

**Committee chairs meeting
Minutes - 9th May 2017 7.00 pm**

Attending

**Tim Fawke
Martin Carr
Jan Doyle
Luke William
Lloyd Jenkins
Richard Barbour
Alan Edwards
Glennis Dore
Bryan Thomas**

Apologies

**Gerry Wigglesworth
Dominic McGonigal (Alan Edward representing YDC)**

- **AGM**
Next Tuesday 16th May 2.00 at Sportpark. If everyone can help to encourage people to vote and engage in the process. It is key part of our governance action plan to Sport England and we need to meet this for SSE to get funding from Sport England. We need to get 75% of the votes cast to get the special resolution through.
- **SE grant result - TF outlined the result received from SE and the impact this would have over the next 4 years. There is a declining income profile over the 4 year period and we need to become more efficient and make savings as well as finding new sources of income. We have revised our staff structure so Vic is now focused on commercial completely and Gareth has taken over on the communications side.**
 - Staff structure - All roles had been looked at and new job descriptions issued. TF went through all the staff roles and further communications would be done post AGM on how we would be working going forward as this needed to change. The main focus would be working through our structures (Committees, regions and clubs)
- **CRM - Participant**
This is progressing and we will be moving across to the new system over the summer. Claire is leading on this and if you have any questions then please get in touch.
- **NSSW**
Alan gave an update on the recent NSSW and thanked Luke for all his work on the event which wouldn't have been the success without his input. The numbers involved had significantly increased on the previous years and some real success at some centres although centres that didn't help with the promotion didn't get the take up. There will be a review meeting looking at this year's events and how this can be taken forward next year. The campaign needs to align with the SSE strategy and help to get more people into schools competitions and also SSE clubs. So they become regular participants.
 - Schools membership - Looking at new structure for membership for NSSA and ESSKIA
 - Need to get increased funding for NSSW and we should be targeting 20K with a budget of 10K
- **Safeguarding**

Bridget (lead welfare officer) has said that the following committees haven't completed their self-assessment sheets that were sent out. (Freestyle, Schools Technical and Youth Development) if these could be completed.

Couple of points Bridget has asked to highlight today

1) Focus now is on listening to views of C&YP (up to age 25 - but U18s most important) and involving them in decision making (where feasible - we know it isn't always possible). There is evidence to show that children are safer, happier and more likely to report concerns if they are in an environment where their views are listened to and they feel valued. During the course of the year can Committees let me have one example of this happening - examples could be a youth member on a committee - but need evidence of the process of feeding info and views up to them and to the Committee - and them taking back Committee's responses and acted upon (where appropriate) - so a couple of examples of the info discussed and acted upon etc. Or "ambassadors" chatting to C&YP, getting their feedback and passing it on (I want examples). Or survey (boring though!). Or "likes" on facebook page after an event. Or blogs/twitter etc (Vic and Gareth will have more ideas here ...!) - whilst adhering to Social Media policy (ie no direct communication between officials and U18s) - it might be a good way of getting one liner feedback. Members of Committees TALKING to C&YP when they are out and about - and recording key points. Important to let me have feedback though - especially where this has resulted in C&YP's views being acted on.

2) The Key Committees now have Safeguarding as an agenda item at least twice a year. Rather than "nothing to report" - maybe things can be mentioned at every meeting (not sure who would do this - is there a staff member at every meeting??). To continue the drip-drip effect and make safeguarding integral to everything we all do. eg - where appropriate - one small safeguarding message should be mentioned. I'll do a list of examples and circulate to the team - up to them to decide which ones are relevant to that particular committee and which ones are not.

- Finance changes / structure
We completed a review of our outsourced accounting and looked at an alternative option. The decision has been to stay with the current provider but with a change to a cloud based system. This provides a more flexible service and has also reduced the fees from H&S. We will be looking at having a quarterly finance meeting with committees to run through each quarters accounts and get your input and also make you aware of the challenges at organisational level. Please say if someone else should attend rather than the chair.
- 4 year budget forecast
 - Costs savings - we need all committees to look at their costs and try and make savings where necessary. We have to demonstrate to SE that we are becoming more efficient and self-reliant.
 - Increased income - over the 4 years we need to be increasing our income and surplus from events otherwise we will have a short fall which will mean a further change in staff structure.
- Committee update / sharing ideas
Each chair gave a brief update on current activity
- AOB
- Next meeting, Tuesday 5th September 19.00 2017