**ENGLISH LACROSSE ASSOCIATION Ltd.**

Minutes of the English Lacrosse Association Ltd. Board held 3pm on Tuesday 2nd May 2023 Landmark Offices, Kings Cross.

Present: Nikki De Kretser (NK) Acting Chair, Mark Coups (MC) CEO, Gavin Devine (GD)**,** Tim Hunt (TH), Prashant Jobanputra (JP), Michael Estill (ME), Jill Giddins (JG)**,** Mark Jeffreys (MJ), Vicky Lowe (VL) Paul Coups (PC) Ex-Officio (minutes).

NK welcomed all to the meeting, highlighting important it is to meet face to face. NK noted that Vicky Lowe will be arriving later, enabling the Board to formally vote VL onto the Board and to undertake the role of Chair prior to her arrival. As such item 3 will be taken as item 2.

**Section 1: Routine Business Matters**

1. **Apologies for Absence**

Hannah Bowe (HB), Will Evans (WE), Jane McCarthy (JM), Natasha Dangerfield (ND), Neil Edgar (NE)

1. **Board Appointment**

As outlined, item 3 was taken as item 2. NK tabled paper 2 and summarised the Chair appointment process. The Board voted unanimously to appoint Vicky Lowe as an INED to the ELA Ltd. Board and as the Chair. It was agreed for NK to continue as acting Chair for the remainder of the May 2023 meeting.

1. **Minutes of the Last Meeting**

The minutes of the ELA Board Meeting 21st February 2022 were approved as a true record (proposed TH and seconded by MJ).

1. **Conflict of Interest Declarations**

NK highlighted that NE had circulated the Conflict of Interest document prior to the meeting and reminded all to complete this asap to support the audit process

* JG and MC highlighted that they had both been appointed as Governors to school Boards.
* TH raised that he was a Director of Pump Jack, which may become a conflict in developing the data strategy.

All will outline conflicts on the form.

**Actions**

* Board members to complete the Conflict of Interest form and return to Neil Edgar and Paul Coups.
1. **Matters Arising**

There were no matters arising.

1. **CEO Report, Score Card and Action Log**

NK invited MC to provide an update on papers 3,4 and 5.

* MC thanked NK for her work as acting chair which has enabled EL to undertake a robust recruitment process for a new Chair.

At this point the VL joined the meeting. NK welcomed her and congratulated her on her appointment as Chair.

MC highlighted the following additional points to the papers:

* There are no safeguarding concerns, the formal process of highlighting “safe sport” (to include Safeguarding, Anti-Doping and adults at risk) will now be an item as part of the CEO report.
* Staff matters; maternity cover for Kerrie Worthington is in place with congratulations on the birth of her daughter and congratulations to Jason Naylor on getting married last Friday; Jasmine Waite who is undertaking the maternity cover has successfully overseen the delivery of the Easter camp programme (achieved 80% capacity); and the board should be aware of the potential wellbeing of staff over the coming 5 weeks in relation to the events programme, which will require further prioritisation moving forward.

**Actions**

* Remcom to review staff wellbeing at their next meeting.
1. **Strategic Risk Matrix**

MC highlighting the changes to the Risk Matrix. MC outlined that risks will be reassessed over the summer by SLT.

**Actions**

* SLT to undertake risk reassessment.

**Section 2: Finance**

1. **Q4 Financials**

NK informed the board that NE had sent his apologies as the audit had commenced today.

MC summarised the discussions at the last FARC meeting and provided an overview of the current position, identifying that although EL is currently positive in comparison to budget the position is showing an adverse of £71k.

MC highlighted that the challenges outlined in previous meetings regarding the extensive summer international programme had mostly been mitigated and that the position reached is reasonable.

MC added that cash flow is positive with 4 ½ months running costs available, with the Sport England grant yet to be drawn down and continued work to address debt recovery (which will impact the cash position moving forward).

MC highlighted that NE had raised concerns about on-going budgetary pressures for the fiscal year. There is no evidence to date to support these concerns and MC/NE will keep the board informed as the year progresses.

1. **Audit 2022 – 23 Update**

NK invited MC to review the commencement of the audit.

MC outlined that the key statement “a going concern” is always a focus for the audit.

ME highlighted the irrecoverable VAT position and discussing potential avenues to mitigate this moving forward should be explored, MC added that this is not unique to EL and that other NGB’s have discussed this area with NE on the finance group he attends.

**Action**

* Circulation of key audit outcomes.

**Section 3: Key Strategic Business**

1. **Commercial Strategy**

NK provided an overview of papers 7, 8 and 9.

TH summarised the current NGB landscape and the limited action in this area, VL acknowledged the limitations that NGB’s have in relation to this direction.

TH identified that data acquisition is the key to the commercial strategy. The first step is a data audit. Post audit we can assess gaps and identify what good looks like.

TH added that the journey is a stepped process with regular review to ensure the next phase can be undertaken only at the right time.

The board had a broad and robust discussion in relation to the commercial direction, agreeing that it is the right journey to take, but more work is needed with the strategy to be costed out with risks highlighted and summarising the work already undertaken.

The board also agreed that there needs to be a shift in thinking, placing data/commercial outcomes at the front of interventions. It was also highlighted that Sport England should be communicated with to provide a platform for generating their support.

NK thanked the Business Group for their work.

**Actions**

* Develop a costed section to the commercial strategy with highlighted risks.
* Circulate any interim updates as required.
* Sport England to be engaged to highlight the journey EL is undertaking to explore potential SE support.
1. **Performance Update**

NK invited MJ to provide an update on the Talent and Performance Programme.

MJ provided the Board with an overview of the current programme, highlighting:

* A review of the Performance Group will be undertaken looking at meeting frequency, check and challenge processes, ToR, group composition
* Development of a new coach development group
* Conflicts with GB Lacrosse have been raised, especially calendar pressures
* Home Internationals were a success for all England teams, although the tournament itself is limited in performance outcomes
* Challenges within the Senior Men’s coaching staff, with changes having to be made now to (before a June World Championships) due to personal reasons, which may have an impact on performance.
* The new Performance Manager (Derek Morgan) is working hard on the coaching outcomes in the performance squads with a focus on collaboration and sharing good practice
* Recognition by the Performance Group that bringing more expertise on Talent development is required.

The board raised improvements to the communications in the Talent system are required for the system to take steps forward.

**Actions**

* MJ to meet the Chair of GB Lacrosse
* Player representation to the Performance Group through a revised interview and appointment process
* MC to review Talent communications.
* ToR review
1. **The Code for Sports Governance**

The Board ratified the Compliance Statement which had been approved by the Board via email on the 27th April 2023 and has been submitted to Sport England as part of the Code for Sports Governance paperwork.

PC reviewed the process to meet the refreshed code for sports governance, outlining that agreeing with Sport England the gaps to meet the code will form an action plan to be met by December 2023.

PC outlined the draft People Strategy, ED&I Strategy and DIAP circulated to the board are for review and feedback should be emailed back. PC also highlighted that these 3 documents, alongside the Commercial Strategy are the key underpinning documents to the next Business Plan.

PC outlined that GD has offered to develop the Environmental Policy which the Board had agreed via email prior to the meeting.

**Action**

* PC to coordinate with GD to develop the Environmental Policy
* Board to provide feedback to PC on the key documents.
1. **Governance Recruitment**

MC outlined the EL sub-structure required recruitment to fill current skills gaps.

**Action**

All to feedback to MC on suitable candidates for board sub-committee roles.

1. **Coaching Compliance**

MC reviewed the process undertaken by NLC in the document and the rationale behind the proposals to board.

The Board approved paper 10.

1. **AOB**
* A warm welcome to VL

The meeting ended 17.10 with thanks to the Chair and all for their contribution.

**Future Dates 2023**

|  |  |
| --- | --- |
|  **Board Meetings** | **Other Diary Dates** |
| Tuesday 5th September | The Fly 14th May, 21st May, 4th June Rosslyn Park, Priory Ln, London SW15 5JH |
| Tuesday 5th December  | Men’s Senior World Championships, San Diego 21st June – 1st July  |
|  | Women’s U20 European Championships, Prague 2nd – 9th July |
|  | National Lacrosse Day 16/17th September  |
|  | AGM October date TBD |
|  | Schools Challenge Cup, 19th November |

**Distribution:** Vicky Lowe, Nikki De Kretser, Hannah Bowe, Mark Coups, Prashant Jobanputra, Gavin Devine, Michael Estill, Jane McCarthy, Mark Jeffreys, Will Evans, Jill Giddins and Tim Hunt.

Cc: Natasha Dangerfield, Neil Edgar.