



BOARD SECRETARY REPORT

FOR THE PERIOD OCTOBER 2020 - SEPTEMBER 2021

As Board Secretary, I can confirm that in the year to the 30th September 2021 the Board held eleven formal board meetings at which both workforce and invited guests also attended for parts of those meetings, in addition, the Directors also held numerous directors only meetings. The required quorum of directors was present at all of the meetings convened. Directors attendance was as follows:

Director number of meetings attended (max 11) (Period Oct 2020 - Sept 2021)

- C Clements 11
- F Currie 11
- M Stevens 11
- J Patey 8
- C Parkinson 8 - Unelected
- C Mitty 7 - Unelected
- P Taylor 6 - Unelected
- D Hanson 6 - Unelected

Formal board meetings are convened either physically or online to discuss a prepared agenda with content and reports pre-circulated. Minutes of meeting discussions are prepared, approved and stored in a secure environment. Meeting contents will vary from meeting to meeting depending upon the short term requirements of the business, the time of year etc. Each area of the business will be reviewed in some detail at these meetings a minimum of once in every twelve month cycle. These meetings also periodically undertake a formal review of OCB policies, during the year the following policies have been reviewed updated or created:

General Policies

- Health and Safety Policy
- Equality and Diversity Policy - Rev. Sept 2021

Coach Ed Centre Policies - All October 2021

- Complaints Policy
- Appeals Policy
- Malpractice and Maladministration Policy
- Child and Vulnerable Adult Safeguarding Policy
- Internal Quality Assurance Policy

All directors are voluntary and are consequently unpaid. Occasionally a director may incur expenses on behalf of the OCB while executing OCB business eg emergency purchase of hand sanitiser, rail fare to attend ECB meetings etc. in these circumstances it is entirely appropriate that these expenses are reimbursed, however in the majority of instances the directors have not claimed these expenses. The total amount of expenses

Oxfordshire Cricket

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reimbursed to directors during the year amounted to £268. There are no changes to the existing management teams. In 2022 we plan to hold a minimum of 3 member forums.

Nick Pinhol

Participation Manager, and Board Secretary
