

**Snowsport England Ltd****Minutes of a Board meeting held 19<sup>th</sup> January 2021  
video conference call 13.00 – 15.00****Attendance**

LW	Louise wright	Director
SL	Simon Levene	Finance Director
MA	Morwenna Angove	Director
CS	Chris Stroud	Members Director
SM	Stephen Metherringham	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

**Apologies:**

GS	Greg Sturge	Director
ZH	Zena Huelin	Members Director

**1. CHAIRS WELCOME**

LW welcomed everyone to the meeting.

**2. NOTICE, QUORUM AND CHAIR**

LW 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 19<sup>TH</sup> NOVEMBER & 16<sup>TH</sup> DECEMBER**

The minutes of the above-Board meetings were agreed as a true and accurate record with one addition regarding the discussion about a kick start plan for when restriction will be lifted. This has been added to the action list and the point expanded.

**5. MATTERS ARISING FROM PREVIOUS MEETINGS**

These either been completed or on the agenda.

See action log for details.

Actions completed or deleted. 30,33,34,35,36

Actions part completed and updated 23, 31,32

Actions, outstanding. 27, 37, 38

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

In the absence of ZH, the Board safeguarding champion, TF went through the report.

CV – raised a concern that the Board need to know what the cases entailed and that the decision of whether this should come to the Board or not should not be made by the CEO.

TF made it clear that we did have a robust process in place and that cases would be shared with LW and the safeguarding champion, but it was not appropriate to discuss the detail of cases at the Board. Cases need to be dealt with immediately and cannot come to the Board for decisions. It was agreed that BO would cover the process in place at the March Board meeting

Lead officer Bridget Owen will attend the next Board meeting in March and give the annual update.

## **7. CHAIR REPORT**

GBS - LW updated on a call with Vicky Gosling (GBS CEO). An agreement on working together with the talent pathways and how we can align to help maximise any funding applications. Also key to work together on diversity action plan.

Brexit Summit Call with BASI / GBS / DSUK and HN's. LW joined TF on this call which summarised the situation and challenges from each of the HN's and BASI. It was agreed that Snowsport England would lead the HN's and work with BASI to make one UK Snowsport approach to European nations. This will take time to resolve and we need to keep working to help clarify the situation for clubs and members.

Diversity Action plan currently is with LW. She will review and feedback to TF.

## **8. CEO REPORT**

### **MEMBERSHIP**

TF went through current membership renewals and club affiliations. These are down and if we do not have activity over the Summer, we will miss our budgeted income. If activity does start, then we will hopefully get close to budget.

### Key Objectives

Forward planning objectives have been updated based on feedback. Due to the additional lockdown, we have clarified the key objectives we will be focussing on.

1. Here and Now – dealing with the updated guidelines and enquiries from clubs etc
2. Sport 80 onboarding
3. Sport England funding – Strategy launches 26<sup>th</sup> January



4. Digital road map – Work with Seven League to set out digital road map
5. Preparation for membership, courses & events when restrictions are lifted
6. Committees - Embedding of new committees / recruitment and induction
7. SCO online – Launch pilot of online course - March
8. Diversity Action plan

### **Staff changes**

TF updated on the changes from previous Board meeting. Luke Williams has been put on furlough from December. To support the digital work, Iliyana's hours have been increased and Jennifer has been given additional responsibilities for events which includes the coaching courses.

This will continue until April when we review the situation based on activity and what we have set out in the digital strategy work, and if we are to go ahead and recruit a full-time engagement lead.

### **9. FINANCE**

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

2020 accounts – Timeline has been agreed for the audit with H & S to link with the AGM in June. We should get info on the first draft of accounts by early Feb.

Forecast - This has had to be amended as since the December Board meeting, the outlook has got considerably worse with it still very much unknown as to when activity will be back up and running. If we are unable to get activity up and running, then the impact would be as follows:

- Q2 then the forecast is an £80k loss for the year
- Q3 then the forecast is an £82K loss for the year
- Q4 then the forecast is an £108K loss for the year

However, we would make further changes to reduce expenditure if lockdown and restrictions are not lifted. I would hope that we will be able to get some activity in Q2 and Q3 with more normality in Q4 to enable any loss to be nearer the budget £60k figure.

### **10. COMMITTEES**

TF gave an update on the recruitment of all committees, which had progressed well with some excellent candidates. The one area that has not progressed as well is the talent group which we will need to readvertise. The board confirmed the chair appointments of Laura Greenwood to the PIAG and Fern Cates to Nordic committee.

In addition, we are looking to have an induction for all new committee members, as this is a new initiative and not something we have done before all current committee members will be invited as well.

#### **11. RISKS**

The Board discussed the challenges of the government rules and the legality of athletes travelling out during lockdown.

It is clear, that it is not for Snowsport England to decide if people have broken the law or not. This is for the authorities to decide. We need to make sure we inform every one of the rules.

We have in addition followed up with Sport England to get their views and advice.

#### **12. EXTERNAL BOARD EVALUATION**

TF confirmed that we had been successful in getting a grant which covers the full cost of the external Board evaluation from Sport England. It is part of the governance code that the Board should be externally evaluated every 4 years.

ID and TF agreed on the preferred tender which is Campbell Tickell (CT). The Board approved going ahead with CT and for TF to sign the necessary paperwork and set up the inception meeting which will include LW and ID.

This is an opportunity to look at ourselves and to see how we can operate as a high performing Board. So can all directors make sure they input as required and be as open and honest with Campbell Tickell (CT).

#### **13. AOB**

Board approved the following policy:

- Confidentiality and Responsible use policy

