



## MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 17<sup>th</sup> October 2024** via **Video Conference Call**

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### 1. To Record Attendance and Apologies for Absence.

**Present:**

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

Kylie Cooper  
Keir Boissevain  
Cathy Hughes – EDI Lead (item 7a)  
Sarah Wassell – Lead Safeguarding Officer (initial discussion re safeguarding)

**Apologies:**

Margaret Curtis

Initial discussion and points noted:

- The October safeguarding report circulated by Sarah was outlined to include the first Club Welfare Officer drop in sessions which provided for some useful interaction and support. A further session scheduled for January, with bi-monthly newsletters also as part of an improvement in communications. A key focus currently was on the imminent CPSU compliance review meeting in November, the aim being to move our 'conditionally met' status to 'fully met'.
- Noted a letter received dated 25<sup>th</sup> September from the BWSW Racing Committee re the resignation of the Committee and a response from the BWSW Board to Racing via their legal advisor.
- Richard Fogden had decided to resign as Senior Independent Director as of yesterday, a note of thanks for his time and input.
- Keir updated everyone on progress with the E-membership sign up scheme and related input required in terms of online booking systems and software updates re sign up to progress this initiative.
- Lascelles Grants, up to £5,950 of allocated funds available to support the awards, any potential BWSW top up to this amount to be discussed with the Lascelles Grants Panel and dependent on their level of contribution to this year's awards to be confirmed.
- UK Anti-Doping (UKAD), BWSW Lead Officer registered with UKAD and training received, Steve provided a brief update on any pertinent Discipline issues re the mandatory athlete and support personnel training.
- IWWF move of the limited company entity from the UK to Switzerland brief update on latest developments.

## **2. Declarations of Interest.**

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

## **3. Schedule of Non-Ordinary Course Activity Autumn / Winter.**

A number of outcomes were highlighted across a number of work areas to include accreditation, safeguarding, cable, proposed changes to the Articles, UKAD Framework etc.

## **4. Code Requirement 4.7 / 5.2 re Previous Meetings for Noting.**

The board confirmed they were satisfied that requirements 4.7 and 5.2 of the Sports Code highlighted on the board agenda cover sheet were duly considered in relation to the following items in the previous two board meetings:

5<sup>th</sup> September – agenda item 6a safeguarding report / 6b EDI report and EDI Policy review

26<sup>th</sup> September – agenda item 3 safeguarding report and CPSU compliance process

Consideration given and implications / potential impact were recorded on a standard format template.

## **5. Approval of the Minutes of Meetings Held on 5<sup>th</sup> & 26<sup>th</sup> September.**

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

## **6. Matters Arising Not Covered by this Agenda.**

a) Succession Planning – need to recruit a new Senior Independent Director as part of the board / ongoing AGM board rotation and recruitment process.

b) Current BWSW employment policies and additional sample policies provided from our advisor currently with Patrick following Martin's review and suggested amends.

c) Qualifications Suite – some attention to the server admin filing system re coaching and operating documentation, once Michael has access to the server restored.

## **7. Board Related Matters.**

a) Sport England 30 Month Reporting Cycle (Patrick / Kylie / Cathy) – as part of the ongoing review of all funded System Partners a 6 month reporting system was in place and an ongoing assessment process. A System Partner plays a connecting, influencing or governing role within the sport and physical activity sector and is therefore well placed to create the conditions for positive change to help more people engage and reap the benefits of being active. Overall the assessment of System Partners primarily focussed on organisational learning, continuous improvement, cascading learning and scale of impact in relation to tackling inequalities across the broader network of community sport. The main reporting activity consisted of narrative reporting via an online portal across a number of key areas:

Systemic Role – summary overview and progress in relation to both initial and medium term agreed goals

Delivery Role – summary overview and progress in relation to both initial and medium term agreed goals

Governing Role – summary overview and progress in relation to both initial and medium term agreed goals

Development Priorities – to include Understanding People & Communities, Learning & Continuous Improvement, Values, Purpose & Strategy, Capacity & Capability, Partnerships & Collaboration together with Leadership in terms of people development across community sport.

National to Local – primarily delivery by geographical area and the domain this related to e.g. better community impact / better organisations / better connected systems.

Regional / Demographic Split – areas of activity across particular communities e.g. lower socio-economic groups, women and girls, LGBTQ+ , disability, children and young people etc.

Finance Reconciliation – spend across both exchequer funding in relation to core cost / back office and lottery funding in relation to the Systemic Role and Delivery Role. It was important to understand that exchequer funding could only be used for core cost support and not programme delivery, likewise lottery funding could not be used for core cost support. Lottery funds allocated to the Delivery and Systemic Role were not interchangeable and as such an underspend on delivery could not for example be used to support spend in relation to the Systemic Role.

Cathy and Kylie were assisting with the reporting in particular in relation to the Systemic and Delivery role as they were more au fait with the detail, all reports would be submitted by the deadline date of 31<sup>st</sup> October, to be followed with a meeting with our Sport England liaison in November.

b) Finance Report & Audit (Andy) – Andy provided an update on the finance position and supplied management accounts for July and August. Financial statement following on from the audit was currently being finalised.

c) Confirmation of Any Code Requirement 4.7 / 5.2 Issues for Noting at this Meeting  
Safeguarding report re requirement 4.7

#### 8. AOB.

None recorded.

#### 9. Confirmation of Future Meeting Dates.

##### Board

Thursday 7 <sup>th</sup> November	9AM * Additional date re EDI strategy *
Wednesday 20 <sup>th</sup> November	9AM * Additional date re BWSW strategy review *
Thursday 21 <sup>st</sup> 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

Tuesday 22 <sup>nd</sup> September	10AM
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##### AGM

Sunday 19 <sup>th</sup> January	1PM	Queens Club, London
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The meeting closed at 11:10AM

#### Minuted by:

Patrick Donovan  
**CEO**