



OXFORDSHIRE RUGBY FOOTBALL UNION LIMITED

Executive Board Meeting – 20th April 2021

7.00pm – Virtual Zoom

Executive Board Meeting

Attendees:

Karen East (Secretary), Pete Bramley (Chairman) Chris White, Doug Bosley, Andrew Tacon (Treasurer), Rob Walsh (RFU Council Rep), Jane & Paul Weaver, Gina Overton, Jamie M-T, Philippe Peirsegaele,

Apologies: Jamie Goddard, Jenny Bosley

Andy Tacon leaves at 8pm

Chairman: Pete Bramley

1. Approval of minutes from March 2021 and matters arising

Minutes are approved. Detail of those who (Proposed PW, Seconded RW)

Details of how the board voted for D&I is removed from published version of the minutes.

2. Update from HQ – Becca O'Neill

Loans information has been sent to clubs. Club support centre is place to go if clubs have queries.

Reboot and cluster calls have started across the SW.

Training courses (CCDs – Continual Coach Development) have resumed. 48 courses released. Some courses will be held at Henley and Oxford Harlequins. This information has been passed directly to clubs from the RFU. First Aid and Play it Safe have also started again. Becca will send links to KE for relevant courses.

The course finder is on GMS to comply with GDPR. Individual's pay for their own courses now, there is no group booking facility option.

ISF is frozen at the moment.

W&G forum is coming up; CB SW forum is also coming up.

Risk assessment approach is also coming up.

RW LRP second tranche still not paid to CB. AT the honours is on us to agree if we need the LRP payment. We can fund the deficit from our reserves. AT will follow this up as we could use the payment.

AT we didn't make a claim on the winter support fund allowance, as we could not justify a need.

3. Diversity and Inclusion update (GO / JM)

GO has worked up some outline strategies and has started working on a questionnaire to understand the challenges of the clubs. Strategic focus will come from the questionnaire (short version 7 questions). GO will share this with the board for comments and the board needs to respond by 1st May if they have any comments surrounding it. A policy will come out of this. JM the RFU does not have a D&I policy / plan, one of the first tasks once we understand what the issues are in Oxfordshire will be to devise a D&I plan aimed at the CB and club committees. A framework D&I policy for clubs will also be created. Following that a tool bag of resources will be created. GO the RFU does have an old strategy and the RFU are working on policies, they have brought outside resources in for D&I. This group may bring resources to the CB.

PB asked GO for some succession mapping linking in to KPIs. We would like to know how we will ensure the indicators will be successful following the questionnaire (wants / needs / how / why. This would also be clearer for the board.

GO we can build a CB policy but until the questionnaire is out we do not know focus areas to build the strategic plan.

J-MT we need to focus on the inclusivity within the county.

KE / PP suggested we could survey clubs to understand why players leave clubs (player retention/ inclusivity / injury) –it could cover a range of many things. KE suggested some years ago that we thought about doing this for player retention and resourcing was the main reason it did not get done.

GO planning to get the D&I questionnaire out in early May. Results / data may take until September to be completed.

Becca O'Neill is the lead for this in her RFU team. Becca can provide guidance and resources to GO & J M-T.

4. Finance / winter fund allocation (AT / PB)

AT sent finance info around the board. General expenses line is container hire mainly – GO asked AT if this could go as a separate line on the accounts.

Development income is age grade & W&G budget, which is carried forward. Any further expenditure this year is coming out of reserves.

Chipping Norton requested £1,000 support for their temporary lighting. Chipping Norton has already had funds from our grant fund and they have had 20k from Witney survival fund. It cannot come from the ISF as this is currently frozen so it would come from reserves. The board voted against giving this grant (DB proposed, RW seconded – unanimous against). AT will advise Chipping Norton.

RW / PB / GO will sort out volunteer stash in container and delivery now restrictions are easing.

5. Website update (GO,PP,PW)

PW minor updates since last version, about 80% ready. Detail is now more up to date than Pitchero but still some key contributions needed before we go live. GO / PW have a few bits to do to tidy up and board need to contribute to their sections. We need this website live. Can all board members please approve content / email PW by the end April.

6. Clubs Champions update (GO)

GO and AT have been looking at Clubs Champions, which help and support clubs. This is to build improved sponsorship packages. GO attended webinar on this in March. For this service the fee package is £3,000 per annum. Clubs would be affiliated to this too so we would be supporting clubs if we offered this. The aim is to help find sponsorship and to look at packages. It is a risk but GO thinks this would be something we should consider.

CW mentioned that Chinnor are looking at something similar. We do not know if this is the same. RW will ask Chinnor what they are doing and will also reach out to other CBs through RFU Council who have taken this up to see what they think.

GO will share the info to the board.

KE reminded that we should ask clubs before spending 3k on this because clubs have expressed they want the CB to spend money on playing more.

CW had a meeting with Nicola Burrow at the weekend. She works with another county club getting sponsorship. She has info on our packages. Nicola thinks we have a lot to offer as a CB. Nicola would be prepared to help us for a nominal cost. CW would like PB / AT / GO / RW to have a meeting with Nicola to look at options in details with her for comparison. Board agreed this would be a good idea. CW to set the meeting up.

PP noted Chinnor use Community Group. RW will try and find out more.

7. Oxfordshire Mind proposal around mental health and wellbeing (GO)

GO has been in touch with Oxfordshire Mind and their Community Arm. They are interested in working with the CB and providing resources etc. We don't think there will be a cost for this.

GO also discussed their link to 5 ways to wellbeing, which would allow us to campaign through in to our clubs. This supports exercise element of wellbeing.

GO also offer online courses for coaches £12 per person, this could be offered out. They can also do webinars and sessions, some of which free of charge.

GO needs to link to JG with this.

Dave Larham has brought to Gina Overton attention Brave Minds. JG is already speaking with Brave Minds.

PB this is good but this is JG area and we need to link in to him with this. Angles coming from all areas but it needs to be with the right individuals.

JG has a mental health webinar happening on Saturday, reasonable take up from clubs. This is CB funded.

CW are working with a Banbury based mental health company themselves.

KE provided an update from JG. PB It is important JG is included in any mental health / rugby safe decisions.

JG update via KE – Mental health first aid training is going ahead with Oxford CBT taking the session for us, good club take up, RFU first aid courses are starting back – these are now organised through JG as the regional trainer, Extension to the season has been considered and SW rugbysafe are looking to develop joint message on player safety, ready for next season an additional campaign on players returning to full contact is likely. Push Headcase to all.

Communication is being prepared to promote the new app for club risk assessment and injury reporting.

8. Risk Assessment grant approach (GO)

The CB has to make a decision on whether to offer this opportunity to clubs by 25th April. GO thinks there is a real challenge coming to clubs; risk assessments will become a bigger issue in the future. RW supports this option, clubs have done fantastic work on Covid risk assessments but will need to look at wider issues and it would be worth promoting this to clubs.

RW and GO to look at this and move this forward and decide if we should proceed.

Cost of app is £20 per year at the moment. It gives several licences.

9. Secretary role / RFU rep role / Safeguarding lead / Roles general (PB)

Congratulations to RW on re-election of his role for RFU representative. It was good to have two candidates for consideration.

KE is stepping aside so the CB can fill the position with a volunteer, no formal requests for anyone taking on the role at the moment.

Safeguarding lead – PW we discussed having the safeguarding lead as a board member. This needs to be addressed. We need to decide if JB is on the board as safeguarding officer. PW view is that there is a formal vote as to whether the role as safeguarding lead is on the board. PW Proposed that safeguarding officer is on the board as a fully invited member. Seconded PP. Jamie M-T noted that safeguarding is very important, one mess up in this area and there is a big issue so it is vital to have them on the board. Unanimous agreement to add this role to the board (Doug abstained). Jenny Bosley to be invited to all board meetings.

Roles in general – if information comes in it should go to the correct area. PB will share the organogram again. The relevant people need to do the roles within their area.

10. Age grade calendar update (PP)

PP has received an email from PW / JW a while ago, PP has nothing to add to the calendar.

KR involved in this for Oxfordshire DPP.

PW / JW work around the schools – the calendar is not a role they do.

The calendar needs to be involved with DPP, schools etc. so we do not cross over. PP needs to speak to Kevin Robinson to get the contacts needed and move this forward.

11. Moving out of restrictions and move to D1 / D2 of RFU road map (PB)

PB we are back to modified training. We move to next phase on 26th April. We need to be mindful of supporting clubs as we move forward. RW / KE / PB to set up a chairs meeting soon.

If anyone has queries about what they should be doing regarding restrictions email Club Support who can assist quickly. Becca confirmed average turnaround for getting back to clubs is 3 hours, this is exceptional.

PP updates on RFU page regarding playing through summer / summer activities.

12. Future board meetings (virtual / face to face) (PB)

PB looking at moving forward as restrictions start to ease, we need to consider face-to-face or virtual meetings.

From a virtual point of view we can invite more people. PP noted that AGM was attended better virtually so this should be considered.

We have not had a face-to-face meeting for over a year.

PW considered a mixture would be good, alternate f2f and virtual. Everything virtual can be difficult and it would be good to re group.

KE noted we should use rugby clubs but potentially rotate the clubs and pick areas, which is suitable for all (central) to reduce travel.

The CB will need to purchase it's own zoom account because KE who is standing down currently uses own account.

13. AOB

RW Neve Parlett (11 year old daughter of former Didcot rugby captain) sadly passed away. The president will write to Neves parents (Paul & Mary). There will be a match to raise funds for the air ambulance and the hospice. Game is scheduled for August. PB can attend the game and as many of the board as possible. DB / JB to send parents details to PB. This is terribly sad news and our sincere condolences go to the family.

RW Thursday 4th Nov – Presidents walk. Starting at Littlemore RFC – may finish at a University. The president also hopes to visit training where a function can be hosted.

RW we have been asked to participate in the County Championship review. DB / CW will be involved.

GO Mitsubishi volunteering – nominations close on 2nd May. No nominations submitted so far from Oxfordshire. GO to email KE and KE will send info through GMS to help push this. KE will also push this on the Whatsapp groups.

Meeting ends 21:12