

**British Ski and Snowboarding (the “Company” or “BSS”)
(Company Number: 7237547)**

Summary Minutes of the Board of Directors meeting on 8th July 2015

- The minutes of the Board meeting held on 29th April 2015 were agreed by the Board as a true and accurate record of the meeting.
- The Chairman informed the meeting that he and Mr Edwards had met with UK Sport at an Investment Review where, inter alia, the process for replacing him as Chairman was discussed. UK Sport had requested that they should be allowed to nominate a member of the interview panel.

The meeting discussed the recruitment process, job description and skills matrix and agreed who should be part of the Interview panel

The meeting discussed the list of candidates that had applied for the role of Chair of the Board of Directors of the Company. Each individual candidate application letter and CV was addressed individually. It was agreed to shortlist just two of the applicants.

- The Board discussed UK Sport’s self-assurance programme, BSS’s obligations under that programme and they reviewed:
 - (a) The Companies House Annual Return
 - (b) Meeting of Board Committees and the need for a meeting register
 - (c) Conflict of Interest and declaration of interest forms
 - (d) Numbers of Grievances raised in the last twelve month
 - (e) Re-appointment of Auditors (discussed later in the meeting)
 - (f) KPI’s and the operational plan (discussed later in the meeting)

The Board reviewed the remainder of the UKSport template and discussed a number of other aspects of the contents of the completed template including their agreement on the substitution of the Nolan Principles, included in our Constitution, as a replacement for a BSS code of ethics. The Board reviewed the Assurance Ratings and agreed that the following were appropriate.

Governance – Reasonable
Strategic Planning – Reasonable
Financial Management – Full
Organisational Policy - Reasonable
Risk Management - Full

Mr Edwards was asked to arrange for the completed and signed template to be returned to UK Sports offices.

- The Board discussed the plans to host a FIS World Cup Big Air event in London on 14th November 2015. They noted the generous offer of support from UK Sport. The Board authorised Mr Edwards to sign the agreements with UK Sport.

- Mr Edwards introduced a short paper describing the offers that had been made by Meribel and Tignes to support the running of the Delancey British Alpine. After some discussion Mr Edwards was asked to seek further clarification on the offers from Tignes and Méribel to attempt to improve on the deficit between the offers of support and the costs of running the event.
- Mr Foster introduced a copy of the annual report and accounts for the Company for the year ending on 30th April 2015 as produced by the Company's Auditors, Kingston Smith. He also introduced a copy of the management letter also produced by Kingston Smith. He reminded the meeting that the monthly management accounts presented to the BSS Board during the year are prepared on a cash basis, whilst the Accounts are prepared on the accruals basis. He noted that the accounts contained a loss of just under £8,000, but was effectively break-even. Mr Foster also noted that the Retained Surplus as at 30 April 2015 was, at £294,000, just under £300,000. He reminded the Committee that the current Reserves policy of BSS was to have a retained surplus of between £150,000 and £250,000. As this result was outside of the current reserves policy the Committee considered whether a change in reserves policy should be made. After a short debate it was agreed that the strong reserves figure was welcome given the uncertainty in the 2015/16 Budget in the areas of donations and additional sponsorship and that no change should be made to Reserves policy.

The Board unanimously approved the report and accounts and asked Mr Edwards to sign them and arrange for them to be sent to Companies house and to Her Majesty's Revenue and Customs. The Board also discussed the current financial position of the Company and the likely year end position and noted that the organisation continued to trade satisfactorily.

- Mr Mortimer described the process that had been undertaken to produce a workbook containing Key Performance measures and activities that would support the Company's strategic pillars. It was accepted that the Discipline Committees would monitor, review and update the KPI's on a continuing basis. This further work would start at a meeting to be held immediately following this Board meeting. It was also agreed that the Company strategy document and its contents should be published to the BSS membership at the earliest opportunity.
- It was agreed that the Board spend insufficient time examining athletes' performances, programmes, targets, results and strategy and wanted to consider how we could devote more time to considering how to improve support.
- A report detailing the work of the BSS Lead Welfare Officer was discussed and the Board agreed that:
 - (a) The Discipline Committees should individually discuss and agree what practices can be adopted at competition and training camps and write directly to the Lead Welfare Officer to seek an agreed policy
 - (b) The interview panel for the new Chair should consider including one or two specific questions in relation to safeguarding and welfare as part of the interview process

- (c) The CEO and the new Chair will discuss what training the new Chair requires in relation to Safeguarding after they have been appointed
 - (d) The new Chair will agree a training proposition with the Board to ensure that the Board maintains or improves its competence in this area
- Reports were received and reviewed from:
 - The Home Nations
 - The Alpine Speed and Telemark Disciplines
 - The Freestyle Discipline
 - The Snowboard Discipline
 - Disability Snowsports
- The Board approved the appointment of Mr A Pery as the new Chair of the Technical Delegates forum.
- The Company Risk Register was reviewed.