Snowsport England Ltd

Minutes of a Board meeting held on Thursday 3rd September 2015

3.00pm - 6.00pm

SportPark, 3 Oakwood Drive, Loughborough, LE113QF

Present:

JE	Jeremy Eaton	Chairman
ВТ	Bryan Thomas	Finance Director
ТВ	Tania Barton	Director
GW	Gareth Wynn	Director
NO	Nick Ogden	Director
KR	Karen Richardson	Director
SM	Stuart MacLean	Director
TF	Tim Fawke	Chief Executive / Director
JD	Jan Doyle	Head of Development
LJ	Lloyd Jenkins	Chair ARC
KL	Katie Legg	Sport England

Apologies:

EC Elly Cockcroft Director

RR Rob Robson Director

1. NOTICE, QUORUM AND CHAIRMAN

The Chairman reported that due notice of the meeting had been given and that a quorum was present. Accordingly, the Chairman declared the meeting open.

2. Presentation on Restructure of ARC – Lloyd Jenkins (change in Agenda order)

JE gave an introduction to the background regarding ARC and some of the challenges that they faced and the fact that there needed to be a change in focus and succession planning done. He then introduced LJ.

LJ then went through his presentation to the board on the proposed restructure of ARC. This covered his background, the scope of activity they cover, the organisations they link to, the need for change, the new structure and personnel involved.

The proposal was discussed by the board and was approved. Once the individuals had been consulted LJ to liaise with Vic/Betony on a press release and to include the presentation. The

new TORs for the two committees, Strategy and Planning and Events need to be reviewed in the light of these changes by BT and LJ and sent to TF. This to be completed by the AGM.

3. DECLARATION OF INTERESTS

N.O. – Confirmed he had taken on a new role outside snowsports and declared this to the board. This does not conflict with SSE business.

All other Directors present confirmed that they had no direct or indirect interest in any way in the proposed arrangements to be considered at the meeting, which they were required by section 177 of the Companies Act 2006 and the Company's Articles of Association to disclose other than those recorded later in these minutes.

4. MINUTES OF MEETINGS HELD ON 5TH JUNE 2015

The minutes of the Board meetings held on 5th June 2015 were agreed and signed as a true and accurate record of the meeting.

5. MATTERS ARISING FROM MEETINGS HELD ON 5TH JUNE 2015

The action log was updated by TF. The following items have been completed.

- 5.1 Action 4: Equality fields share with Bernie Wright for SE requirement
- Action 5: Email to ARC to look at meeting on the 4th July to review ARC committee and way forward.
- 5.3 Action 6: ARC proposal into formal document
- 5.4 Action 7: Feedback to Youth Development Committee regarding budget for national schools week
- 5.5 Action 8: Schools Technical Advisory Committee size queries
- 5.6 Action 9: Risk register IT systems added to the register
- 5.7 Action 10: Staff restructure/ Organisation to be completed
- 5.8 Action 11: Attendance at Club open evenings

6. CHAIR'S REPORT

JE update the board on his activity since the last board meeting which consisted of numerous items. He confirmed that it had been a busy period and a number of items had taken up considerable time to resolve.

- 6.1 ARC Significant time invested preparing and following through ARC key committee changes This has been politically, strategically and emotionally difficult to deal with.
- 6.2 BSS meeting with new chair of AST committee, liaising with TF on selection of new chair of BSS, Link with TF regarding complaint from Malcolm Erskine on BSS
- 6.3 BSS Development group Liaised with TB, Tony Willis regarding BSS dev group and assisted on planning for ACE weekends.
- 6.4 Liaised with TF on many areas including staff restructure, senior management development programme, on-going business updates and BSS.
- 6.5 Liaised with BT on a number areas including finance and staff development.
- JE stated to really move alpine forward and coordinate all the elements involved the ideal situation would be to recruit a person to this role. However to put this in place required additional funding to be obtain and it is hope this may be achieved over the next 12 months

7. REPORT'S TO THE BOARD

JE and TF proposed that there should be a governance subcommittee that meets before the board to deal with the increase governance items and paper work and then report this back to the board. This subcommittee of the board would consist of the following TF, BT, JE, AE (Alison Eyres) and one revolving board member. Prior to this board meeting the first governance subcommittee met consisting of JE, BT, KR, GW, NO, JD and the following was approved

Governance sub-committee:-

AGM – Re wording of AGM letter to be sent out to all members to be more inviting, encouraging for them to attend.

Company secretary – KR offered to continue to be company Secretary for 12 months. JE suggested that over this period could KR help to train up Claire Pennell to take on this roll. TF to speak to CP and see if she is keen to take on this responsibility.

Membership director nomination process was discussed in detail. It was decided that each region should put forward one nomination. If they have more than 1 nomination then NO stated the online system can be used for regional voting before it goes through to a national vote. The

time line to get them elected was that the process should be completed by March 2016. TF to draft nomination form to launch at AGM.

It was agreed to continue with the Honorary membership category as we previously had in the previous articles

TF outlined the need for a coaching representative and proposed John Shedden should take this on with the view to finding a new person within 12 months. This would also enable the board to clarify the key positions that we may want to recognise and also their roles. TF to contact John Shedden regarding this position.

It was agreed the Chair of ESSKIA would be automatically made a member of SSE

Sport England Self Assurance process

TF previously circulated the Sport England self-assurance documentation to the board members. The self-assurance process was outline by TF and the key areas that it raised. BT mentioned that the treasury policy should be listed in the finance section as this was a key document that we have now put in place. The Board reviewed the remainder of the template and discussed a number of other aspects of the contents of the completed template. The Board reviewed the Assurance Ratings and agreed that the following were appropriate.

Governance – Full
Strategic Planning – Reasonable
Financial Management – Full
Human Resources - Reasonable
Organisational Policy - Full
Risk Management - Full

TF was asked to arrange for the completed and signed template to be returned to Sport England offices.

English Alpine Championships 2016

The draft outline budget for the England Alpine Champs was presented. TF outlined a number of items that are yet to be finalised and there are some additional costs to consider in comparison to last year's championships. The board agreed there should be a budgeted surplus of £3-£5K. We should also target sponsorship of around £25K for the championships.

7.1 CEO Report

TF presented the CEO report to the board. There were no questions regarding this report.

7.2 WSP Report

JD presented the Whole Sport Plan progress report to the board. There were no questions regarding the report and taken as read. JE did suggest that the communication section should be a separate report as it covers more than the WSP and gets lost within the report.

The key points from the report were:

- The GO SKI GO BOARD (GSGB) campaign is on target to meet Sport England participation strategic targets – currently at 84% completed
- Progress has been made with SSS and SSW to make this a UK wide campaign
- We will be doing a 30 days of Snowsport campaign again and this will commence on 26th September
- We are looking to getting more branding for GSGB and SSE at the hubsites.
 This will be rolled out at a small number initially.
- We have a draft service level agreement with BUCS (British University and College Sports) for 15/16 to help the on-going joint development work
- A new Tirol contract has been signed and we will be on their stand at the London Ski show
- We are on track for delivery of the Talent targets agreed with SE
- We have successfully reapplied to TASS and have been awarded 10 places

7.3 Finance

2014 Audited Accounts

These have been finalised and BT presented the accounts to the board for approval. The board approved the accounts and these will be signed and submitted to company house and published on the SSE website.

BT also presented the half year report to the 30th June 2015 which showed an encouraging situation but the second half of the year will incur additional costs not budgeted for as reported. His report was taken as read, there being no questions or queries.

Auditor recommendation

As per recommendations from the Institute of Chartered Accountants in England and Wales Snowsport England needed to review the audit procedure and the cost. Therefore BT had approached potential alternative auditors to check out these factors. Our current auditor has been the incumbent for many years and a change is

recommended in such instances. BT received three proposals and has provisionally decided on a new auditor at the same cost as currently and they will also carry out a review of current procedures.

There was further discussion around the preparation of the audit pack from Harrison and Salmon and the fact that this would be an additional cost. BT was going to get a quote for this. The board delegated the decision to BT to agree on the auditor so this could be announced at the AGM.

7.4 Committee reports

The committee reports were presented to the board. TB noted that freestyle had an issue with team clothing and recommended a supplier that had worked well for the Alpine Squad. TF to liaise with Ian Findlay and see if this would help. It was discussed that an approved supplier list would be helpful to all the committees and to clubs.

Sport England – Katie Legg

JE introduced Kate Legg (KL) SSE relationship manager with Sport England. KL gave an overview of where Sport England was and the impact the recent Active People results had had on government strategy. This led to the launch of a new strategy for sport and the consultation process will finish on the 3rd October. This has impacted on the timeline leading into the next funding submission which is more likely to be around spring 2016. SE are conscious of sports that will be involved in the summer Olympics.

So key areas we need to feedback on are

- DCMS sport strategy consultation
- Sport England Active People consultation

Further discussion was around what the strategy may look like and how the cross departmental work will operate and if this will mean a greater focus in other areas such as the health agenda. Further discussion on the HPNGB and the fact this would be an ideal time for SSE to go through this process. KL said the pilot had been oversubscribed but she would support SSE to engage with this following the pilot which will be later this year.

8. COMMERCIAL / IT STRATEGY

NO presented the challenge we have to the board that based on the Mintel report the industry is worth near £700 million and as SSE we do not see any of it. As a governing body we should be a key part of the process and as funds we raise would be re-invested back into the industry to help it grow / develop. The challenge we have is that with very little funds to invest and we

need to find a way to increase our revenues. The main part of this is that we need to develop our database of Snowsport enthusiasts so we can actually talk to our customers.

NO outlined his plan to develop a clear member benefits package and what this entails. This had unanimous support from the board to take forward. All board members were to put forward possible names for targeting to help this initiative. NO to progress with initiative and get examples made up.

Key to the development of the commercial plan is the on-going IT strategy. NO gave an update on the work that had already been completed. This included additional work to set up an online AGM voting system, QR codes and Alpine Champs website. The key challenge is the push to get people signing up to the competition and get the database to a larger size.

9. Go SKI GO BOARD - WILL MCGLYNN

TF introduced Will McGlynn. He has taken over as the participation lead since Susie Moore left. WM gave an overview of the GO SKI GO BOARD programme and how this had started and developed over the last 3 years and the success it has had. He detailed the main initiatives that are being developed over the coming 12 months which includes SSW and SSS joining the initiative.

10. RISK REGISTER

The risk register was discussed and no additional items added. TF reminded all directors that if any director thought of risks that should be added please feed this back straight away and not to wait until the next board meeting. An additional column should be added in regards to the control of the risk. GW to send example to TF to add to risk register.

11. AOB

Following a letter from Neil McQuiod of Racer Ready it was agreed that TB, JE and TF would meet with him following the BSS AGM

TF to circulate board dates for 2016. There will be 6 board meetings throughout the year.

DATES OF NEXT MEETINGS

3rd October 2015 AGM SportPark Loughborough

17th November 2015 8.00 – 11.00 LORDS (TBC)

Action Points from Board meeting

	Details	Action
1	Decision on ESC skiers trust to be followed up once position of	TF
	GB skiers trust has been clarified	
2	Development of Schools skiing and link with Esskia	RR, TB, BT, JE

3	SM/NO/GW to feedback one pager on STOP/START/CARRY ON	SM/GW/NO
4	Liaise with new and old committee members and then make public announcement regarding Alpine committees by AGM	LJ
5		
6	Re wording of AGM invite	TF
7	Discuss with Claire Pennell taking on company sec role over next 12 months and getting trained up by KR	TF
8	TF to contact John Shedden regarding coaching rep role	TF
9	TF to submit self-assurance documentation to Sport England	TF
10	2014 accounts submitted to company house	KR/BT
11	Confirm costs of audit pack from Harrison Salmon and confirm auditor for 2015	ВТ
12	Alpine Clothing supplier details given to Ian Findlay for freestyle	TF
13	Feedback on both DCMS sport strategy consultation and SE active people consultation	TF
14	All directors to feedback on potential targets for commercial initiative to target	ALL
15	NO to take commercial initiative forward and get examples made up	NO
16	GW to pass on example risk register to TF to add new column to current register	GW
17	Meeting with Racer Ready to go through concerns raised on letter	TF/TB/JE
18	2016 Board dates	TF