

# Snowsport England Ltd

## Minutes of a Board meeting held 5<sup>th</sup> June 2018 10.00 – 13.00 Loughborough

JH	Jamie Horner	Chair
BT	Bryan Thomas	Finance Director (Retiring)
SL	Simon Levene	Finance Director (New)
CS	Chris Stroud	Members Director
MD	Mike Danbury	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
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### 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 20<sup>TH</sup> MARCH 2018

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

### MATTERS ARISING FROM PREVIOUS MEETINGS

Action 1: JH to introduce Chris Grant and Wasim Khan to ID. In progress

- Action 2: Diversity Board group to be set up – In progress
- Action 3: TF to circulate legal documentation on National pathway – On agenda
- Action 4: Committee chairs meeting to finalise committee review – On agenda
- Action 5: EC to send over example GDPR policies - Complete
- Action 6: Amend board effectiveness survey to be completed before Sept board meeting – In progress
- Action 7: Risk Assessment review – On agenda
- Action 8: JH to complete revised contract for Participant – In progress
- Action 9: TF to implement membership fee changes after consultation with GD from Nordic – in progress
- Action 10: TF to start re negotiation with Bormio for 2020 onwards– In progress
- Action 11: Guidance documentation for clubs for GDPR - Complete
- Action 12: Compliance documentation for GDPR for SSE – On agenda

## **CHAIRS REPORT**

JH thanked BT for all his hard work and dedication over the years to Snowsport England. The time and commitment BT has put in both in the finance and across the organisation is considerable which has helped the organisation manage at a critical time.

JH welcomed the new directors to the Board and the Board official approved their appointment as Directors of Snowsport England.

JH confirmed that Chloe Target Adams has stood down from the Board with immediate effect. This was due to the significant change in her work commitments. This vacancy will be recruited for in the Autumn. JH also thanked Alison Eyre and Stewart Maclean who reached the end of their terms.

## **BOARD STRATEGY DAY – FOLLOW UP**

JH thanked everyone for attending the Board strategy day and apologised for not being able to attend. The feedback has been very positive regarding with good discussions and interaction from all involved.

JH thanked Richard Callicott for facilitating the day and for his follow up report.

Key points from the day are included in the Board pack together with the notes Richard Calicott provided. The key items to follow up on are to clarify and redefine the vision & mission statements for the organisation together with greater clarity and attention to priority areas for all members of staff.

MA then led an excellent session on reviewing and analysing thoughts and ideas for an updated Vision statement for SSE and TF and MA will follow this up post the Board meeting with a target date of the September board meeting for completion.

## **MEMBERSHIP**

## **COACHING PATHWAY**

TF presented the current position and potential options for the instructing, coaching and leading pathway. A good discussion was held about the pathways and the proposed direction which received board approval.

## **CEO REPORT**

TF presented his report. He raised a query and concern regarding one of our current and significant commercial partners and the delivery of this for a 2<sup>nd</sup> year. TF outlined the issue and it was agreed that CV would support TF and Victoria Crampton in resolving this issue

### **Measurement & Targets sheet**

We are on target to hit our budget income for 2018 membership should reach 2800 members. The statistic page is now complete on the Participant system so we can now send this out on a quarterly basis

### **Insurance**

Our current agreement with Endsleigh comes to an end on the 31<sup>st</sup> October 2018. The Board agreed to carry out a broker tender. This would be carried out by TF and SL with those short listed presenting to the board on the 25<sup>th</sup> September.

### **Website**

The current theme of the website is obsolete according to our web support company. It was agreed that a working group of SL, JN, TF and Gareth Vogan would look at what we require and plan forward put in place a new website.

## **GOVERNANCE**

The deadline for GDPR compliance was 25<sup>th</sup> May. TF went through all the documentation that had been completed and the compliance action log put in place. The process set out was approved by the Board and the completion of the action log in a timely manner.

TF reported that we had received a Subject Access Request (SAR) on the 25<sup>th</sup> May. This would be responded to within the month required.

## **SPORT ENGLAND**

The year 1 report that has been submitted to Sport England was circulated. There were no questions regarding the report. SL commented that it looked very complicated and it was hard to understand for someone new to the process. JD offered to go through the document outside the meeting if there were particular areas that needed clarifying. The board thank JD for completing the report.

## **FINANCE**

BT presented his report and financial statements and highlighted the following key points:-

The 2017 Audited Annual Accounts as presented at the last board meeting received a clean bill of health from the auditors and that the Audit and Risk Committee had recommended to the board that they be signed and formally approved, which was duly passed.

BT restated that we had achieved our primary financial objective of making a small surplus in 2017 in spite of the substantially reduced Sport England grant by securing significant sponsorship and close cost control.

The First quarter 2018 Accounts were very encouraging due to a very successful Alpine Championship in Bormio and all departments are on budget or above. 2018 should be a successful year financially.

The 2018 budget has been amended in the light of the finalised 2017 accounts as has the 2018/2020 forecast. It will be for TF and the new FD to further review these statements as the year progresses particularly in relation to increasing internally generated income.

Lastly, the Treasury Statement and Cash reserves need attention as and when from the new FD.

The Board approved that the following bank accounts mandates be changed to have Tim Fawke, Simon Levene and Claire Pennell as signatories. 2 signatories would be required to make future changes to the mandate or move money from the deposit accounts. Bank accounts are HSBC, Scottish Widows, Co-op, and Barclay's (previously Standard Life)

#### **SAFEGUARDING**

TF presented Bridget Owens safeguarding report to the Board. There was a concern regarding the comment about an increase in social media issues and derogatory remarks being made by parents and we need to make sure these are monitored.

CV also had a concern that if any issues were to arise then this could have an immediate effect on any Partner / Sponsors. TF confirmed that Bridget would attend a Board meeting later in the year and that she would cover an overview of our policies and practices.

#### **RISK REGISTER**

In reviewing the amended risk register it was agreed that there should be an additional column of risk + impact together with an additional risk of key committees succession planning

## AOB

### DATES FOR 2018 MEETINGS (CONFIRMED POST MEETING)

Board Meeting                    25<sup>th</sup> September 2018 10.00 – 1.00 SportPark  
Board meeting                    20<sup>th</sup> November 2018 1.00 – 4.00 SportPark

### Action Points from Board meeting

	<b>Details</b>	<b>Action</b>
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 finalise committee review	TF
4	Amend board effectiveness survey to be completed before sept 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	GDPR completion of action log	TF
8	Vision & Mission follow up	TF & MA
9	Insurance tender	SL & TF
10	Website development / replacement	GV/SL/JN/TF
11	Update risk register	TF
12		