

# HACKNEY CITY TENNIS CLUBS LIMITED

## BOARD OF DIRECTORS

### MINUTES OF BOARD MEETING HELD ON WEDNESDAY 20<sup>TH</sup> FEBRUARY 2019

**Present:**

**Directors:** Francesco Caselli (Chair); David Smith; David Harrison; George Howe; Daniela Aramu

**In Attendance:** Christian Coombs (Head Coach and Acting Director of Tennis); Kara Day (Operations Manager, Minutes)

Item		Action
1	<b>Apologies for Absence</b> Howard Bennett; Maurine Lewin; Alison Hunter	
2	<b>Conflicts of Interest</b> Nothing further to declare	
3	<b>Minutes of Meeting held on 20th November</b> The Minutes of the meeting held on 15 <sup>th</sup> January 2019 were approved with agreed amendments.  <b>Action</b> <ul style="list-style-type: none"><li>• KD to make final amendments to January minutes</li><li>• Upload January minutes to website when finalised</li><li>• Post January minutes on the notice board</li></ul>	KD KD KD
4	<b>Actions since last meeting</b>  Safeguarding policy reviewed and approved by Maurine. Further Policy review still to be completed.  Hackney Tennis is to have a Safeguarding audit as part of the new LTA registration system. This will include a Safeguarding survey for members and users and includes questions related to the quality of the coaching services – agreed that issuing an additional customer survey at the same time may diminish completion rates of these surveys. OpenPlay is also looking at improving customer feedback options.  It appears Daniela is not yet added to the Board group email.  All other actions completed  <b>Action</b> <ul style="list-style-type: none"><li>• Kara to work with Maurine/George on further policy review</li><li>• Determine access to the safeguarding audit results</li><li>• Determine from the LTA how the audit information will be used</li><li>• Add Daniela to the Board group email</li></ul>	ML/GH/KD KD KD HB

5	<p><b>Items approved via email</b> No items to report</p>	
6	<p><b>Finance</b> The current Aldermore bank account is maturing. The Board approved rolling this into a new Aldermore account.</p>	
7	<p><b>Management Team Update</b></p> <p><b>Health &amp; Safety</b> The Board reviewed the Health &amp; Safety report.</p> <p><b>Work experience</b> Two work experience students have been with us already this year with a further two are scheduled in the next couple of months. Tasks are divided between the office and coaching. These are largely arranged through a charity called Inspire that set up work experience placements for schools or directly by the students. This can require some of our time to arrange activities but is a good community programme for us to be involved with and there are some mutual benefits especially with students with a keen interest in tennis. Alex Scally started with Hackney Tennis by going through Inspire.</p> <p><b>Coaching team</b> One of our Level 2 coaches is leaving, though he delivers a small portion of the programme and we don't expect his departure to have a big impact. Christian met with a potential replacement earlier this week.</p> <p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• The Board approved the revised Safeguarding policy including the new Whistleblowing policy.</li> <li>• Diversity and Equality policy is still pending approval</li> </ul> <p><b>Schools programme</b> Two new schools have been lined up to receive a 10 week coaching programme in the Summer term, with the possibility of at least one more to be confirmed.</p> <p><b>Safeguarding Audit</b> As part of its new registration process, the LTA is randomly auditing clubs to confirm safeguarding standards are being met. Hackney Tennis will be audited on Wednesday March 20. This will involve a customer survey being issued, a self assessment and a physical visit with interviews by the regional safeguarding team.</p> <p><b>HT 20<sup>th</sup> Anniversary</b> Summer 1999 was the year that the Clissold Park Junior Tennis Club began. Jan originally set it up as an after school club which grew from there. Janet was one of the original coaches, along with Damian and Will Herbert who were the first coaches.</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Kara to circulate the diversity and equality policy for approval.</li> <li>• Survey to be issued by Feb 27</li> <li>• Safeguarding self assessment to be completed</li> <li>• Determine availability of a board member (Maurine?) on the audit visit day.</li> <li>• Table 20<sup>th</sup> anniversary as an agenda item for the next board meeting</li> </ul>	<p>KD KD CC/KD KD KD</p>

8	<p><b>LBH update</b> There has been no further update since the AGM.</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Howard to speak to Ian Holland and get an update.</li> </ul>	HB
9	<p><b>AOB</b></p> <p>Question was raised about non-HT coaches operating on our courts. This issue has been raised with the council previously. The council may have some ideas for this, however any restrictions would be very difficult to enforce.</p>	
10	<p><b>Next meeting</b> Tuesday 19<sup>th</sup> March</p> <p><b>Future meetings</b> Wednesday 17<sup>th</sup> April Tuesday 21<sup>st</sup> May Wednesday 19<sup>th</sup> June Tuesday 16<sup>th</sup> July</p>	