



*British Skydiving*  
*5 Wharf Way, Glen Parva*  
*Leicester, LE2 9TF*  
*0116 278 5271*  
[info@britishskydiving.org](mailto:info@britishskydiving.org)  
[britishskydiving.org](http://britishskydiving.org)

## Council

Minutes of the meeting held virtually by Microsoft Teams  
**Tuesday 26 September 2023 at 18.00 hrs**

<b>Present:</b>	Mary Barratt	-	Chair
	Mark Bayada	-	Vice Chair
	Adrian Bond		
	Wes Guest		
	Robert Hartley	-	INED
	Natasha Higman		
	Karl Kojro		
	Craig Poxon		
	James Round		
<b>In attendance:</b>	Joanne Shaw	-	INED
	Eleanor Southworth	-	From 18.27
	Robert Gibson	-	Chief Executive Officer
	Lise Moore	-	Head of Finance & Ops (Secretary)
	Liam Domin-Goddard	-	Comms Manager
<b>Observers:</b>	Jeff Montgomery	-	Head of Safety, Training & Comps & STC Chair
	Tony Butler	-	Vice President (until 19.40)
<b>Apologies for absence:</b>	Gordon Blamire	-	
	Lucy Westgarth	-	
<b>Apologies for absence:</b>	Alex Busby-Hicks		
	John Smyth	-	Vice President
	Chris Allen	-	Vice President

---

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.

<b>Item</b>	<b>Minute</b>
<b>64/23</b>	<b><u>Declarations of Interest</u></b>  The Chair said these could be made now or at the appropriate item.
<b>65/23</b>	<b><u>Minutes of the Meeting Held on Tuesday 15 August 2023</u></b>  These minutes had been circulated and approved electronically prior to the meeting.

66/23

**Matters Arising**

- To speak with attendees to ISC to ascertain reports from each detailing the benefits to British Skydiving. **Alex Busby-Hicks** – As this item has been ongoing for some time, Natasha Higman agreed to take over this item.
- Compile list of PTOs and historic records to be sent to the International Skydiving Museum and Hall of Fame. **Craig Poxon** – *to be taken off the agenda.*

67/23

**Report from CEO**

The CEO presented his report to members of the Council.

68/23

**Compliance Officers Report**

The Compliance Officer and Safeguarding Leads presented their reports.

69/23

**Finance**

**Annual Accounts for the year end June 2023**

The draft accounts had been circulated ahead of the meeting along with the audit memorandum and taken as read.

**Proposal Received**

To approve the annual accounts as presented in draft.

Proposer, Natasha Higman. Seconder, Rob Hartley

Abstain, none. Against, none

**Proposal Carried**

The accounts will need to be signed electronically by the Chair on behalf of the Directors. The auditors will contact the Chair to arrange this.

***Action: Mary Barratt***

**Management Accounts.**

Management Accounts for July were circulated ahead of the meeting. A Treasurers comments have been added as a front sheet. No questions were raised.

**Finance Report**

The Flagstone Account is now open and there is a sum of money sitting with them.

The Treasurer has produced a video to assist non-financial directors with their understanding of how the finances at British Skydiving works. She encouraged the directors to view the video and agreed to re-share the link.

***Action: Natasha Higman***

70/23

**Reports from Committees of Council**

**Safety and Training Committee**

The Chair of STC gave a verbal update on the activity taken place since the previous STC meeting.

A question was asked if there were plans to train one of the new STOs to be Vice Chair of STC which is currently operating without one. This was allowed for in the Terms of Reference. The Head of Safety stated that this would be the intention so that a vice Chair would be ready to step in should the Chair be unavailable.

No further questions were raised.

#### Elite Performance Committee

No minutes were submitted prior to the meeting. A question was raised about the feedback from the World Cup in Voss and whether it had been received by EPC. The Vice Chair said that this was being dealt with outside of the EPC committee.

#### IPWG Paper

The Chair spoke to the IPWG paper circulated ahead of the meeting and taken as read.

#### **Proposal Received**

For the operations team to provide administrative support for this working group. Proposer, Rob Hartley. Seconder, Adrian Bond.

Abstain, one, Against, none.

No counter proposals tabled.

#### **Proposal Carried.**

#### Members Development Committee

The minutes from the MDC meeting had been circulated prior to the meeting. The Treasurer asked that the updated Volunteer Expenses Policy be shared more widely so that members know what they can claim on that policy.

No further questions were raised.

#### Expo Working Group

Rob Hartey spoke about the paper circulated prior to the meeting, and the recommendations within the paper. Some points were raised about those recommendations and discussed.

#### **Proposal Received**

That Council approves the removal of the top table at the 2024 gala dinner and makes alternative arrangements to ensure that invited guests and sponsors feel valued, in line with option 4 on the paper.

Proposer, Rob Hartley. Seconder, Natasha Higman

Abstain, None Against, None

#### **Proposal Carried**

#### Nominations Committee

The Terms of Reference would be circulated for an e-vote.

*Action: Lise Moore*

In the absence of the delegate to the RAeC, the Chair spoke on the two documents that were circulated prior to the meeting. These are intended to stimulate thought into potential nominees for awards, ahead of the November meeting when decisions will need to be made. Suggestions for nominees to be sent to the Secretary for collation ahead of that meeting.

A request was made for the list of nominees to be updated and circulated alongside a reminder of the awards in the gift of Council.

*Action: Lise Moore*

**72/23**      **Risk Register Task and Finish Group**

Work is underway to produce the training session to the board of directors ahead of the November meeting.

**73/23**      **Board Review Update**

Rob Hartley spoke to the Council on this matter. The formal part of the board review has been completed and the peer review is underway. Amanda will attend the November board meeting to present the headlines of her report.

It was felt that it would not be appropriate to ask directors to vote on these findings at that November meeting. It was also considered inappropriate to allow this matter to extend to the next council year, so a suggestion has been made for an extraordinary meeting to be held in December 2023 specifically to look at and vote on these recommendations. A doodle poll to be held to confirm availability.

*Action: Rob Hartley*

**74/23**      **STC Review**

The Chair of STC spoke about his paper circulated ahead of the meeting.

Comments received were around using the expertise of the directors, vice presidents and other stakeholders in terms of consultation, the phrasing of questions etc as well as the scope and scale of survey distribution.

**75/23**      **Sustainability**

This item was brought to Council by Lucy Westgarth through Craig Poxon. The paper circulated prior to the meeting and taken as read.

Lucy was invited to speak about her paper. Craig Poxon agreed to chair a working group if deemed necessary and approved by the directors.

**Proposal Received.**

To initiate a Sustainability Working Group, chaired by Craig Poxon  
Proposer, Natasha Higman, seconder, Eleanor Southworth.

No counter proposals tabled,  
Abstain None, Against, none.

**Proposal Carried.**

It was agreed that this working group would not need administrative support from HQ.

**76/23**      **Any other Business**

### Code for Sports Governance

A paper was circulated ahead of the meeting and taken as read. The ask is that the Association aligns itself with the 2020 version of Sport England's Code for Sports Governance.

A request was made that the Code for Sport Governance be included in the onboarding pack for the 2024 Directors,

***Action: Lise Moore***

Rob Hartley agreed to speak with Amanda Bennett regarding her availability to review the Associations documents and written material and find out the cost implications to do this work.

***Action: Rob Hartley***

A suggestion was made that there may be someone else who could do this work, and it was agreed that this is something Natasha Higman would investigate.

***Action: Natasha Higman.***

The CEO stated that he thought it was vital that he lead on this as good governance is critical on the sustainability of the Association and is the driver for achieving strategic objectives.

Rob Hartley agreed to work with the CEO on delivering this piece of work.

***Action: Rob Hartley / Rob Gibson.***

77/23

### Date of the next meetings

A reminder that the next meeting will be an in-person meeting at HQ with a 9.00 am start with the Risk Working Group, followed by the Board review from Amanda Bennett and the Council meeting in the afternoon.

Requests for accommodation on Monday 27<sup>th</sup> and/ or Tuesday 28<sup>th</sup> November to be sent to HQ by the 6<sup>th</sup> of October.

With no further business, the meeting closed at 20.14 hrs.