

# Minutes of Management Group meeting



<b>Date/Time</b>	29 <sup>th</sup> January 2020	<b>Location</b>	Tennis Centre, Plock Court
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Attendees	Initials	Position	Attendees	Initials	Position
Kirsty Wingate	KW	Kirsty Wingate	Barbara Warburton	BW	Representing Officiating WG
Les Thomas	LT	Hon Secretary	Emily Wilton	EW	Media & Comms WG Lead
Rachel Bussey	RB	Glos NDO	Sue Wainwright	SW	Junior Competition WG Lead
Nicola Parry	NP	League Sec (rep. Adult WG)			

Apologies	Initials	Position	Apologies	Initials	Position
Sally Brookes	SBr	Welfare Officer	Vicki Wood	VW	Performance WG Lead
Val Sanders	VS	Finance WG Lead	Sara Constantine	SC	Adult Competition WG Lead
Stella Ben Hania	SBe	Coaching WG Lead	Claire Hammond	CH	Officiating WG Lead (co-opted)

	Minutes of meeting	Action	Raised	Due
<b>1</b>	<b>Introduction</b>			
	Declaration of Interest - No other interests declared for this meeting.			
	Sally Brookes has advised that due to personal circumstances she will need to stand down as Welfare/Safeguarding Officer at the end of the season. All present were sad to see her stand down after her involvement over many years, and expressed thanks for her support, and professional, calm approach to issues that have occurred.  Kirsty and Les to discuss potential recruitment outside the meeting.	KW/LT	29/01/20	Next season
<b>2</b>	<b>Minutes and matters arising from last meeting (29/11/19)</b>			
	<b>GDPR data review</b> Previous action: Spreadsheet summary to be re-circulated to MG members for review and updating.	LT All MG	04/09/18	Next meeting
	<b>Working Group budgets</b> Previous action: VS to send out accounts sheets from last year to form a basis for this year's budgets. All MG members to review and complete their budgets.	KW/VS	20/08/19	Next season

	New action: how can this be done better? Needs to be more transparent?			
	<b>Umpire tracker</b> Previous action: SBe will complete umpire-tracker this season, in addition to player-tracker. JT to send to SBe. Update: CH now doing this.	JT (SBe)	20/08/19	Closed
	<b>Umpire feedback system</b> Previous action: JT to set-up online form and AWG to send out to clubs before the start of the season. Sent to clubs on 22 Sept. Resend out at Xmas. Action completed New action: Discussed whether link can go on Facebook page, results page, website – discuss at OWG meeting on 30/01/20	CH	20/08/19	Next season
	<b>Glos Netball branded tops</b> Previous action: LT to set-up online form for sizing to send to working groups. Tops have arrived and being distributed. New action: Umpire T-shirts? Discuss at OWG meeting 30/01/20	CH	23/04/19	Next meeting
	<b>ENgage – new membership system</b> Previous action: LT can do limited check on membership using the new system.	LT	20/08/19	Completed
	Previous action: Tier 1 Governance Health Check reviewed by KW and LT. RAG rating – some ambers, one red. MG members to read and comment where relevant. Update: No further comments were received.	All	20/11/19	Completed
	Previous action: LT to organise May Dent tournament LT/VS to arrange subsidy payments to schools for regionals. Update: May Dent organisation in progress. Schools subsidy payments made.	LT/VS	20/11/19	Completed
	Previous action: VW to draft a call for S&C, nutrition etc, students at Uni, Hartpury etc.	VW	20/11/19	Next season
	Previous action: Glos coaches to be invited to a Hucclecote training session on a Thursday evening at Chelt College.	SBe	20/11/19	Next meeting
	Previous action: EW to order jumpers for MG, OWG members and academy coaches – white with green logo.	EW	20/11/19	Completed

	Update: Jumpers received.			
	Previous action: Hardship policy - LT/KW had discussed an outline plan outside the meeting – LT to draft new policy and circulate for comment. Update: Policy drafted and agreed.	LT	20/11/19	Completed
	Previous action: AGM – 20 <sup>th</sup> May. Lecture Theatre at Univ? Junior presentation – Friday 8 <sup>th</sup> May. Other venues were considered at Junior WG meeting. LT to follow up with Lorraine Perrins. Emily to help – send last year’s PowerPoint presentation Emily to check on CLC Senior presentation – at Hucclecote Rugby Club, Friday 5 <sup>th</sup> June. Sue to check availability. Update: See agenda item	EW/LT/SW	20/11/19	Completed.
<b>3</b>	<b>England Netball Strategy Consultation and League Support – regional conferences - 15th Feb 2020 Taunton or 1<sup>st</sup> March Birmingham</b>			
	Les is booked in for the Taunton conference. Kirsty is booked in for the Birmingham conference Sara, Nicola to attend as well?	KW/LT/SC/NP	29/01/20	01/03/20
<b>4</b>	<b>Working group reports</b>			
	Reports from Working Groups were received prior to the meeting. Only the decisions required/support requested were discussed as below.			
<b>4.1</b>	<b>Chair</b>			
	See agenda item re EN Strategy Conference Health Check sent back to NSW/EN. Performance Pathway Agreement signed and returned to EN with comments.			
<b>4.2</b>	<b>NDO</b>			
	GGA promotion (regional celebration on 1st May). Les to send out GG details to clubs. Emily to promote on social media when EN details come out. NYC promotion age 9-11 on 18 <sup>th</sup> Feb at Hartpur. Support at Spring Games please (24/03/20). Challenge Cup in April yr12-13 (6 <sup>th</sup> form). Rachel to organise.	LT  EW  RB	29/01/20	
<b>4.3</b>	<b>Finance</b>			

	No decision/support needed			
<b>4.4</b>	<b>Adult Competition</b>			
	Discussed booking Barnwood Park, but Hucclecote have RL2 matches on Sats. Suggest asking Karl if one tennis court could be booked. Dates for 2020/21 have been proposed - to be reviewed by AWG. Disciplinary committee discussed – Complaints to come via League Sec or OWG lead to Hon Sec to convene a DC if necessary. KW to compile a description of the process. Query re 17 quarters – resolved prior to meeting.	SC/NP       KW	29/01/20	Next meeting
<b>4.5</b>	<b>Junior Competition</b>			
	Assistance at School Games needed (see previous). Assistance at May Dent on 21 March needed (same day as Fast5)	LT	29/01/20	21/03/20
<b>4.6</b>	<b>Performance</b>			
	No decision/support needed			
<b>4.7</b>	<b>Officiating</b>			
	No decision/support needed			
<b>4.8</b>	<b>Coaching</b>			
	Coaches invited to workshop at CLC Feb half term (Tamsin Greenway – GS Sports). Coaching courses Level 1 and 2 advertised. Organising 1 <sup>st</sup> aid course for coaches.	SBe	29/01/20	Next meeting
<b>4.9</b>	<b>Media &amp; Comms</b>			
	Emily to schedule social media posts for Wed and Sun. Ask James if he can support website or do we go for another provider, or go with the Engage offering? Agreed to wait to see new website offering via Engage works with other counties, clubs.	EW	29/01/20	Next meeting
<b>5</b>	<b>AGM &amp; Presentation evenings</b>			
	Discussed dates earlier. AGM - LT to check when request for rules changes etc need to go out. Presentation Evenings:	LT	29/01/20	Next meeting

	Trophies to be collected in and organise engraving. Medals for juniors, pin badges for seniors (as last season).	VS		
<b>6</b>	<b>Future/Other actions</b>			
	Trophy cabinet for Glos Arena till to be purchased.	LT	29/01/20	End of season
<b>7</b>	<b>Next meeting</b>			
	16 <sup>th</sup> March	LT	29/01/20	Next meeting