

# Snowsport England Ltd

## Minutes of a Board meeting held 19<sup>th</sup> November 2020 video conference call 10.00 – 12.00

### Attendance

JH	Jamie Horner	Chair
LW	Louise wright	Director
SL	Simon Levene	Finance Director / Deputy Chair
MA	Morwenna Angove	Director
ZH	Zena Huelin	Members Director
CS	Chris Stroud	Members Director
SM	Stephen Metheringham	Director
GS	Greg Sturge	Director
OM	Oliver Mitchell	Director
ID	Ian Davis	Director
CV	Crispin Vitoria	Director
TF	Tim Fawke	Chief Executive / Director
JD	Jan Doyle	Head of Development
CP	Claire Pennell	Operations Manager / company Secretary
IF	Ian Findlay	Talent Lead (for item 7)

### Apologies:

none

#### 1. CHAIRS WELCOME

JH welcomed everyone to the meeting. JH confirm this would be his last meeting and that following the AGM LW would be taking over as chair. He had very much enjoyed his time as chair and wished everyone well for the future and believed the board and chair were in a very good position to take SE through the current challenges.

#### 2. NOTICE, QUORUM AND CHAIR

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

#### 3. DECLARATION OF INTERESTS

All 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.

#### 4. MINUTES OF MEETINGS HELD ON 8<sup>TH</sup> SEPTEMBER AND 13<sup>TH</sup> OCTOBER 2020

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

#### 5. MATTERS ARISING FROM PREVIOUS MEETINGS

These have either been completed or on the agenda

See action log for details.

Actions completed or deleted. 18,21,25,26,27,28,29

Actions part completed and updated 9,11,23,24

Actions, outstanding. none

## **6. LEAD OFFICER SAFEGUARDING REPORT**

TF went through the costs of the recent safeguarding case which came to £12,348. This would have been £2000 more if the meetings hadn't been held virtually. In addition, the fixed fee for the barrister meant costs didn't go higher.

As part of the disciplinary policy review we will look at the process we have in place and whether or not we should have a barrister on a retainer or whether the pilot scheme currently being run by Sport England leads to a possible solution.

The revised snow safe policy was approved

## **7. TALENT**

Ian Findley (Talent Lead) went through his presentation which set out our strategy and objectives in regards to the talent pathways. This had been worked on in partnership with GBS. It summarises the objective, strategy and tactics for the talent plan as well as an assessment of where we are in each discipline and potential funding required to make an impact.

A discussion on the details set out by IF with the following key points.

- Objectives need to be clarified so we can see what success looks like,
- timeline for delivery and,
- need consideration about what is realistic to achieve.

## **8. RISK REGISTER**

SL went through the risk register and had a discussion on the key risks

CV comment that we need clear actions from the risk register so we are following up on the mitigation which is outlined and not just reviewing every 6 months.

## **9. FINANCE**

### **(i) Finance report**

SL presented his report to the board. Covid 19 pandemic has continued to impact our activities and financial performance, as well as projected how this will impact Snowsport England in the coming years. Q3 has seen a limited amount of activity, however some of the planned for events had to be cancelled due to regional lockdowns, followed in Q4 by 'Tier' restrictions and then a National Lockdown.

Within Q3 some Coaching courses ran. These were understandably fewer than budgeted for the quarter but were well attended and positively received. Nordic ran roller-ski sessions which generated income and showed demand for such events remains positive. Alpine also ran a course setters course that generated a small amount of income.

Overall, accounting for the limited activity and the grant funding provided by Sport England, we showed a small deficit for the quarter. We expect to end the year with around a £10k deficit, roughly in line with our original 2020 budget (although generated in a totally different manner than planned).

Reviewing the year to date, Snowsport England have managed the impact of the pandemic well. We have managed our cost base effectively, negotiated with Sport England to repurpose grant funding where needed. Thanks go to Tim and the entire team for their work.

- (ii) 2021 Budget  
SL went through the 2021 budget in detail. This will mean a deficit for 2021 but with an aim of a surplus again by 2024. The board approved the budget for 2021. It was clear though we need to make sure we are promoting our core business of courses and events which generate income to reduce the budget deficit as much as possible.
- (iii) Forecast  
SL went through the forecast for 2022,23,24 and the model that has been put together with different parameters. This will need to be reviewed regularly as we progress through 2021 and we get a better idea of how membership, course, and events are doing.
- (iv) Financial Principles statement  
The updated financial principles statement was approved by the board

## **10. OPERATIONS TEAM REPORT**

TF went through the priorities for 2021 and how this aligns to the budget. To make sure we can deliver on this there will potentially be further changes to roles and staffing. All would be within the agreed budget.

The following people were approved as chairs of their respective committees

Freestyle & Snowboard – Martin Carr  
Coaching Technical Panel – Richard Barbour

## 11. AOB

The board confirmed Louise Wright would be the representative from Snowsport England on the GB Snowsport board.

The board workplan will be rolled over to the next meeting and dates for board meeting for 2021 will be circulated.

### ***Confidential notes not for publication***

Board call 16<sup>th</sup> December 2020

<b>NO ID</b>	<b>Date</b>	<b>Details</b>	<b>Action</b>
23	July 2020	Talent working group to look at lobby for increase funds	TF
24	Sept 2020	Review and rewrite of the disciplinary policy once outstanding case has completed.	BO/ MA
30	Nov 2020	Check snowsafe policy for consistency before publishing	JD/BO
31	Nov 2020	Talent - Clarification on objectives and timeline	IF
32	Nov 2020	Review action from risk register mitigation	TF
33	Nov 2020	Inform chair of appointment by board	TF