



MINUTES

OF the meeting of the **British Water Ski & Wakeboard Board** held on
Thursday 20th March 2025 via **Video Conference** **Call**

1. To Record Attendance and Apologies for Absence.

Present:

Martin Winter - Chair
Steve Sopp
Andy Phillips
Michael Lock
Anny Wooldridge
Shelley Meyern
Patrick Donovan

Kylie Cooper – Operations Manager
Keir Boissevain – Business Development Officer
Sarah Wassell – Lead Safeguarding Officer (Item 6a)
Cathy Hughes – EDI Lead (Items 6b and 6d)

2. Declarations of Interest.

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

3. Approval of the Minutes of Meetings Held on 20th November, 21st November, 27th November & 20th December 2024.

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

4. Matters Arising Not Covered by this Agenda.

Items following a review of the above minutes:

a) Qualifications suite –now updated by Keir as requested and to be reviewed by Michael.

b) Andy to meet with Patrick re Sport England funding overview, eligibility etc. date in late May around the audit planning meeting visit to HQ agreed.

c) Board website page member profiles, a request to supply Patrick with three or four sentences to summarise career profile and involvement in the sport:

<https://www.bsw.org.uk/bsw-board/>

Thanks to Andy and Shelly for providing this information for themselves during the meeting which had now been added to the website. Patrick to provide very short lines to meet this Sport England requirement in the event of any outstanding failures by relevant directors to provide.

d) Sport England Environmental Sustainability plan, Shelley to liaise with David Grey and progress this, the IWWF did have an environmental handbook which was available on the BSW website within the resources section:

<https://www.bsw.org.uk/resources/search/?keyword=&topic=&type=20&published=>

e) It was noted that Board members looked forward to the April Advisory Council meeting it would be helpful to have an agenda in good time for the meeting for board members to

consider. Patrick would request this in early April.

f) Michael and Keir to liaise and to follow up on communicating the process and timeline to acquiring BWSW Coach Tutor status following on from a club query re a member who aspired to be part of the BWSW tutor workforce.

g) A note of thanks to Anny re her input on recent discussions regarding the pursuit of sponsorship/"partnerships" and having a broader, more robust framework to achieve this. A short video proposal was being actioned re the Waterski discipline from existing quality footage to use as a 'calling card' for Simon Sinclair's approach to potential sponsors. A step towards reaching out as a simple 'door opener'. Social media statistics, reach, demographic etc to be provided by Anny to be passed to Simon Sinclair.

5. Finance.

a) Finance Report – a set of comprehensive management accounts were circulated for the period to end of January and end of February, Andy provided a summary overview of the current state of the finances as we approached year end. A cash deficit of circa £20K anticipated at this draft stage (**excluding** notional depreciation but **including** any planned expenditure of discipline balance sheet reserve funds). Audit timings set with a pre-audit meeting in late May and onsite field work in the last week of June. The best view of 25/26 (and of course very difficult to predict at this point) was for the same level of deficit.

6. Board Related Matters.

a) Safeguarding Report – Sarah provided a comprehensive report for the meeting outlining a timeline of completed actions, planned actions, key dates throughout the season and a summary of both child and adult safeguarding concerns received to date for the prior month (1 lower level adult welfare concern to date). Her report outlined planned work on increased communications via drop-in sessions and newsletters for Club Welfare Officers and a key aim to increase the involvement of young people / the 'youth voice' being heard more at affiliate level. A summary document was also provided outlining the 6 key themes and sub-points of the Ann Craft Trust **adult** safeguarding compliance process which needed to be completed within the current funding round and with a reasonable leeway of time for the review period and any necessary resubmission that may be required.

A very welcome start to the year having received a 'MET' status in relation to the Child Protection in Sport Unit annual compliance process. A note of thanks to Sarah for her huge effort in getting this over the line following on from some earlier considerable disruption to the process. Cathy added that there was a good level of liaison between EDI and Safeguarding now at a HQ level and in relation to programme roll out.

Action: A note re welfare and the concussion guidance to go on the website. The existing volunteer provided concussion protocol should be cross referenced and checked for consistency, Sarah would review and liaise with Kylie .re any website updates required.

b) Succession Planning & Board Diversity – currently one board position vacant by design and following on from the last AGM in January both Steve and Martin had, by Special Resolution, been re-appointed for up to an additional year in accordance with article 36.2 following on from completing the normal Sport England requirement of a 9 year maximum term. The Board were mindful of succession and the need for continuity, retention of key skills and knowledge and passing the 'baton' to the next generation. Martin reiterated his 30 June 2025 retirement date stated in summer 2024 as Chair and as a company director [though would be available to help on a specifically agreed ongoing matter if BWSW so desired]. Board diversity would remain an aspect of any recruitment drive. In response to Shelley, it was confirmed there was currently no contingency plan regarding Martin's replacement.

Cathy outlined the board diversity targets previously discussed at the December 2024 meeting, carried forward to today to provide for a period of consideration. It was agreed to adopt the targets as outlined as a key aim re the BWSW commitment to board diversity. A broader aim was to encourage greater diversity across the network in terms of the wider workforce in particular.

Action: As part of assessing the diversity make up of the board, members were requested to

provide permission to Cathy for the use of their data in an anonymised form for analysis(it being recognised that any small sample survey like this meant a material risk of attribution to particular individuals being possible)

c) Health & Safety Executive (HSE) Meeting re Cable – a useful and positive introductory meeting held with BWSW representatives, our safety consultant John Puddifoot, two members of the cable park community and David Kivlin from HSE present. David had a very long career background regarding safety across the broader leisure industry to include funfairs and theme parks and had kindly offered his input following on from a tragic incident at a former cable park (now defunct) involving features (kickers and sliders). A number of simple actions were agreed at the meeting to input the findings into information and guidance to be disseminated by BWSW to the wider cable park community, the aim being to increase awareness in relation to inspection of features and identifying issues e.g. in relation to UV deterioration of plastics:

- HSE to provide the legislative requirements in relation to suppliers/manufacturers and the users of features for wakeboarding activities

- HSE to provide additional technical information on causation of the incident in Basildon.

- BWSW to provide copy of any current guidance on inspection/maintenance of equipment.

- HSE to meet with suppliers/manufacturers to discuss legal duties under s6 HSW Act and practical requirements. (liaise with Andy Granger – Sheffield Cable Waterski).

- HSE/BWSW to collaborate on producing new guidance for industry.

This was acknowledged to be a priority item given the importance of the issue and the imminence of the 2025 season.

Action: The documentation relevant to the third point above would be collated. It was suggested this was the online accreditation onsite visit form as completed by the inspector. Martin thought it would go beyond the on-site visit checklist and asked to see this before the documentation went out. BWSW should take charge of sending out the subsequent guidance to cable sites to be developed with HSE.

d) Sport England IPSOS Review & New Reporting Requirements – Patrick and Cathy had recently attended an IPSOS review process, IPSOS being a collective learning and evaluation / research partner assessing the impact of the 10 year *Uniting the Movement Strategy*. IPSOS were supporting and driving the collective evaluation and learning of the System Partner portfolio of work i.e. long-term partnerships that can deliver system-wide change to tackle inequalities. A positive meeting and a useful opportunity to take time out and reflect on the contribution BWSW was making towards the broader strategy of tackling inequalities. The newly updated 6 monthly reporting requirements window had now opened (until end of April), with a new focus on theory of change management which aimed to challenge thinking on how organisations used learning and development as a structured process supporting the link between activities and better impact. Cathy, Patrick and Kylie (who all had varying areas of knowledge and focus on the Systemic, Delivery and Governing roles), would work on the new reporting submission imminently with a number of meetings taking place in April.

Cathy provided an updated EDI report for the meeting and a document in relation to a Women & Girls initiative ongoing this season following on from successful take up last season. Cathy highlighted from her EDI report that there was no imminent information on the next future funding round (from April 2027) and this was subject to the outcome of the Comprehensive Spending Review from the Department for Digital, Culture, Media and Sport but it was thought currently that the most likely outcome at best would be standstill funding (once again).

e) Friends of Tournament (FoT) Terms of Reference – due to Gavin Kelly stepping down from the Waterski committee there was no longer a majority of committee members on the FoT committee (as required by its Terms of Reference).Agreed, there should be an agreed one off derogation from the FoT Terms of Reference in relation to Gavin's continuance on FoT with no

changes to the Terms of Reference in relation to this point

f) E&A Related Matters re Minutes & Racing – no response from E&A re the November 2024 EC Frankfurt meeting minutes and points / factual discrepancies highlighted by BWSW. Additionally, the latest response to EC was provided in relation to a further revised draft of a potential memorandum of understanding which could provide a model for the UK racing discipline to operate independently outside of BWSW both domestically and internationally. BWSW had a huge commitment to see the return of racing, it was highlighted once again that there is an existing model re Australia which has worked effectively for many years to enable racing to operate outside of the Australian federation independently. With the season ‘racing away’ BWSW had hoped for a timely response from EC to hopefully positively move matters forward for the GB racing community who were keen to plan and secure their competitive season.

g) AGM 2026 – following on from hosting two successive meetings at Queens Club, London it was agreed to host the next AGM via an online virtual meeting to encourage greater reach and virtual attendance by those members from further afield following on from a number of requests.

h) Confirmation of Any Code Requirement 4.7 / 5.2 Issues for Noting at this Meeting – ongoing update reports on development of safeguarding, cable safety and EDI programmes however no particular key decisions made that provided for significant / measurable impact in terms of social and environmental governance.

7. AOB.

None recorded.

8. Confirmation of Future Meeting Dates.

Board

Thursday 24th April	09:30AM
Thursday 29th May	09:30AM
Thursday 10th July	09:30AM
Thursday 11th September	09:30AM
Thursday 30th October	09:30AM
Thursday 4th December	09:30AM

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

Advisory Council

Tuesday 29th April TBC

AGM

TBC

The meeting closed at 12:40

Minuted by:

Patrick Donovan
CEO