

Snowsport England Ltd

Minutes of a Board meeting held 25th September 2018 10.00 – 14.00 Loughborough

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

Apologies:

EC	Elly Cockcroft	Director
MD	Mike Danbury	Members Director

NOTICE, QUORUM AND CHAIR

JH reported that due notice of the meeting had been given and that a quorum was present.

DECLARATION OF INTERESTS

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.

MINUTES OF MEETINGS HELD ON 5TH JUNE 2018

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

SAFEGUARDING & WELFARE

JH had attended a safeguarding event at Wembley with Bridget Owen SSE Lead Welfare Officer. It was agreed that Safeguarding and Welfare would be moved to the top of the agenda for all board meetings. JH was reassured by his discussions with Bridget regarding the process we have in place but we need to make sure we are also looking at the welfare of everyone in the sport as well.

TF informed the board that a mental health working group would be put in place to look at what we need to put in place to support our clubs and coaches and to look at what else we should be doing as an organisation.

INSURANCE BROKER PRESENTATIONS

The board broke to hear 3 presentations from Endsleigh, Sports Insure and Bluefin insurance brokers.

Following the presentations, it was agreed, subject feedback from specific NGB's the board agreed to appoint Sports insure. The checks were to get feedback from specific NGB's on potential costs savings and effectiveness of communications.

Post meeting minute: The follow up checks were carried out by TF and the board unanimously agreed to appoint Sports Insure.

BSS HEAD OF TALENT & HEAD COACH

Mark Ritchie and Pat Sharples gave a presentation to the board regarding an update on the current developments at BSS and the plans in terms of pathway and the aim to align this with HN's.

MATTERS ARISING FROM PREVIOUS MEETINGS

Action 1: JH to introduce Chris Grant and Wasim Khan to ID – on going

Action 2: Diversity Board group to be set up – in progress

Action 3: Committee chairs meeting to finalise review – Meeting planned for 30th Oct when we are further ahead with Vision. So committee can make sure they are aligned.

Action 4: Amend board effectiveness survey to be completed before sept board meeting - complete

Action 5: JH to complete revised contract for participant – on going

Action 6: TF to start negotiations with Bormio for 2020 onwards – resort visit planned for October

Action 7: GDPR completion of action log – Update action log in board pack, key items complete

Action 8: Vision & Mission follow up – Vision agreed and further work on mission to complete

Action 9: Insurance tender - complete

Action 10: Website development – on going

Action 11: Updated risk register - complete

SSE VISION

JH thanks MA for all the work she has done to pull the vision work together. The vision agreed by the board is ***Inspiring participation in Snowsport at every level.*** It was agreed that MA would continue this work with the working group and have a more complete Vision, Mission and strategic document by the November board meeting

CEO REPORT

TF presented his report and went into detail on the following points

Measurement & Targets sheet

We finished the 2017/18 year on 2848 which is an increase on the previous year. The target for 2018/19 is 3050. Within the budgeting process for committee they will be asked for targets on membership numbers for 2019.

TF outline a change to the equality data collection so this is anonymised and does not link to individual members. It will involve embedding a survey in the registration process.

We affiliated 85 clubs in 2017/18 (increase on 82 clubs 2017/17) and on budget for income. We will go live with 2018/19 club affiliation beginning of October.

Website

JN outline the customer journey workshop that he delivered to help pull together the website architecture. JN has a follow up meeting with SL to put together an initial website architecture. It was agreed that the initial website should be up within 3 months. The linking of the 3 systems (website, membership and competition entry) will take longer as this is a complex process. SL, TF and JN are working on this area.

Staffing & Volunteers

Gareth Vogan has handed his notice in as a full time member of staff and is going to spend more time in the Alps judging next winter so is going to work freelance. We have a contract for him to work 1 day a week from 25th October. We also have Betony Garner reviewing and working on our comms strategy with a draft to come to the November board meeting. To fill the gap until we have decided what we would like to replace Gareth with we are looking at an Agency. One agency has been recommended by CV and they have put a proposal forward. TF will present back to the board the operation teams recommendation in terms of staffing going forward.

We do have a challenge in making sure all our committees have succession plans in place and this is an area that needs further consideration from the board and support to make sure we have clear succession plans in place.

Sport England

JD gave a summary of the latest situation with SE. This is all positive and we will have a mid-term review in November with SE.

GDPR

TF confirmed progress on the GDPR action log had been made and all the key areas had been completed. Further work would continue on an on-going basis.

FINANCE

SL presented the Q2 accounts to the board and his report. These are the first set of account that SL has gone through and is now fully understanding them. Overall the accounts are doing better than budget. So a positive work from across the organisation on these results.

SL is working with TF on the longer term forecast and has requested time at the November board as there are challenges ahead due to the reducing grant and then the unknown situation from April 2021. This needs further discussion and decisions on the best way to address

SL had renamed the treasury policy as the Statement of Financial principles. This revised document was approved by the board

RISK REGISTER

SL had amended the risk register to include a column on impact. Any additional comment please send these to TF or SL.

DATES FOR 2018 MEETINGS

Board meeting 20th November 2018 1.00 – 4.00 SportPark

Dates for 2019 meetings and AGM to be circulated

Action Points from Board meeting

	Details	Action
1	JH to introduce Chris Grant and Wasim Khan to ID	JH
2	Diversity Board group to be set up	TF
3	Committee chairs meeting to update committees on board progress	TF
4	Board effectiveness survey to be completed 2 weeks before November board meeting	TF
5	JH to complete revised contract for Participant	JH
6	TF to start re negotiation with Bormio for 2020 onwards	TF
7	Ops team to recommend structure regarding communication	TF
8	Further development of the vision and mission by MA and working group	MA

9	Longer terms forecast to be developed	SL
10	Website development / replacement	GV/SL/JN/TF
11	TF to finalise insurance broker and get insurance policy in place for 1 st November	TF
12	Dates 2019 board & AGM	CP