

Snowsport England Ltd

Minutes of a Board meeting held 14th March 2019 1.00 – 4.00 SportPark, Loughborough

JH	Jamie Horner	Chair (Via phone)
SL	Simon Levene	Finance Director / Deputy Chair
CS	Chris Stroud	Members Director
EC	Elly Cockcroft	Director (Via Phone)
ND	Natalie Dunman	Director (Via Phone)
JN	James Nickson	Director
MA	Morwenna Angove	Director
CV	Crispin Vitoria	Director
TF	Tim Fawke	Chief Executive / Director
JD	Jan Doyle	Head of Development
CP	Claire Pennell	Operations Manager

Apologies:

MD	Mike Danbury	Members Director
ID	Ian Davis	Director

1. NOTICE, QUORUM AND CHAIR

JH reported that due notice of the meeting had been given and that a quorum was present. JH welcomed everyone to the meeting and thanked them for their efforts between meetings. It was agreed that SL would chair the meeting as JH was joining via phone.

2. DECLARATION OF INTERESTS

Crispin Vitoria declared that his brother Rupert Vitoria had taken on some work for Snowsport England on standard commercial terms. The Board are aware of these terms and the work that has been contracted for. All other Directors present confirmed that they had no direct or indirect interest to further declare as required by Section 177 of the Companies Act 2006 and our Articles.

3. MINUTES OF MEETINGS HELD ON 30TH JANUARY 2019

The minutes of the above Board meeting were agreed and signed as a true and accurate record.

4. MATTERS ARISING FROM PREVIOUS MEETINGS

See action log for details.

Actions 1,2,5,6,7,9,10,12 completed.

Actions 3,8 part completed and updated.

Actions 11, 13, 14, 15, 16 outstanding.

5. WELFARE AND SAFEGUARDING REPORT

Bridget Owen's report to the board gave an update on current cases and work ongoing with mental health and well-being.

We have carried out an audit of all Snowsport England affiliated clubs in regards to the info they have on safeguarding and will be feeding this back to clubs with a clear checklist of what they should have on their website to be compliant.

MA asked if there was an annual report that monitored the requests that came in and the general trends that were happening. This might help to understand and predict future issues which we need to address and help the board be informed regarding the nature and number of requests

JD to speak to Bridget to see what monitoring we currently do and what might be possible with the limited time Bridget Owen does for us.

6. CEO REPORT

a. ENGLISH ALPINE CHAMPIONSHIP 2019

The 2019 championships were the most ambitious yet. The event was a huge success with a lot of positive feedback. The championships continue to grow and be a great advert for Snowsport England and how we are perceived by parents, clubs and coaches.

The Board expressed their thanks for all the volunteers involved who gave up their time and especially Andrea Grant and David Manns who help to coordinate the championships each year.

The agreement for 2020-2022 has been signed. It was a challenge to get further financial support from Bormio but this was achieved. It is hoped that this will help achieve a reasonable surplus for 2020 – 2022 without having to increase entry fee.

We are also investigating an online booking system with Bormio marketing which could generate a small amount commission.

b. PARTNERSHIP UPDATE

TF presented the commercial report submitted by Rupert Vitoria. A really positive start has been made in terms of building up a pipeline of possibilities. The challenge is to convert these into agreements over the next few months.

7. FINANCE DIRECTORS REPORT

a. 2018 ACCOUNTS

SL went through the 2018 accounts in detail and summarised each departments results as detailed in his report. The 2 main departments that helped to produce the surplus for the year was Alpine and coaching.

Alpine – Had a really positive year and continues to be a key area which is providing growth and increased surplus's

Coaching - Achieved a greater surplus than was budgeted. The revenue growth was not where we budgeted but course saturation levels meant greater surplus.

The other disciplines were broadly on budget.

Audit is on track and meeting between accountants and auditors should mean a smoother and more efficient process

TF will be managing the Sport England year end which is the end March and to ensure all funds are spent.

b. 5 YEAR FORECAST

SL presented a series of graphs outlining the challenge over the next 5 years with the reducing grant in 2019/2020 and then the unknown from April 2021.

It was suggested that funding 2021 onwards will very much be based around what positive impact we can have on society. It was agreed we should look to pilot a programme which we can then use in a future funding application.

c. Additional income streams

Working group are looking at a number of additional income streams ideas.

1. Encouraging all competitors to do an instructing or coaching qualification
2. Promotion of the travel insurance scheme

In addition to this a review of a number of areas in the office to reduce costs have / are being carried out. These will all help the organisation be more efficient.

- Move from dropbox to one drive
- Reviewing c/c payment costs on competition entry system
- Interest on reserve funds

The Board approved the moving of funds to higher interest accounts. Subject to sufficient free funds being accessible based on the cash requirements forecast for the next 2 years.'

GOVERNANCE UPDATE

d. GOVERNANCE STATEMENT

TF confirmed he had met up with ID to discuss the governance statement. Agreement on all 30 points was made except for the following.

Confirm that the chair or state who if another person or group, has evaluated and given feedback to each individual director, including the chair

It was agreed that JH would speak to each director to review their performance and also how to develop their roles in moving the organisation forward SL to speak to JH regarding his role. TF to put a template together for JH and SL to use.

Governance statement to go to the May board meeting for approval.

e. DIVERSITY ACTION PLAN (DAP)

Luke Williams joined the governance meeting with TF and ID. The DAP was reviewed and Luke Williams will update the action plan based on the feedback from inclusive boards and reviewing other sports DAP. This will be presented to the board before the Snowsport England AGM.

8. RISK REGISTER REVIEW

The Audit and Risk committee met to reviewed the risk register. The register has been amended and approved by the committee. The top 5 items on the register were discussed in detail and the mitigating actions been taken. The Board approved the updated register and would review in detail in 6 months' time.

9. VISION & MISSION

a. MEASURES

TF went through the talent pathway measures which are

1. Increase the number of registered competitors (by x%) across all disciplines
2. % of English athletes meeting GB Snowsport Selection standards

The board approved these measures with the addition that targets were also included on the futures sessions. TF to link with Ian Findlay to get numbers in the targets.

b. SCORE CARD

MA went through the score card she had produced. The template was approved by the Board. MA and TF to meet up and further populate the score card. This needs to be in a position to be able to present to the AGM in June 2019

10. WEBSITE PLAN

The development of the new Snowsport England website is a priority over the next few months. TF to put a project plan together for phase 1 of the website build once consulted Shooting Stars. Look to have a meeting to agree the outline plan and then a face to face meeting in Loughborough with Shooting Stars, website designer and working group.

11. MATTERS FOR BOARD APPROVAL

a. SE VISION & MISSION

Having consulted with and received feedback from the Regional Chairs, Committee Chairs and other Stakeholders, the Board agreed the new Vision and Mission...

Vision:

To inspire participation in Snowsports at every level

Mission:

Snowsport England strives to increase awareness of and growth in participation of Snowsport in England at every level. We will do this through increasing traffic to our Go Ski Go Board website by x% per annum and by targeting Schools to increase the number participating in Snowsports.

Our Membership, Clubs and Volunteers are crucial in supporting our network and sustaining growth in our sport and identifying and developing talent. We will continue to nurture and engage with our Members and Volunteers through specific programmes of activity designed to increase satisfaction levels to x% by xxxx

b. SE Logo

The Board approved the new Snowsport England Logo. Some additional details required on the brand guidelines. MA to review values and tone of voice.

c. CONFIRMATION OF COMPLETION OF ANNUAL STAFF APPRAISALS PROCESS

The annual appraisals for all staff has now been completed and the remuneration committee has met and agree any salary changes for the year ahead.

d. UPDATED PUBLICATION OF ANTI-BRIBERY AND CORRUPTION POLICY

A new anti – bribery and corruption policy has been produced. the board approved the policy. This needs to be shared with clubs for them to adopted if they wish.

12. SNOWSPORT ENGLAND BOARD TRAINING – CHRIS STROUD

CS gave some training regarding Snowsport England to help develop the director's knowledge about the history, our products, our events and our regions and committees.

DATES FOR 2019

14 th May	10.30 – 2.00	SportPark, Loughborough
4 TH June	10.00 – 1.00	AGM 2.00 – 3.30 SportPark, Loughborough
12 th September	1.00 – 4.00	SportPark, Loughborough
13 th November	1.00 – 4.00	SportPark, Loughborough