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## Council

Minutes of the meeting held virtually by Microsoft Teams  
Tuesday 15 August 2023 at 18.00 hrs

<b>Present:</b>	Mary Barratt	-	Chair
	Mark Bayada	-	Vice Chair
	Adrian Bond		
	Robert Hartley	-	INED
	Natasha Higman		
	Karl Kojro		
	Craig Poxon		
	Joanne Shaw	-	INED
	Eleanor Southworth	-	(until 9.00)
John Lines	-	Vice President (from 18.08)	
<b>In attendance:</b>	Tony Butler	-	Chief Operating Officer
	Liam Domin-Goddard	-	Comms Manager
	Nicola Hobday	-	Compliance Officer (Until 19.25)
	Jeff Montgomery	-	Head of Safety, Training & Comps & STC Chair
<b>Apologies for absence:</b>	Chris Allen	-	Vice President
	Wes Guest		
	Alex Busby-Hicks		
	Lise Moore	-	Head of Finance & Ops (Secretary)
	James Round	-	
	John Smyth	-	Vice President
	Martin Soulsby	-	Vice President

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The Chair welcomed everyone and reminded everyone that the meeting would be recorded to assist with the preparation of the minutes after which the recording would be deleted.

Item	Minute
48/23	<b><u>Declarations of Interest</u></b>  The Chair said these could be made now or at the appropriate item.
49/23	<b><u>Minutes of the Meeting Held on Tuesday 13 June and Tuesday 27<sup>th</sup> June.</u></b>  <u>13<sup>th</sup> June</u> Proposal received to accept the minutes. Proposer Adrian Bond, seconder Rob Hartley Abstain, none. Against, none <b><u>Proposal Carried</u></b>

27<sup>th</sup> June

Proposal received to accept the minutes.

Proposer Karl Kojro, second Rob Hartley

Abstain, none. Against, None

**Proposal Carried**

A question was raised about why the minutes were not accepted electronically ahead of the meeting, Mary said she would raise this with Lise.

*Action: Mary Barratt*

**50/23**

**Matters Arising**

- To speak with attendees to ISC to ascertain reports from each detailing the benefits to British Skydiving. **Alex Busby-Hicks – Ongoing / Carried Forward**
- Compile list of PTOs and historic records to be sent to the International Skydiving Museum and Hall of Fame. **Craig Poxon – On Hold**
- To endeavour to bring a recommendation for a membership system to the next Council meeting. **ITSG. – Agenda Item 7.3**
- To arrange Directors attending PTOs – **Ongoing**. Mary thanked Karl for attending the CF Nationals at Langar. Mary asked those present if anyone was able to go to any of the remaining events, that would be welcomed. Mary also informed the Directors that the CEO would be at the FS Nationals on 2nd September and encouraged Directors to attend, if they were able, to support him. Liam also mentioned that he may not be able to attend the National's at SkyHigh and asked if any of the directors could attend these.
- To write an updated Terms of Reference for the Alcohol and Drug Policy Working Group – **Wes Guest – Carried Forward**
- To convene a DZO-SIG meeting to consult with DZOs on a Drug and Alcohol Policy – **Mark Bayada. – Carried Forward**
- To convene a DZO-SIG to consult with DZOs on Membership Fees. **Mark Bayada – Carried Forward**

A question was raised regarding whether the CEO had been asked to attend this meeting. Mary responded that it had been considered but it was felt that a separate meeting should be held to introduce the directors to him ahead of his first Council meeting.

**51/23**

**Strategic Plan**

The strategic plan was not available in the Council folder. An action was raised to speak with Lise to see why it was not in the folder. Craig pointed out that this was not a friendly document to share and that it needs to be formalised. This is to be taken up with the operations team.

*Action: Mary Barratt / Tony Butler*

**52/23**

**Risk Register Task and Finish Group**

There will be a delay on this until the Chair of the working group has had an opportunity to speak with the CEO and get his insight. The risk training will be to take one risk and work all the way through it to show how the risk register benefits the association.

*Action: Natasha Higman / Tony Crilly*

**53/23**

**Finance**

Management Accounts.

There are no Management accounts to present as it is the end of the financial year.

#### Volunteer expenses policy

The Treasurer had circulated the updated Volunteers Expenses Policy ahead of the meeting. Additional context in relation to international travel has been added.

#### **Proposal Received.**

To accept the updated Volunteers Expenses Policy.

Proposer, Natasha Higman, seconder, Joanne Shaw.

Abstain, none. Against, none

#### **Proposal Carried.**

#### Finance Report

The Finance Committee have been looking at our investments and what proportion should be allocated to a slightly higher risk and what should remain as very low risk so that we keep our two years' operating income in reserves. Historically everything has been in a very low investment risk portfolio but that means that what we can buy for the same amount of money now, will be different in two years' time.

#### **Proposal Received**

To instruct David Ryley to make the following changes to the investment portfolio managed by St James' Place and its sister organisation Rowan Dartington.

£800,000 to be invested in fixed-income bond investments.

£1,000,000 to be invested in the equity portfolio presented on 15 May 2023.

The remainder to be made available for investment in Flagstone accounts by the Head of Finance and Operations.

Proposer, Natasha Higman, seconder, Karl Kojro

Abstain, none. Against, none

#### **Proposal Carried.**

The Flagstone account is in the process of being opened but is taking time. Natasha to speak with Lise to see if there is any way of getting the account opened sooner.

*Action: Natasha Higman*

#### ITSG Report

An update was given by ITSG on the work they are doing.

54/23

#### **Compliance Officers Report**

The Compliance Officer gave her report to the board.

It was agreed that a letter should be sent out to remind the PTOs and instructors of their obligations as set out in the re-affiliation agreement and operations manual.

*Action: Tony Butler*

#### Safeguarding report

There was no report offered for the meeting.

Mary confirmed that the responsibility for Safeguarding within the Association will lie with 'In Safer Hands' who will report into Lise on a regular basis, as does the Compliance Officer.

55/23

**Staff Matters**

**Recruitment Update**

Two STOs have been recruited who will both start on the 1<sup>st</sup> September, and the CEO will start on 28<sup>th</sup> August,

**Head Of roles**

Mary gave an update on the progress of the job matching to the two Head Of roles.

**Investigation Outcome - Recommendations for the Board**

Mary led a brief resume of the recommendations made in Ms Berns' Investigation Report,

**VP Status**

**Proposal Received**

To award VP status to Tony Butler, with the understanding that his VP role will be in accordance with any amendments to the VP role description.

**Proposal Carried.**

*Action: Mary Barratt*

56/23

**Reports from Committees of Council**

**Safety and Training Committee**

**Proposal Received**

To accept the changes to the Ops Manual from STC meeting 08.06.2023

Proposer, Adrian Bond. Seconder, Natasha Higman,

Abstain, none. Against, none

**Proposal Carried.**

**56.1.2**

**Proposal Received**

To accept the changes to the Ops Manual from STC meeting 03.08.2023

Proposer, Natasha Higman. Seconder, Adrian Bond

Abstain, none. Against, none

**Proposal Carried.**

No questions were raised regarding the minutes from the STC meetings 08.06.2023 and 03.08.2023.

**Elite Performance Committee**

In the absence of the Chair of EPC, Mary spoke to the board of directors on the updated Terms of Reference from the Investment in Performance Working Group which was circulated prior to the meeting alongside a paper from the IPWG. It was agreed that the paper would be postponed until the next Council meeting.

*Action: Lise Moore*

**Members Development Committee**

No questions were raised about MDC meetings / minutes.

57/23

**Royal Aero Club**

In the absence of the delegate to the RAeC, Mary spoke on the paper prepared by him and circulated. She asked about the request for a volunteer to represent the RAeC on the trust board. Mary stated that she would pick this up with Martin when he was available as she didn't want to miss the opportunity of having British Skydiving represented on the trust board of the RAeC.

*Action: Mary Barratt*

58/23

**Board Review Update**

Rob Hartley spoke to the Council on this matter. The skills audit is almost complete as is the document review, and we are progressing to the peer review point. Rob stated that he would speak with Amanda to get clarification on the exact dates.

*Action: Rob Hartley*

Amanda will be attending the in-person board meeting in November as an observer.

59/23

**Reaffiliation – Headcorn**

Mary Barratt declared a conflict of interest in this matter.

**Proposal Received**

To accept the Reaffiliation of Headcorn.

Proposer, Rob Hartley, seconder, Natasha Higman.

Abstain, 1. Against, none.

**Proposal Carried.**

60/23

**STC Review**

Mark Bayada spoke on this agenda item. The STC review was agreed some time ago, but the working group never really got going and the work remains outstanding. He pointed out that as we have a full complement of safety staff, whether it is now necessary to re-form a working group, or whether this is left to the staff employed to do the job and other stakeholders.

A meeting to be scheduled with Robert, Jeff, Mark, and Mary to scope out the work and resource required for the STC review. Once this has been done, a recommendation can be made to Council.

*Action: Mary Barratt*

**Proposal Received**

To form a working group in conjunction with the CEO and the Head of Safety to look at the composition of STC and the way that its run.

Proposer, Mark Bayada. seconder, Adrian Bond.

No counterproposals were raised.

Abstain, none. Against, none.

**Proposal Carried.**

The Council agreed to extend the meeting for a further 30 mins.

61/23

**Elections for 2023/2024**

Mary spoke on her paper circulated ahead of the meeting and the recommendations she made within the paper. A discussion took place regarding whether the Elections should be under the remit of Council or MDC and the role of the nominations committee.

**Proposal Received**

To use UK Engage for the Elections for 2024  
 Proposer Adrian Bond, Seconder, Craig Poxon  
 No counterproposals were raised.  
 Abstain, none. Against, none.

**Proposal Carried.**

*Action: Lise Moore*

**62/23 Any other Business**

Sustainability Working Group

This item was not discussed due to lack of time but will be carried forward to the next meeting.

*Action: Lise Moore*

**63/23 Date of the next meetings**

A reminder that the next meeting will be a virtual meeting, but the November meeting will be an in-person meeting at HQ with a training session in the morning, ahead of the Council meeting in the afternoon.

The Chair, on behalf of the directors and the association, then thanked Tony Butler, who is retiring at the end of August after 40 years, for his dedication to the sport and the passion he has brought with him. She then went on to announce that as a mark of appreciation, the board would like to award him the status of Vice President and a financial gift of £600.00 to put towards an item of his choice to mark his retirement.

With no further business, the meeting closed at 21.30 pm.

**Actions from Council meeting 15 August 2023**

Item	Action	By
49/23	<b>Minutes from the meetings held 13 and 27 June</b> To speak with Lise about why the minutes were not circulated and approved electronically	Mary Barratt
51/23	<b>Strategic Plan</b> To speak with Lise about why the strategic plan was not in the Council folder ahead of the meeting	Tony Butler / Mary Barratt
52/23	<b>Risk Register</b> To speak to the CEO to gain their insight into the risk register.	Natasha Higman / Tony Crilly
53/23	<b>Finance Report</b> To speak with Lise to see if there is a way British Skydiving can get the Flagstone account opened sooner	Natasha Higman

54/23	<b><u>Compliance Officers Report</u></b> To write to the DZOs and instructors reminding them of their obligation to co-operate with investigations.	Tony Butler
56/23	<b><u>Reports from Committees of Council EPC</u></b> To add the paper from IPWG to the next Council meeting for discussion	Lise Moore
57/23	<b><u>Royal Aero Club Report</u></b> To speak with Martin Soulsby regarding the request for representatives for the trust board.	Mary Barratt
58/23	<b><u>Board Review Update</u></b> To speak with Amanda Bennett about the progress of the board review	Rob Hartley
60/23	<b><u>STC Review</u></b> To schedule a meeting with Robert, Jeff, Mark, and Mary to scope out the work and resource needed for the STC Review	Mary Barratt
61/23	<b><u>Elections 2023/2024</u></b> To contact UK Engage regarding the nomination and elections site for the forthcoming round of candidates for directorships	Lise Moore
62/23	<b><u>Any other business</u></b> To add Sustainability Working Group to the agenda for the next Council meeting and add the paper to SharePoint.	Lise Moore