

# MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board**  
held on **Thursday 29<sup>th</sup> October 2015** at the offices of **Taylor Wessing, London.**

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## 1. To record attendance and apologies for absence.

### **Present:**

Patric Foley-Brickley  
Steve Sopp  
Peter James  
Nick McGarry  
Martin Winter  
Justine Naylor  
Penny Clifton  
Patrick Donovan

### **Apologies:**

Alex Dobson  
Rose Tranah

## 2. To approve the Minutes of the meeting held on 17<sup>th</sup> September 2015.

The minutes were reviewed, seconded by Steve Sopp and approved.

## 3. Chairman's Update.

Patric FB updated everyone with his recent activity in the role as Chairman. He thanked Martin for all his work around the articles of association and his liaising with the company solicitor together with producing summary documentation for the Advisory Council meeting. He further outlined the need for our affiliates and members to feel a sense of value and representation – this would be an area of focus particularly in light of the forthcoming club conference.

## 4. Declarations of Interest.

There were no changes to the register of interests reported.

## 5. Matters Arising not covered by this Agenda.

None recorded.

## 6. To note items for AOB.

a) UK Anti-Doping Rules – Patrick D outlined that the organisation had adopted the standard UKAD rules some years ago (the previous BWSW bespoke version of these rules had been repealed) however the UKAD rules had recently been updated in line with changes by the World Anti-Doping Agency. As a matter of confirmation for UKAD, the Board of Directors of British Water Ski & Wakeboard hereby resolve that the anti-doping rules of British Water Ski & Wakeboard are the UK Anti-Doping Rules published by UK Anti-Doping Limited (or its successor), as amended from time to time. Such rules shall take effect and be construed as rules of the British Water Ski & Wakeboard with immediate effect.

**Action:** Patrick D would forward a copy of the minutes to UKAD to evidence this part of the anti-doping compliance process.

b) World Congress GB Voting Delegate – It was agreed that Steve and Martin would be nominated to vote at the World Congress on behalf of BWSW.

**Action:** Patrick D would submit the proxy nomination form to the International Federation.

## 7. CEO Report.

a) Staffing – Patrick D outlined the current situation in terms of maternity leave, maternity cover and induction. Belinda was now covering for Kylie and had had a comprehensive 5 week induction. Additional procedures had been produced as further guidance on various processes particularly in relation to IT. Kylie had very kindly agreed to some KIT days (keep in touch days)

in January as there were certain areas of the membership system (principally renewals) that were best dealt with via hands on demonstration as the initial set up was quite involved and could not be carried out at this point in the season.

In terms of maternity Patrick D had taken additional advice on the subject recently to clarify return to work scenarios and employer obligations.

HQ headcount at times was an issue as we had a very part time finance function and staff leading on funded programmes often were out of office however this was managed as best as possible.

b) Sport England Targets – Patrick D outlined and updated everyone with the Sport England targets that were a large part of HQ staff focus to ensure continued funding in what was a “payment by results” grant funding system.

Talent Development Programme – currently 11 medals achieved against an annual target of 12 though the Wakeboard and Tournament World Championships were due to take place in November. Breadth and scale of the England Talent Pathway – currently 80 athletes meeting the agreed criteria were on the programme against a target of 80 to 83 for the year. Progress through the pathway – currently it was anticipated that 65 athletes would continue to meet the criteria against a target of 61 to 63. The quality of the pathway was scored at 62% against a target of 55%. The number of disabled athletes on the programme stood at 1 against a target of 2 to 4 however there was confidence from recent work that this target could also be met within the required timeframe.

Coaching Programme – there was confidence that the coaching programme could meet all targets as we worked through the current schedule of Autumn and Spring courses. The programme continued to generate a good income stream that could be developed further. Following on from a number of conversations with the Greek Federation in 2014 a recent development was BWSW working with the Greek Federation to deliver the BWSW syllabus overseas from 2016 onwards. The BWSW awards furthermore to be recognised by the Greek ministry that oversaw coaching qualifications across sport. The fact that BWSW qualifications had been recognised on the UK government Qualifications & Credit Framework meant that value had been added to the qualifications in terms of currency and recognition.

Participation – the participation targets were based on **new** participation in the sport at a rate of **2 X 30 minute sessions per week**, every week for the **whole of the main season** (6 month period) for each newcomer to the sport. Currently in the 26+ age range we had surpassed the target for the year though we were currently under target on the 14 to 24 age range by a significant amount. There was however more data to process and other sources of data to be reported.

Network Development – there were a number of measures in place regarding other club related areas e.g. number of sites delivering Cutting Edge, number of clubs supported with grants, competitions, working with the FE/HE sector etc. Broadly on track in most areas though there were some points that did require some additional attention.

Compliance – the assurance and governance report had now been submitted prior to the end of October submission date, quarterly finance reports had been produced to schedule and safeguarding standards were on track for completion.

**Action:** Patrick D would discuss targets and monitoring progress with each programme staff member with the focus being the January 2016 Sport England six monthly review process.

## 8. Finance.

a) Finance Report – following on from the comprehensive report at the September meeting Peter updated everyone with any significant changes. This included some new income not originally anticipated in the March budget and also some further required investment in IT due to

mandatory software upgrades and a need to invest in a new server that was now 6 years old. In addition a BACS upgrade was required due to changes in encryption standards coming into force in June 2016. In terms of time frame for HQ workflow processes, ideally hardware upgrades would take place at end of November with software upgrades in mid-December to enable testing and the renewals process to begin during the off peak. **Action:** Patric FB asked for an assessment as to whether an outsourced remotely hosted service would be more cost effective than investing in the hardware required itself. Request for Alex to advise on this comparison was sent during the meeting.

## 10. Board Related Matters.

a) General Meeting December – notice of the meeting called for Sunday 6<sup>th</sup> December to vote on the Special Resolution to delete the articles of association and adopt new articles had been circulated to all Full Members (voting clubs) circa 7 weeks in advance of the meeting. There had further been email communication with Club Chairs and Secretaries to highlight importance of this important governance issue. A number of proxy forms had been received – 16 Full Members (present or by representation) were required for any General Meeting to be valid and 75% of the votes **cast** were required for any Special Resolution to be passed.

**Action:** Patrick D would send a further reminder to submit proxy forms once we were in November.

b) AGM 2016 & Club Conference – it was agreed that the next AGM could be combined with a club conference / coaching conference over two days, the meeting travelling north to the East Midlands area potentially. Early March was earmarked as a suitable date however in terms of the coaching conference itself some understanding of the costs involved would be required so all were clear.

**Action:** Venues to be investigated and costings for what were unbudgeted additional expenses to be clarified.

c) Risk Management – Steve had previously discussed in detail with the CEO the current scope of the BWSW Risk Register and Business Continuity Plan and had worked on a draft terms of reference for a risk committee. Not complete at present due to time constraints however Steve would endeavour to have the terms finalised for the next meeting.

d) Honorary Memberships – there were four suggestions agreed for the next AGM.

## 11. Child Protection in Sport Unit

a) Board Training Session – Jude Toasland joined the meeting and was welcomed and thanked for her assisting BWSW staff with the draft safeguarding policy and the compliance process in meeting the requirements of the Advanced Safeguarding Standard. Her presentation to the Board provided training for the directors and outlined the importance of safeguarding generally together with the organisational responsibilities and risk mitigation. The positives of good practice in this area were highlighted in terms of those involved within the sport, insurers, sports funding partners and sponsors.

b) BWSW Revised Safeguarding Policy – the newly revised safeguarding policy had been circulated prior to the meeting and was approved. Following some further design input and mark up this document would succeed the current published policy and there would be a relaunch of the BWSW safeguarding initiative in January 2016. This would be widely communicated via various media both electronic, hard copy and during club visits and Club Welfare Officer induction. It could also form part of any club or coaching conference.

c) Advanced Standard of Safeguarding – following on from a presentation at the Child Protection in Sport Unit by two staff members the organisation had been awarded a “conditional pass” in terms of the Advanced Standard. Outstanding points (including today’s Board training session) were now in progress to complete the process.

**12. Excellence & Development Reports** – Nick outlined the main areas of discussion from the last meeting in particular in relation to verifying SBD centres and ensuring a consistency of delivery and maintaining of standards at our driving test centres. There were resource and budget issues in relation to overseeing the integrity of the scheme which was principally offered by voluntary clubs. He further reported on work in progress with BDWWA following on from a recent visit. Brief outline discussion on a potential coaching conference – Nick was discussing with Tony Green and Alex draft plans and costings for this Development Directorate Initiative.

**Action:** To consider further outside of the meeting time how verifying centres and the scope of any scheme could be funded / resourced and a decision made at the December Board meeting.

### **13. Confirmation of Future Meeting Dates.**

#### **Board**

#### **Advisory Council**

\* **Sunday 6<sup>th</sup> December** at Taylor Wessing, London  
(Post General Meeting)

TBC

\* *Note change of date* (was 10<sup>th</sup> December)

A note of thanks to Martin and Taylor Wessing for kindly offering to host today's meeting.

The meeting closed at 14:45

#### **Minuted by:**

Patrick Donovan  
**CEO**