

**OXFORDSHIRE RUGBY FOOTBALL UNION**

**Minutes of meeting held at Holiday Inn, Peartree on Wednesday 18th April 2018 at 7.30pm.   
(Chaired by Chris Skaife)**

Present: Chris Skaife, Rob Walsh, Karen East, Doug Bosley, Pete Bramley, Gina Overton, Dave Larham  
Apologies: Simon Matthews, Vincent Murphy, Colin Baldwin  
*Minutes taken by: Karen East*

*Meeting starts 19.30*

1. Approval of Minutes

The minutes of 13th February 2018 were approved.

2. Matters Arising

No matters arising.

3. PFR

A PFR day needs to be planned in end May / early June. Karen will book this. Can people please review the PFR ahead of this so we can ensure it’s added. Chris will send out the latest PFR and Dave will advise on the value of what CB will get. If there is anything we want to deliver it must be on the PFR. (Club retention may need to be added / sustainability).

DBS needs to be within PFR.

4. Volunteer Recognition

Event on 5th May. Karen will send a reminder to volunteers to reply if they have not attended yet. Official Start time is 12.00. Bar – 2 tokens per person.

(Simon Grieve photographer – Banbury to be invited to take photos at the event).

5. Rugby Safe

24th April is the rugby safe event that Jamie Goddard is running at Holiday Inn. Please encourage people to participate.

Any nominations – we need CV for those nominated by the deadline in order to send out to clubs in order to enable vote. Need to advise RFU who CB rep is by 31st March.

5. ORFU Affiliation  
  
Abingdon Touchliners would like to be affiliated to ORFU. They are a parent support group.

6. Succession Planning

Rob Walsh will be stepping sideways away from Chair of Governance. We also need to look at names for President.

Rob is moving in to the RFU Representative role taking over from Colin Baldwin.

Paul Finken could be approached for Chair of Governance.   
Jenny Bosley is nominated for President and Chair of Discipline and Safeguarding.  
  
Jenny to be invited to the next board meeting for formal invitation. Karen will do this.

Allocation of tickets, Rob Walsh to speak to Chris White about bringing this back in house.

Committees can be built up, people to work on speaking with people to recruit.

Costs for PO Box and see if HMRC will accept a PO Box. Need to look at this for new registered address with possibility of accounts moving from finance.

7. RDO Update  
  
Developing coaches and match officials workshop at Ox Univ has been delivered. It went really well.

Level 2 referee awards, assisted places linked to recruiting sold out.

Natwest Rugby Force was delivered. All 7 clubs who received the grants attended.

Schools AGM – Monday 23rd April, this is on the website. Adam White is the secretary.

Provisionally Dave, Nick, Gary in 2018/19 will be having focus clubs. Working closely for RDO support with 7 specific clubs: Bicester, Chipping Norton, Didcot, Faringdon, GAB, Grove and Henley. This is based on needs and where we see natural growth. Dave will send Karen info on the focus clubs.

Alchester were issued with a risk warning last year. They will not fulfill the member club. Need to look at governance around this. Likely to be an invitation club only.

Dave will be helping Middlesex with their game management system.

GDPR – County need to be following this and looking at sending emails from GMS. Dave will send the toolkit to Karen and Gina.

8. Grant Forms  
  
Clubs are asking for the grants. As long as the email details what it’s needed for we can approve without a form for £250.

Gina and Karen will work on a grant form for the new season.

9. AOB

Mark Trumper will be taking over as President of the Referees Society. Pete Bramley will be County Rep and Exchange Officer.

Handbook – Handbook needs to be improved. Contact information to be removed for personal, only club contacts.

Contact emails - Karen will look at email structures / generic emails for the whole of county (Microsoft 365 etc.).

Board Workshop Day – Perhaps a day would be worthwhile. Karen will book a day in Summer. Twickenham could possibly be the venue or EJ Churchills.

Write up in Oxford Mail about County Shield – was a good write up.

Festivals are going well. Trophy costs are being covered. £750 vets final also covered.

Pete Bramley – not as many games this year but have managed to fulfill all the matches with referees. We have recruited this year.

Rob Walsh – County happy for Rob to give Presidents awards.

Doug Bosley – Made a profit on the County Cup. The event was packed. Banbury took photos, Doug will ask if he can get the photos for Dave for the website and for newsletter.

Doug Bosley - Club of the month needs to be chosen. Feb club of the month: Littlemore, March is Banbury. Wadsworth give the club of a month a case of beer.

Pete Bramley – RFU Womens Shield and cup at Henley. Was really good.

*Meeting closes at 9.20pm. Next meeting Clubs meeting 8th May 2018 – Holiday Inn (7.30pm)*