



MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 4th July 2024** via **Video Conference** **Call**

1. To Record Attendance and Apologies for Absence.

Present:

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

Keir Boissevain

Apologies:

Cathy Hughes
Kylie Cooper
Mike Casey

2. Declarations of Interest.

There were no changes made to the register of members interests.

3. Approval of the Minutes of Meetings Held on 18th April / 1st May / 22nd May / 20th June.

The minutes were reviewed and unanimously approved by those who were present at the respective meetings.

4. Matters Arising Not Covered by this Agenda.

a) Code for Sports Governance Compliance – letter dated 26th June received from Sport England confirming BWSW compliance with the Code, for all requirements apart from 2.1 – 2.3, which are being managed separately through the Diversity and Inclusion Action Plan (DIAP) process. The assessment of compliance was based on the evidence BWSW provided in relation to the new and refreshed requirements in the Code and the Continued Compliance Statement approved by the BWSW Board (which self-certified compliance against the other requirements in the Code).

b) Noted the need to complete the qualifications suite soonest to include Cable Coach.

c) Board External Evaluation – a delay in receipt due to a family bereavement.

d) Amendment to SBD3 – Mike updated everyone on revised / additional wording to include clarification of risks in relation to the interaction of the boat and skier following a reported incident at an affiliated club which had been followed up.

e) Cathy was due to respond to Martin on the amended HR support plan.

f) Keir was working on the promised incentive for the E-membership sign up.

g) Keir was in touch with John Puddifoot regarding key points for a risk assessment as requested by the cable site owners group.

h) A number of matters were noted for Mike Casey as Lead Safeguarding Officer. Martin

would write to Mike Casey on these points.

i) Anny would canvass with Cathy as to the whereabouts of the Brighton Declaration signatory pack and advance the addition of the BWSW logo to BWSW's notepaper.

AOB.

a) Martin said he had not received the magazine for April/May and July/August (received by a direct member at his address). He stated that it made no sense at all to punish members (or would be members) because their club had been lax in sign up. In terms of retention cutting off last years members in this way and not giving them the reminder of BWSW and what it was doing was a self-inflicted wound.

Action: Patrick to take up with Kylie to understand scale of potential additional print run and cost considering the turnover of the membership each year.

b) It was further noted that the Advisory Council minutes and no Council representative therefore invited to canvass those minutes with the board.

Action: Patrick would follow up with the Chair of the Council and a representative to be invited to the next meeting.

5. Board Related Matters.

a) Outstanding Items List – a broad range of outstanding issues which required attention in some cases urgent attention e.g. safeguarding compliance meeting and risk register. A number of items had been now dealt with e.g. Code compliance 4.7 and 5.2, safety resources circular now distributed and the policy review schedule had been brought up to date. To be resolved ongoing outside of today's meeting and discussed at the sub-group meetings but with an extra board meeting convened in later July to deal with the risk register and policy / review compliance schedule plus succession planning. Martin reiterated the need for succession planning in particular in relation to qualifications and safety which needed to be a key board focus. Also if time permitted the safeguarding policy should be reviewed. It currently failed in particular to incorporate the investigation and disciplinary procedures of LimeCulture / Sports Resolutions which would mean they were not available as of right in the case of an incident occurred.

b) Safeguarding Compliance Update - Mike Casey was not present to report at the meeting.

Action: Mike to contact Patrick as a matter of urgency to set up an imminent meeting re the pending CPSU compliance meeting in mid-July. As noted previously our liaison at the CPSU would expect to receive our submission documents at least one week minimum prior to the scheduled meeting.

c) Membership & Affiliation Update – Keir brought everyone up to date re the affiliation renewal process ongoing and any particular issues re accreditation together with any club affiliation issues to hand. The membership renewals total to date was slightly behind the total compared to the same point last year, some club membership listings not as yet processed and awaiting receipt of payment.

Action: Patrick would follow up on an ex-affiliate on the BWSW affiliation offer. Andy reiterated this was a great opportunity.

d) EDI Report – Cathy produced a report for the meeting outlining aspects of the systemic and delivery initiatives in place or planned to include a new Women & Girls initiative, coaching workforce adaptive training / upskilling opportunities, a higher end autistic spectrum initiative with a specialist school and individual disability taster sessions. Communications in the magazine and social media featured ongoing the EDI related theme together with outreach / systemic work with affiliates and other organisations ongoing during the season. Requirements of the DIAP were highlighted to include completion of a number of actions by end of December 2024 though it was noted that as previously confirmed a number had been completed:

- Adopt Board representative targets of 65% men and 35% women (adopted previously)
- Director appointments to include a declaration of good character and commitment to integrity (already in place)
- Board and Executives to receive EDI training (last delivered in Nov 2022, Cathy to deliver)

- Maintain a Board succession plan (in place)
- Quarterly review of the DIAP (ongoing review)
- Re-establish the EDI working group (in progress and with Cathy)
- Collect quantitative and qualitative data from an annual staff engagement survey (Cathy to action)

No additional comments on the DIAP at this stage, to be reviewed at the September meeting when Cathy can hopefully also be available.

A note of thanks to Cathy and Kylie for their most useful input at yesterday's Sport England end of year review meeting at HQ, following on from the end of April 2024 online submission of our learning, impact and evaluation reporting across our Systemic, Delivery and Governance funded roles. An IPSOS personalised feedback report on the submission and the review meeting to follow (IPSOS were an assessment / evaluation partner of Sport England). Cathy to maintain a ready reference log (which could be a simple spreadsheet) of EDI related events and achievements re recording successes whether elite or grassroots for future reference. It was important that such matters were not should not simply be relied on as within someone's knowledge. The value of this would be eroded over time and not necessarily be available at the next funding round to the potential detriment of our submission.

e) Anti-Doping – following on from a UKAD compliance submission completed by Kylie and Patrick for the year to end of March 2024, a handover meeting had taken place at HQ last week, Martin had kindly produced notes of the meeting to include the current status of the 24 points of compliance as detailed within the UKAD Framework and any particular issues which required additional attention ongoing. A draft letter of engagement had also been produced for Waterski & Wakeboard Scotland to provide an Anti-Doping Lead to manage the requirements for the future. Martin would circulate what he had done to date.

f) Racing IWWF Recent Discussions – a meeting had taken place on 18th June with representatives of the BWSW Racing Committee, UK Waterski Racing (unsanctioned group) and members of IWWF. The purpose of the meeting was to further progress a future direction for the discipline potentially as a standalone incorporated entity with a direct link to IWWF to enable team entry and licensing in relation to international events. Similar models and approach were in place in the USA and Australia, the outcome of the meeting was that in principle a similar model for GB was workable from the IWWF perspective and would be a positive move forward. UK Waterski Racing had expressed an interest in acting as the entity and to progress matters and had now 'resurrected' their existing limited company, two new directors to be appointed imminently, and had provided documentation to IWWF on their committee structure, roles and responsibilities together with articles of association.
Action: Patrick would do a report for the directors (including on an issue raised by Steve which needed investigating) and then follow up with Tony Williams of UK Waterski Racing.

g) Feedback E&A Cable Wakeboard Championships, Whitemills – some positive feedback on the event which had not been hosted in the UK for over two decades. Two GB medals attained to include a Silver in the Ladies Seated / Adaptive category event and a Bronze in Open Mens. Martin had attended the competition (as had Keir) and had contacted the site operator post event to congratulate them on a great competition.
Action: Follow up for the magazine pending, Anny to liaise with Jane on available photography and any reporting already carried out on social media.

Cathy to include the event in her log of EDI successes.

h) Finance Report (Andy) – Andy provided an outline of the finances / income statement for the year to end of March 2025 with comparatives with March 2024. He further outlined key numbers and comparatives and some of the 'one off' variances e.g. advertising and irrecoverable VAT.

i) Budget 2024-25 – Patrick outlined the format of the budget and rationale for the various splits of income and costs against the various departments, which assisted with reporting on grant funding spend and VAT calculations (VAT could not be recovered on grant spend for example).

The budget was reviewed and approved and would be monitored as the financial year progressed, a reasonable contingency was in place for unexpected costs.

6. Confirmation of Future Meeting Dates.

Board

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| Thursday 25 th July | 9AM | ** new date re compliance schedule ** |
| 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

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| Wednesdays | 9AM |
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Advisory Council

TBC

AGM

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| Sunday 19 th January | 1PM | Queens Club, London |
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The meeting closed at 11:15AM.

Minuted by:

Patrick Donovan
CEO