



MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on
Thursday 25th July 2024 via **Video Conference Call**

1. To Record Attendance and Apologies for Absence.

Present:

Martin Winter
Steve Sopp
Andy Phillips
Michael Lock
Richard Fogden
Anny Wooldridge
Patrick Donovan

Kylie Cooper, Operations Manager
Sarah Wassell, Lead Safeguarding Officer (Item 4)

Apologies:

Margaret Curtis
Keir Boissevain

Sarah was welcomed to the meeting as the newly appointed Lead Safeguarding Officer (LSO) and introduced to those present.

2. Risk Management Policy & Risk Register.

The risk policy and register had been reviewed initially by Patrick and Kylie and circulated prior to the meeting, the risk register was further revised and updated during the meeting.

Kylie and Patrick had very recently carried out an additional review of the BWSW Disaster Recovery & Business Continuity Plan. This detailed the measures in place and required to recover quickly from a critical disaster such as fire and to enable the business to continue to function to serve the membership and the sport should such a disaster take place. This plan worked on the assumption that the disaster will not allow access to the BWSW HQ Office in Chertsey and detailed in particular the IT measures and response required to recover data and maintain essential services.

Action: Following on from some lively and detailed discussion, various updates and amendments (to include a scoring mechanism which Richard would further refine), agreed to adopt the risk register, with an aim to review the register with a focus on the top 4 or 5 major risks (in terms of high score) which could impact on achievement of the overall stated strategy within the next 6 months.

3. Compliance & Policy Review Schedule.

The recently updated schedule provided for a quick reference guide incorporating BWSW codes, guidelines, terms of reference, policies together with documentation in relation to the Code for Sports Governance. The schedule detailed review dates and file location on the BWSW server.

Action: A number of action points were detailed within the schedule for board members, staff and external expertise to review a number of policy documents within the schedule, the aim being to have a comprehensive review completed where required by the September board meeting. A note of thanks to those who had responded swiftly already with a review of various policies.

4. Safeguarding Policy & Update.

BWSW had previously signed up to the Sport England Case Management Programme, their national partner LimeCulture/ Sport Resolutions providing support, advice and case management assistance to funded System Partners (national governing bodies) in relation to safeguarding matters. The service provided expert initial advice, investigations and the provision of panels of suitably qualified individuals to determine matters at both first instance and any appeal without any cost for cases within England (there was currently no available comparable service outside of England through the other home country sports councils). Martin had identified the need to provide (i) specific incorporation of the Sports Resolution investigation and disciplinary processes into the BWSW disciplinary processes and safeguarding policy (ii) member sign up to such safeguarding processes to ensure prior agreement to be subject to the stated process.

Action: Agreed to adopt the process as an integrated part of the safeguarding policy and related disciplinary process. It was also agreed that a simple introduction to safeguarding was appropriate and Sarah Wassell would look at what was needed here / review the current BWSW quick start guide which was designed to be an accessible and digestible introduction to the basics of safeguarding.

Brief update on the recent and positive meeting with our Child Protection in Sport liaison Jude Toasland re the compliance process and recent change in LSO. The compliance submission deadline had now been rescheduled to an Autumn date.

5. Travel Expenses.

Following on from previous discussion on BWSW related travel expenses and mileage rates it was agreed to offer all volunteers e.g. for BWSW committee related travel, the HMRC mileage rate of 45p per mile for up to 1,500 miles after which the rate would be 25p per mile. Committees of course could agree their own policy and rate e.g. the Waterski Committee had a different rate stated within their rules re mileage rates for judges / officials. Andy had kindly updated the Volunteer Expenses Policy.

Action: Patrick would republish the newly updated policy following on from some further minor tweaks (Andy to provide).

6. Confirmation of Future Meeting Dates.

Board

Thursday 5th September	9AM
Thursday 17th October	9AM
Thursday 21st November	9AM

Some additional meetings may well be required to address ad hoc issues and the proposed time for these meetings is 9am on Wednesday mornings.

Board Sub-Group

Wednesdays	9AM
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Advisory Council

TBC

AGM

Sunday 19 th January	1PM	Queens Club, London
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The meeting closed at 10:30AM

Minuted by:

Patrick Donovan
CEO