’s approval).**
- **a virtual drop-in consultation session would be arranged for that group by SS.**

**79.2 Strategy sign off timeline**

- **the Strategy would be launched at the AGM on 25 July**
- **the Strategy Working Group (the make-up as was previously) would continue working on the narrative and design; Stewart Thorpe**

would be added to that group

- SS would develop Strategy implementation plan
- Board champions for general strategic issues as well as strategic priorities and guiding principles to be appointed – Board would be sent a matrix for Board Members to volunteer for these roles.
- Existing groups would be reviewed in terms of their terms of reference, their role going forward and how they could transition into the new strategic direction. Board Champions would help with the sub-group review.

**Actions:**

**79.1 Strategy ‘final first draft’ – Presentation**

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- Existing groups would be reviewed in terms of their terms of reference, their role going forward and how they could transition into the new strategic direction. Board Champions would help with the sub-group review.

**EB/20-21/80 Any Other Business**

IW’s paper would be circulated to the Board.

There being no other business, AW closed the meeting at 12.30pm.



Actions	Responsible	Date	Completed
<p>Outstanding actions from the previous Board meeting:</p> <p>68.1 SS, AF, SJ would continue to discuss how best to present the financial information.</p> <p>68.4</p> <ul style="list-style-type: none"> <li>• SJ to benchmark VE against other NGBs in terms of how much income had been raised by them; Only NGBs that are comparable in terms of size to be investigated.</li> <li>• SJ and SS to create a draft reserves policy for consideration by the Finance sub-group.</li> <li>• Performance reward policy to be created and signed off by the relevant committee.</li> <li>• SS to define a performance review related mechanism for the staff and make a recommendation for Board's approval.</li> <li>• The Board to decide the criteria for the CEO pay review.</li> </ul> <p>69.4.2 SS to review the Scheme of Delegation as part of the work on the policies and the Strategy and put forward to Board for approval when ready</p>			
<p>75.5 Janet Inman and Simone Turner be invited to the September Board meeting.</p>			
<p>76.4.1 Volleyball England Fees 2020/21</p> <ul style="list-style-type: none"> <li>• Membership fees to remain frozen</li> <li>• 2020/21 fees for England athletes would be considered by the Tech and Talent group based on the Board paper. This would be brought back to the September Board meeting for a sign off.</li> </ul>			
<p>77.1 Executive Report:</p> <ul style="list-style-type: none"> <li>• SS would check whether the communication about allowing play in clubs against the VE directive had been circulated to the club secretaries.</li> <li>• SS would convene the Commonwealth Games Working group virtually in the next few weeks.</li> <li>• An interview for a Team Leader for CWG Birmingham 2022 would be held later this month.</li> <li>• Presentation on the VolleyZone would be facilitated at the September Board meeting.</li> <li>• SS would explore various options in relation to provision of kit to the players.</li> <li>• Work related to risk management remained outstanding.</li> <li>• Board asked to pass on thanks to the Comp Working group.</li> <li>• SJ to update about funding for CWG 2022 in due course.</li> </ul>			
<p>78.1 AGM Planning – Presentation</p> <ul style="list-style-type: none"> <li>• Board agreed that the AGM would take place on 25 July virtually and would include the awards</li> <li>• SS, SJ, AW and CF would work together on taking the AGM plans forward.</li> </ul>			
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<p>SS to conduct paper-based consultation with subject to Board's approval of the make-up of the group (one-day turn-around).</p> <ul style="list-style-type: none"><li>• a virtual drop-in consultation session would be arranged for that group by SS.</li></ul>			
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Signed Adam Walker, Chair