



MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on
Thursday 5th September 2024 via **Video Conference Call**

1. To Record Attendance and Apologies for Absence.

Present:

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

Kylie Cooper
Keir Boissevain
Sarah Wassell – Lead Safeguarding Officer (LSO) (Item 6a.)
Cathy Hughes – Equality, Diversity & Inclusion (EDI) Lead (Item 6b.)

Apologies:

Margaret Curtis

2. Declarations of Interest.

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

3. Approval of the Minutes of Meetings Held on 4th July & 25th July.

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) Scoring of risks on the risk register to be actioned, Richard to propose.

b) Compliance and policy review schedule, some good progress with some areas outstanding e.g. employment policies which had now been externally reviewed. Patrick and Martin were due to review as soon as possible given the key objective of achieving our EDI targets for the calendar year end.

c) SBD3 documentation and examination papers were not filed on the HQ server, qualifications suite still under review and some gaps e.g. cable being worked on currently. Patrick, Martin, Mike and Keir needed to meet to ensure clarity as regards the relevant paperwork. Our qualifications were a key part of our objective of achieving high safety standards.

d) People Plan / HR support plan, Cathy had in fact responded on the recent review of a proposal document to support the People Plan.

e) Members 'in grace' period and maintaining communication with those who were in progress of renewing via a club was highlighted for further consideration / attention.

f) The need to address the issues agreed with the Cable Owners was acknowledged as a key imperative not least because of the EDI opportunities identified in relation to this part of our sport given its observationally younger and more diverse make up.

g) The Advisory Council meeting scheduled for today had been cancelled. This was disappointing. Martin would speak to Peter James.

h) Racing standalone entity to manage the discipline, this was still with the IWWF re recognition of UK Waterski Racing (UKWR) and appropriate documentation to support this recognition as the governing entity for Racing. UKWR had agreed that any future tie ups with BWSW (not impacting UKWR's autonomy) would only follow the IWWF process.

5. AOB.

a) Andy highlighted a point re a discipline utilising a PayPal account independently of BWSW finances, the BWSW Finance Policy highlighted that all bank accounts should be under the BWSF Limited company name and part of the annual company finances.

Action: This would be followed up outside of the meeting between Partick, Kylie and Andy, paperwork on this account was now with our Finance Manager.

6. Board Related Matters.

a) Safeguarding Update – Sarah was welcomed to the meeting, she outlined the points within her LSO report and update which included completed actions, planned actions and key dates re the now rescheduled Child Protection in Sport Unit (CPSU) annual compliance review meeting (now early November with a pre-review also scheduled). The safeguarding plan spreadsheet, circulated prior to the meeting, clearly outlined for everyone the core requirements, actions and support required and a progress check to provide an overview of the milestones needed to achieve full compliance. Meeting the requirements of the CPSU annual compliance process was a part of the terms of conditions of continued funding and of course was an essential aspect of the BWSW key aim to provide for a safe and welcoming sport. Sarah was currently in contact with Club Welfare Officers (CWOs) in terms of maintaining communications, outlining training opportunities, an online drop in session to provide support for CWOs, additionally the affiliation pack was also being reviewed in terms of embedding safeguarding in this annual renewal communication.

b) EDI Report & EDI Policy Review – Cathy had circulated an EDI report and the current Diversity & Inclusion Action Plan (DIAP) prior to the meeting for some initial discussion. The EDI report outlined recent work re Women & Girls (with a recent successful initiative at Thorpe), the Brighton Declaration, specialist school introductory sessions; Kylie had a family connection with this school and had had a great deal of input in building relationships with the school itself and Access Adventures in supporting this project. The project provided for learning and dealing with more complex challenges which could be cascaded through our network as a template approach to running similar sessions. Gaining feedback on initiatives was a key point in continuing to develop our outreach programme in terms of EDI and tackling inequalities. Disability sessions ongoing and future EDI plans were also incorporated into the report and a plan to re-establish a small EDI working group in the autumn to help further drive and deliver our work, particularly as it relates to the DIAP. In Cathy's view there were no 'red' areas in the DIAP as such and there was good progress however there was a deadline imminent in November so some focussed input on the DIAP / People Plan would be helpful over the autumn. A board meeting regarding the EDI targets would be needed in November.
Action: Cathy would contact our HR advisor re any changes in employment law re EDI in relation to a review of the current EDI Policy. 'Reach' was discussed re our ability to communicate with the pay and play market, further consideration needed on how to improve reach which could simply mean gathering email addresses. Kylie would consider further and provide data to Anny on the current E-members signed up in terms of the percentage who were in fact opening or otherwise our E-newsletters.

c) Succession Planning – an updated succession plan was circulated prior to the meeting, the imminent point being that the Chair was coming to the end of a 9 year term on the board in January 2025 (the maximum tenure as per the articles was 3 terms of 3 years). A publicly advertised process for the appointment of the BWSW Chair position had recently been circulated across the sport. The current Chair had confirmed that, subject to the necessary change to the articles to meet the broader tenure provisions within the Sports Code, he was happy to continue in the role for a period following the scheduled January 2025 AGM when he would otherwise need to retire. This was on the basis that steps are taken to identify a successor in accordance with the Code requirements.

The BWSW board proposed to put forward the necessary amendments to the articles at the January 2025 AGM to allow for Martin Winter's continuance for a period as Chair and the one year extension in exceptional circumstances for a director as contemplated by the Sports Code. This flexibility would then be built into our governance procedures in any event and this extension would be voted upon at the AGM. In the meantime, there was a wish to start a recruitment drive re the Chair role and any imminent other changes to directors pending as per the succession plan. Andy would take this forward and there was discussion re the Nominations Committee and the necessary process.

Action: Nominations Committee (NC) to consider this recruitment drive in line with the requirements of the Sports Code. Andy, as NC Chair, would contact Patrick re any appointment / director recruitment processes already in place.

d) Board External Evaluation Response & Actions – the requirements of the Sports Code item 4.3a detailed a 4 yearly external evaluation of the board and the need to agree and implement a plan to take forward any actions resulting from this evaluation as per requirement 4.3b. An external evaluation had taken place in April 2024 and more recently Martin had developed a draft response to the key points within this evaluation which he had circulated prior to the meeting. There were a number of positive comments within the external evaluation which did not need to be addressed however, there were also a number of other comments that need to be considered by the board. The evaluation essentially highlighted two areas: (i) delegation and demarcation of functions and (ii) strategy. The pertinent point related primarily to the requirement within the Code to ensure, as far as possible, there is separation between the operational responsibilities of staff and the strategic role of the Board:

Boards

1.1 The Board of the organisation shall:

- a. be the ultimate decision-making body and accordingly exercise all of the powers of the organisation;
- b. be responsible for setting the strategy of the organisation; and
- c. maintain and demonstrate a clear division between the Board's management and oversight role and the executive's operational role.

Martin's draft response (which had been reviewed and inputted on by Patrick) provided for a number of detailed points in relation to the above which formed the basis of a lively and in-depth board discussion. Richard in his role as Senior Independent Director made it clear that he felt that the focus of the board was overly involved in executive / operational activity to the detriment of developing strategy and strategic outcomes. Martin went through the core themes and ambitions in the 2022-2027 strategy document in response.

Action: Richard was invited to input on the risk register scoring, sponsorship (as per a previous sub-group meeting discussion), a proposal on a board diary. [*Richard has subsequently indicated he felt the action points referenced were not pertinent to the discussion*]

Richard and was welcome to provide an alternative response to the external evaluation for future discussion / debate.

e) Finance Report – a comprehensive finance report was circulated prior to the meeting showing the position to end of June to include a balance sheet and detailed income and expenditure statement against budget. Andy ran through the figures and the methodology behind his reporting in the knowledge that not everyone at the meeting was au fait with management accounts and the variations at play to include seasonality. The management accounts detailed a loss for the first quarter of £20k compared to a budgeted loss of £42k for the same period. There was additionally a net income of £12k for The Friends of Tournament Jill Howard fund.

As the first quarter included only the early activity of the 2024 season there was expenditure of only £51k against a budget of £71k on Development and Excellence Programmes, this explained the current ahead of budget and Andy expected this expenditure to catch up with the budget as the season progressed. Therefore, his current expectation was that we would close

in on the budgeted loss for the year of £40k as the season progressed. This projected loss contained an element of contingency and a non cash deprecation charge of c £9k. A note of thanks to Andy and of course Katie for the work that had gone into producing a very comprehensive set of figures and report for the board which enabled us to fully meet our Sports Code requirements.

7. Confirmation of Future Meeting Dates.

Board

Thursday 17th October	9AM
Wednesday 6th November	9AM * Additional date tbc re EDI strategy *
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
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AGM

Sunday 19 th January	1PM	Queens Club, London
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The meeting closed at 11:10

Minuted by:

Patrick Donovan
CEO