

Snowsport England Ltd

Minutes of a Board meeting held Tuesday 3rd October 2017

10.00pm – 1.30pm Sportpark, Loughborough

Present:

JH	Jamie Horner	Chair
ID	Ian Davis	Director
CS	Chris Stroud	Members Director
MD	Mike Danbury	Members Director
TF	Tim Fawke	Chief Executive / Director
JD	Jan Doyle	Head of Development
CP	Claire Pennell	Operations Manager
IF	Ian Findlay	Talent Lead (until point 7)

Apologies:

EC	Elly Cockcroft	Director
CTA	Chloe Targett-Adam	Director
BT	Bryan Thomas	Finance Director
AE	Alison Eyre	Director
SM	Stuart Maclean	Director

1. NOTICE, QUORUM AND CHAIR

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 27TH JUNE 2017

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

4. MATTERS ARISING FROM PREVIOUS MEETINGS

4.1 Action 1: Populate strategic target sheet in line with SE strategic outputs - Completed & on today's agenda

- 4.2 Action 2: Set up mechanism for future club calls and communicate with clubs - Complete
- 4.3 Action 3: AGM working group to look at membership rules and regulations – Completed and on agenda for approval.
- 4.4 Action 4: AGM 2018 – OT to select two possible dates and consult with membership on preferred option - Deferred to November Board
- 4.5 Action 5: OT and CS to work through possible options with committees with input from staff and chairs – On agenda
- 4.6 Action 6: JH to introduce Chris Grant and Wasim Khan to ID - Outstanding
- 4.7 Action 7: SM to set up regular call with Gareth Vogan – Not complete
- 4.8 Action 8: TF to progress with national pathway and report to Board – on agenda
- 4.9 Action 9: TF & BT to finalise Scheme delegation - Outstanding
- 4.10 Action 10: Update treasury policy - Completed
- 4.11 Action 11: Board away day – Will be post Easter with new directors. JH sorting venue out
- 4.12 Action 12: Publish new safeguarding policy – Completed

5. BRYAN THOMAS

The paper that BT had asked to be presented to the Board was briefly discussed but it was felt that this should go forward to the November Board when BT would be able to present himself.

6. TALENT

Ian Findlay gave an overview of the current position of the work SSE does on the talent pathways and the numbers involved and the challenges this creates with the limited staff and resources we have.

IF outlined the changes at BSS that have happened, with a new performance director and new coaches and talent manager in place. These are great development and will put greater pressure on SSE to deliver on the pathways. All the HN's will be working with the Mark Ritchie the new talent manager to agree the pathway structure and who has responsibility for which part of the pathway.

Good Board discussion around the opportunities and challenges this would create for SSE and it was agreed that we needed to work hard with BSS and be part of delivering the 2030 vision.

Mark Ritchie will be presenting this to the BSS Board in November. It was agreed that Mark Ritchie should be invite to present his plans to the SSE Board in Jan or March 2018

7. CHAIRS REPORT

JH had attended squad training day and had met Gillian Poth. JH would like to thank all the volunteers who help out and especially Gillian Poth who does all the coordination for the squad programme.

Well done to Victoria for securing the Swiss partnership deal which is a big step forward on the commercial strategy.

Thank you for the initial input from the membership directors and the efforts that they have done so far to engage the membership. This is a key area going forward which will help the organisation.

8. PARTICIPATION

TF gave an overview of the campaigns that we are running and the campaigns handbook which we have launched. JH asked for more regular updates on how these are progressing to the Board and if the handbook could be circulated which was agreed.

9. MEMBERSHIP

9.1 CRM system

CP gave a brief update and clarified the current position with the new system. The next month is a critical time in getting the renewals live and also completing the affiliations. We will have to delay the deadline for clubs and make sure we give them at least 1 month to complete their affiliation.

MD will join TF and CP at a meeting with Participant on the 9th October to go through the club affiliation process.

9.2 National pathway

The Board agreed in principle with the National pathway but wanted the following to be clarified. Suitable safeguards are in place so that SSE is not giving away its property, Agreements with the other owners need to be viewed and need to know the position of the other HN's and BSS before a launch happens.

9.3 Committee review

TF would complete a table which would show what each committee does, what we would like them to do and targets that are linked to this.

This would then be reviewed by the working group and once approved sent to the committee chairs and face to face meeting put in place.

9.4 Club cluster & coaching road show

These are to be delivered in May / June 2018. We have working groups that will be looking at the how these will be delivered over the next few months.

9.5 Membership directors

CS had attended the coaching conference in his capacity as member's director and was there to get views back on the conference and any other member's issues.

The conference was a success and overall very positive feedback. CS has feedback to Ryan on possible things that could be changed/improved next year.

The member directors are also looking at making sure they attend at least one regional meeting between them and also attend the club cluster meetings.

MD has a lot of contact with clubs/academies that use the Welwyn ski slope and it was agreed that he should engaged with these people in his role as member director.

CS also wanted to make sure that we do engage with individual members that are not part of a club.

10. COMMERCIAL

JH said good progress was being made on the commercial side although we need to clarify the process for activation with partners. TF agreed there had been some challenges as this was a new way of working for the whole team and we need to make sure there was an account manager for each major partner. This will be taken up by the month comms group to see the best way to implement.

11. TARGETS

TF went through the target sheet which is a combination of SSE strategy and the contract SE targets which overlap. There will be a monthly report from the end of November which will update against these targets.

12. GOVERNANCE

12.1 Diversity Action plan

ID outlined the SE requirements and the plan he put forward. This was approved by the SSE Board. As part of this plan a Board level diversity group needed to be formed. This was approved and TF to email all directors for nomination to the diversity group. ID and TF confirmed members already and will need one further member.

TF mentioned that BSS was also having to address diversity and was keen to link with the HN's to look at the best way to understand the challenges and how to address it together.

12.2 Membership rules and regulations

This was approved by the Board and to be published once CP had done a final check on grammar.

12.3 Director recruitment

A discussion was had on the skills and experience that was required on the Board. BT proposal that the organisation needed a paid CFO role when he left was discuss and it was agreed that this was not needed and that a Finance Director would be recruited.

TF to email all directors and see if any further ones want to join the nominations committee of JH, MD and TF.

13. **SPORT ENGLAND**

13.1 Measurements & Targets

TF confirm that we had now just finalised the contract with SE and the dash Board had been agreed. The main point on the paper submitted was in regards to 2019 onwards and the challenge the government has with Brexit and that there would be less funds for sport.

14. COMMUNICATIONS STRATEGY

TF expressed his thank to Gareth Vogan and Betony Garner for the work they had done on the communications strategy. SM had been due to feedback on the document but this has not happened yet. TF thought this was big step forward and gave a clarity to the work Gareth was doing and helped him have a focus for all the communication he is doing. Alongside this he will produce a monthly comms report which will report against this strategy and the progress been made.

15. FINANCE

TF went through the issues regarding the registration and renewal income that is mentioned in both CEO report and the Finance report.

TF out lined the plans for the maternity cover for Betony Garner during Jan – May. The Board recognised the importance of having someone in place over this critical time and approved of the plans to recruit someone on a short term contract.

16. CEO REPORT

TF presented his report and there were no questions.

17. SAFE GUARDING

The report from SSE lead welfare officer Bridget Owen was acknowledge with no questions.

18. RISK REGISTER

The risk register was reviewed and a number of amendments made in the light of current circumstances.

19. AOB

2018 Board dates are currently being agreed with JH and will be circulated shortly

CONFIRM DATE FOR NEXT MEETINGS

- 22nd November 2017, Banbury, 10.00

Action Points from Board meeting

	Details	Action
1	AGM 2018 – OT to select two possible dates and consult with membership on preferred option	OT

2	JH to introduce Chris Grant and Wasim Khan to ID	JH
3	SM to set up regular call with Gareth Vogan	SM
4	TF & BT to finalise Scheme Delegation	TF & BT
5	Produce table on committees on what they do and what we would like them to do	TF
6	Invite Mark Ritchie (BSS Talent Lead) to Jan or March Board meeting	TF
7	Circulate campaigns handbook and updates on campaigns to Board	JD
8	Update Board on CRM progress through critical next month	TF
9	Diversity Board group to be set up	TF
10	Publish membership rules and regulations	CP
11	Secure venue for Board away day	JH
12	Maternity cover for Betony Garner (PR)	TF