

# Snowsport England Ltd

Minutes of a Board meeting held on Monday 23<sup>rd</sup> Jan 2017

14.00 – 17.00 Sportspark, Loughborough

**Present:**

JH	Jamie Horner	Temporary Chair
BT	Bryan Thomas	Finance Director
AE	Alison Eyre	Director
SM	Stuart Maclean	Director
EC	Elly Cockcroft	Director
TF	Tim Fawke	Chief Executive / Director
CP	Claire Pennell	Head of Operations

**Apologies:**

CTA	Chloe Targett-Adam	Director
ID	Ian Davies	Director
JD	Jan Doyle	Head of Development

**1. NOTICE, QUORUM AND CHAIR**

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

**2. 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.

**3. MINUTES OF MEETINGS HELD ON 16<sup>TH</sup> NOVEMBER 2016**

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

**4. MATTERS ARISING FROM PREVIOUS MEETINGS**

- 4.1 Action 1: Gap analysis completed and in board papers
- 4.2 Action 2: Sport England grant submission submitted 19<sup>th</sup> December and circulated to the board
- 4.3 Action 3: Amendment to director's appointment letter to be circulated and check list for all documents in hand
- 4.4 Action 4: On going
- 4.5 Action 5: Membership engagement started and outline plan in place to progress with this.
- 4.6 Action 6: AGM working group in place and work on going

- 4.7 Action 7: Legal frame work submission to SE in progress
- 4.8 Action 8: Membership data circulated to directors
- 4.9 Action 9: Risk register updated
- 4.10 Action 10: Working group on committee structure still to be implemented

## **5. BOARD EFFECTIVENESS**

Sport England (SE) has confirmed their support for the board effectiveness work through the governance panel. A number of firms responded to the ITQ and the board agreed that we would go with Cognosis and who would be involved. TF outlined the overview of the work and how this will link to the AGM and any further recruitment of directors.

## **6. CHAIRS REPORT**

JH congratulated Dave Ryding and his team on his amazing 2<sup>nd</sup> place result in Kitzbuhel along with many other successes from across the disciplines.

JH gave an overview of the meetings and calls he has had since the last board meeting.

JH will be meeting Victoria Crampton (VC), TF and JD to go through commercial opportunities and an update on potential targets.

## **7. SSE STRATEGY**

TF presented the one-page strategy document as presented in our submission to SE. The targets for each strategic pillar were discussed together with the implementation process which needs to be publicised to our membership so that they know and can help us deliver. This will be part of Cognosis's work which will be presented alongside the AGM documentation. The team will prepare for discussion at the next board meeting an appropriate breakdown of the targets.

## **8. SPORT ENGLAND FUNDING**

The Submission was submitted on 19<sup>th</sup> December 2016 and TF thanked all the staff for their hard work and dedication. The award will be announced in early February following which we will need to review where we are with the organisation, staffing and programmes.

## **9. AGM WORKING GROUP**

The working group has met a number of times and progressing well. JH and TF Farrow & Co will have a first draft available in early February

CP reported that Participant were progressing well and would deliver on time.

## **10. GOVERNANCE CODE FOR SPORT**

ID reported no major issues from looking at the gap analysis with the governance code for sport. He will produce a complete action plan to present at the next board meeting. This would form part of our submission back to SE on compliance with the code.

## **11. CEO REPORT**

### **11.1 Staff/Office update**

TF reported that Holly Kirk was no longer with SSE. Recruitment for a replacement is in progress and should be completed in February.

### **11.2 UK National Pathway**

TF outlined developments for National pathway to the board and got approval to progress with further discussions.

### **11.3 English Alpine Championships, Bormio**

TF outline plans for Bormio which are all well in hand together with the agenda for the open meeting on the Thursday night. One other director to be in attendance.(either JH or BT)

### **11.4 BSS**

TF gave an update on a meeting with Dan Hunt BSS's new performance director. He has a clear long term vision which will need all the HN's to buy into. JH ask if he could be invited to present this at the SSE board which TF agreed to see if this was possible.

### **11.5 Risk Register**

The updated risk registers was reviewed and accepted.

## **12. COMMITTEE & REGIONS**

### **12.1 Committees**

TF confirm that AE had taken on the role as chair of the Alpine Squad and Dryslope Ambassadors subcommittees. AE gave an update on the progress and while we were behind in planning compared to previous years things were starting to fit into place.

BT gave an update from the Alpine and Youth Development Committees

## 12.2 Regions

TF gave an update from a positive regional chairs' meeting in November. Agreed grants will be paid out on the 20<sup>th</sup> February to those who have completed their applications.

## 13. FINANCE REPORT

### 13.1 2017 Budget

The 2017 budget was presented to the board and approved. This is with the provision that it will need to be looked at again in light of the new funding agreement to be announced in February and will take effect from April 2017.

### 13.2 Harrison Salmon

BT outlined the review that was completed of our-sourced accounting process with Harrison Salmon. This was put out to tender but Harrison and Salmon came back with a better offer and change in process which will help to make our accounting easier to access, less expensive (by some £3,500pa) and with prompt reconciliations.

## 14. SAFE GUARDING

Due to the recent issues raised in a number of sports on safeguarding this has been added to the agenda as a standing item. TF updated the board regarding recent issues which the Bridget Owen our lead welfare officer had been dealing with and with any media interest. Bridget Owen will be attending the next board meeting to go through the processes we have in place.

## 15. AOB

The board meetings in September and November clash with the BSS board meetings. TF asked for these to be moved. New dates were agreed which CP to circulate

### CONFIRM DATE FOR NEXT MEETINGS

- 21<sup>st</sup> March 2017
- 16<sup>th</sup> May 2017 also AGM will be held in the afternoon
- 27<sup>th</sup> July 2017
- 26<sup>th</sup> September 2017
- 22<sup>nd</sup> November 2017

### Action Points from Board meeting

	<b>Details</b>	<b>Action</b>
1	Engage with Cognosis on board effectiveness work	ALL
2	Populate strategic target sheet	TF/JD
3	Completion of all paper work for new directors	CP/CTA/ID/JH
4	JH to call all directors and discuss board roles	JH
5	JH & TF to work through membership engagement plan	TF & JH
6	Sport England Grant outcome and implementation plan for March board meeting	TF, JD, CP
7	Governance Code action plan	TF, ID
8	Ask Dan Hunt of BSS to present to SSE board	TF
9	Working group on committee structure to be set up, still outstanding	TF
10	Commercial meeting – including Victoria Crampton	TF, JH,JD