

CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS

MINUTES OF BOARD MEETING HELD ON 9 NOVEMBER 2019 AT 10AM

AT RADISSON BLU, EDINBURGH

PRESENT: Doc McKelvey (DM): Scott Harper (SH): Ian Chambers (IC): Zoe Frost (ZF): Oli Barsby (OB): Ally White (AW): Patricia Swan (PS)

APOLOGIES: Adele Tolometti (AT): Keir Stewart (KS): Lorna Callan (LC) **sportscotland**

IN ATTENDANCE: Lara Gregson (LG) for all of the meeting
 Sam Hendrikson (Sam): Simon Taaffe (ST) for item 3
 Lorna Whyte (LW): Eilidh McCall-Lawrie (EML) for item 4

ITEM	AGENDA ITEM / DISCUSSION
1.	WELCOME AND APOLOGIES
	SH welcomed all to the meeting.
2.	NOTIFICATION OF CONFLICTS OF INTEREST
	None
3.	Items for decision
	<p>1. Financials; six-month actuals and year end forecasting ST provided an update on the current six-month actuals and the year end forecasting. This was shared at the Remuneration Committee on 31 October. Further updates/ changes have been made to predicted spend across all teams. ST shared the figures with the board and the options to manage the current work planned. DM explained the work that has been done with each team to review the current spend and committed spend. The board discussed the financials in more detail and asked questions of DM and ST.</p> <p>2020/21 budget process being accelerated for review at January's board meeting and will include line by line budget plans for the following two years as well.</p> <p>1.1. The Board approved the recommendation to tighten controls on spend for the remainder of the financial year.</p> <p>2. Horizons outcomes This project is to be called 'Sport Plan'. The process started in the early part of the year and has a tremendous amount of effort from staff, volunteers and board members. This is a significant piece of work that gives a key focus across all disciplines. The Technical Panels have also contributed significantly to the discussions and have engaged in the process and have welcomed the opportunity to see their full plan and budgets for their discipline.</p> <p>DM talked through the paper that was provided and the board reviewed the paper that highlighted the specific areas of development for each discipline along with a number of key themes featured strongly within the plans across all disciplines.</p>

	<p>The costs submitted highlighted an additional need for budget. The priorities were previously reviewed further by each panel and confirmed that they agreed with the priorities and also discussed any additional revenue opportunities and savings. The board discussed the areas to be postponed until the future budgets are prepared and reviewed at the January board.</p> <p>The board also discussed the role of judges and agreed that this was an important area to look at their development and investment.</p> <p>AW asked about working with the panels going forward and what are the future plans. DM explained that now we have the plan this may result in changes to the panel and how they will operate and how the staff will work with them. This is the next phase which will include consultation with the current panels. The Sport Plan will also be reviewed on an annual basis with the panels.</p> <p>AW asked how the culture is being developed across the organisation. DM explained this links to the values that are being developed by staff and will include engagement with the wider population including panels and the membership. Also links in with the values around the performance programme which are being rolled out already.</p> <p>The board discussed the equipment request from the panels and agreed to support the spend on equipment as per the proposal.</p> <p>All recommendations were approved including the Sport Plan finances, areas of postponement and equipment requests.</p>
	<p>ACTION: ST to look at options around social investment funding for judges as they are all volunteers</p> <p>DM to prepare a paper on phase two of Sport Plan including structure and engagement between staff and panels.</p> <p>Values plan to be prepared – next steps with staff and then beyond</p> <p>DM and ST to discuss equipment with Gymnova including new requests and existing equipment.</p>
<p>4</p>	<p>STANDARDS FOR CHILD WELLBEING AND PROTECTION IN SPORT</p> <p>LW and EML attended the meeting to deliver training to the board on the child wellbeing and protection in sport standards, in particular, standard seven and eight. The board participated in a discussion around the standards and the legislation that supports the approach. Roles, responsibility and accountability was shared along with good governance principles and the board provided input around what could be improved on. The next steps include ongoing continuous improvement, including collaborative working internally and externally and working closer with our board champion (ZF).</p> <p>This training is the last action that SG had to complete to be compliant across all standards. The updated submission will be sent to Children First for sign off.</p>
	<p>ACTION: LG to send EML's presentation to all board members</p> <p>EML/LW to check if there are any gaps within SG systems for PVG specifically in terms of 16 year olds completing Level 1</p> <p>Review safeguarding training requirements as coaches move through the qualification pathway</p>

	<p>Complaint process – update to reflect that the person making the complaint should maintain confidentiality during the investigation process</p> <p>How does child friendly fit within culture and values?</p> <p>Review SG communications to establish if these should / could be made more child friendly</p>
<p>5.</p>	<p>PREVIOUS MINUTES & ACTIONS: The Minutes dated 22 August and 26 September 2019 had previously been circulated via email and were formally approved and the Action List was revised, including actions carried forward.</p>
<p>6.</p>	<p>MATTERS ARISING: None</p>
<p>7.</p>	<p>ITEMS FOR DISCUSSION: DM had shared the Senior Leadership Team report and highlighted key points. SportScotland confirmed SG have been awarded £9k to provide a grant to clubs for sanitary products. To be issued to clubs by December 2019 through the pre-agreed process.</p> <p>Operating plan updated for quarter two with work on track. DM confirmed that the dashboard was being developed by Steve and would be available for review shortly.</p> <p>The board agreed that the SLT report should be a regular report.</p>
<p>8.</p>	<p>ITEMS FOR DECISION:</p> <ol style="list-style-type: none"> 1. Home Nations Conference DM shared the invite from British Gymnastics for CEO/ Chair and two board members to attend a conference on 27 March 2020 in Birmingham. Board agreed to attend. DM to reply to Jane Allen. 2. Selection Appeals Policy Based on feedback internally and review from other sports appeals process, the policy has been updated to reflect this. The process has been tightened up as a result and made it clearer. Right of appeal is only for gymnast selections. Reason for appeal is based on set criteria and factually based. Selection decision is a combination of scores at specific events and the individualised reports from the technical advisor which include attitude/ behaviour. <p>AW suggested that the policy should be made a bit clearer and easier to manage with the ability to be applied to all disciplines.</p> <p>Selection policy is a separate policy and the appeals process sits separately and you can only appeal based on the two reasons; error of fact or the process not being followed.</p> <ol style="list-style-type: none"> 3. Scottish Eligibility Scottish Gymnastics have had a statement for the last few years. It has been updated based on issues raised in the last few years, and it aligns with the British Gymnastics approach. SG national championships could become qualifiers for BG championships. Question was raised around whether the BG rules match up with FIG? Sam to check and then SG is to match up Commonwealth Games – they have to confirm the criteria, Sam has chased CGS as changes are underway. We would nominate based on our policy even if it's stricter than CGS. It was agreed to set our criteria based on FIG and replicate what it says Clubs need to be made aware of this detail and that if you are not Scottish you can compete as a guest at the championship as an individual but can be part of the team as it's

	not 'eligible Scottish' team just gymnasts who train in Scotland
	<p>ACTION:</p> <p>DM to reply to Jane Allen that we will attend the conference.</p> <p>Sam to review the appeals selection policy and update based on feedback received from the board and discuss further with BG</p> <p>Sam to check eligibility matching up to FIG/BG and update the policy to reflect this</p> <p>Sam to send round the updated documents to the board and approve by email</p>
8.	<p>AOB</p> <p>British Gymnastics will be launching a new club facilities programme in 2020. DM to review BG fund and discuss this opportunity with SportScotland.</p> <p>SH has ended his term of office as Chairperson and has handed over to IC.</p> <p>The board formally thanked SH for his contribution and efforts over the last seven years and the changes he has led the organisation through and significant progress that has taken place.</p>
	<p>ACTION:</p> <p>DM to follow up with SportScotland around funding for facilities</p>
7.	<p>DATE of NEXT MEETING</p> <p>TBC in January 2020</p>