

Minutes of WWS Board Meeting

26 January 2023 @ 8.00pm

Location: Zoom Videocall

Item	Action
<p>1. Welcome & Apologies: Present - Kevin Lochhead (KL) (Meeting Chair); Liz Anderson (LA) - Secretary; Kim Johnston (KJ); John Radford (JR); Chris Heron (CH) – DO; Calum Reid (CR) – COO.</p> <p>Apologies – Stuart Baillie (SB); Carole Cooney (CC); Karen Cornwell (KC); Oliver Jessop (OJ); Ali Brotherton (ABr) – DC; Derek O’Riordan (DO) – sportscotland.</p>	
<p>2. Standing Items</p> <p>2.1 Conflicts of Interest – no new conflicts.</p> <p>2.2 Risk Register – JR provided a verbal update:</p> <ul style="list-style-type: none">• JR and CR have completed a full review of the Risk Register and updated this as required.• There were no additional updates during the meeting. <p>2.3 Child Protection and Wellbeing – KJ provided a verbal update:</p> <ul style="list-style-type: none">• Children 1st Health Check Document updated and submitted• Training Attended – KJ (Autisium Awareness)• Training Planned – CR (CWPS Update & CWPO Update). <p>2.4 Record of decisions agreed on outside meetings: none.</p>	
<p>3. Minutes of Previous Meeting</p> <p>3.1 Minutes of the previous meeting were unanimously agreed upon.</p> <p>3.2 An updated version of the Staff Work Plan was provided ahead of the meeting:</p> <ul style="list-style-type: none">• KL welcomed the introduction of this document. <p>3.2 The Action Log was reviewed and will be updated with this meeting's removals, additions and edits.</p>	CR
<p>4. DC Update</p> <p>AB provided a written report ahead of the meeting. See the appendix for key points.</p>	
<p>5. DO Update</p> <p>CH provided a written report ahead of the meeting. See the appendix for key points.</p>	
<p>6. Chair Update</p> <p>KL provided a verbal update:</p> <ul style="list-style-type: none">• KL thanked everyone for their work between meetings and for providing written reports ahead of the meeting.• Weekly COO meetings between CR & KL continue.	

<p>7. COO Update</p> <p>CR presented a written report ahead of the meeting. See the appendix for key points. CR provided a further verbal update on two specific points:</p> <p>7.1 Driver Development Working Group:</p> <ul style="list-style-type: none"> • The group has been introduced to bring together various ongoing pieces of work relating to the Driver Pathways. • The group met for the first time on 18 January and agreed on an action plan including the introduction of club/site minimum standards. <p>7.2 Council/Lease Update:</p> <ul style="list-style-type: none"> • A number of physical issues are being addressed by Fife Council. Including tree removal, roof clearing and roof issues. • The agreement of Heads of Terms and a new lease will follow this. • A proposal for the introduction of additional on-water activities which are sympathetic to the local environment is to be submitted to Fife Council for an introduction on a trial basis. • A request for permission to let the indoor spaces to community groups is to be submitted to Fife Council. • Fife Council provide details of their preference for the operation of the outside toilets going forward. • The cleaning contract with Fife Council will shortly come to an end. 	<p>CR/KC</p> <p>CR/KC</p>
<p>8. Finance Update</p> <p>SB provided a written report ahead of the meeting:</p> <ul style="list-style-type: none"> • KL asked if CR could circulate the monthly budget update to all board members. 	
<p>9. NTS Management Committee Update</p> <p>CH presented a written report ahead of the meeting (see 5. DO Update) and provided a further verbal update:</p> <ul style="list-style-type: none"> • A small group from the NTS Management Committee met on 17 January to agree 2023 Pricing and Operating Model. • Recruitment for 2023 Seasonal Staff has begun. 	
<p>9. sportscotland Update</p> <p>CR provided a verbal update on DO's behalf:</p> <ul style="list-style-type: none"> • Strategic Review Process: CR and DO are working together to agree Long Term (2 Year) and Annual Outcomes to support our request which will go to the panel in March. 	
<p>10. AOB</p> <ul style="list-style-type: none"> • Single Point Of Failure: CH provided an update on some ongoing work to reduce the potential impact of staffing changes in this instance in the areas of SBD Delivery and Competition Driving. • Kayak Purchase: KL asked for those present to re-confirm approval for the purchase of Kayaks subject to Fife Council granting approval on a trial basis. This was approved unanimously by those in attendance. 	
<p>Next Meeting</p> <ul style="list-style-type: none"> • Board Meeting: 9 March 2023; 8pm • Board Meeting: 18 May 2023; 8pm 	

Minutes of WWS Board Meeting

26 January 2023 @ 8.00pm

Location: Zoom Videocall

Appendix

Key Points from DC Report:

- Development of **Observer/Helper Training resource** is ongoing – filming is now complete.
- Work on **Minimum Standards for Beginner and Wakeboard Driving** following the Driver Development Working Group.
- Finalised **off-season trampoline training** pilot with the national level group.
- Arranged **shadowing opportunity** with Kayak Performance Group for personal development.
- Alongside DO delivered a **Live Coaches Q&A** on Instagram.

Key Points from DO Report:

- Town Loch **winter operations** continue Wednesdays and Saturdays.
- **Winter S&C** programme completed.
- Arranged an **End of Season Club Gathering** to review the 2022 season and plan for the 2023 season took place.
- Discussions continue with **The Hive (Fife's LGBT Hub)** and **Scottish Autism**.
- **Waterski Judges Course** arrangements finalized.
- **Disability Inclusion Training** for clubs has been arranged with Access Adventures.
- Engagement with **Friends of Tournament** has begun to arrange **2023 Development Day**.
- Attended **Autism Awareness Training**.

Key Points from COO Report

- Completed full review of **Risk Register** with JR.
- Attended a workshop on the **Creation of Transgender Policies** with Harper Macleod.
- Introduced and chaired the first meeting of the **Driver Development Working Group** where an action plan was agreed.
- Held a call with Fife Council regarding **the progress of the new lease** and associated issues.
- We remain on track to achieve all our **Annual Outcomes** agreed upon with **sportscotland**.
- The **Off-Season Work Plan** has now been reviewed and update for the DO, DC and COO.

Minutes taken by Calum Reid
26 January 2023