

**CONFIDENTIAL DOCUMENT**

**SCOTTISH GYMNASTICS**

**MINUTES OF BOARD MEETING HELD ON SATURDAY, 12 DECEMBER 2015 AT 11:00 AM**

**AT STIRLING COURT HOTEL, UNIVERSITY OF STIRLING**

**PRESENT:** Scott Harper (SH): Keir Stewart (KS): Adele Tolometti (AT): Kevin Pringle (KP) Patricia Swan (PS): Oliver Barsby (OB): Euan Lowe (EL): Lorna Callan (LC) (sportscotland).

**APOLOGIES:** Phil Langstaff (PL).

**IN ATTENDANCE:** Christine Davies (CD) – IT/Office Manager  
 For an afternoon presentation:  
 Sam Langstaff, (SL) Head of Performance, Pathways & Education: Gordon Drummond, (GD) Workforce Development Manager.

ITEM	AGENDA ITEM / DISCUSSION
<b>1.</b>	<b>WELCOME AND APOLOGIES</b>
	SH welcomed everyone to the Board meeting advising of one apology from Phil Langstaff.
<b>2.</b>	<b>NOTIFICATION OF CONFLICTS OF INTEREST</b>
	There were no conflicts of interest noted by the Board members.
<b>3.</b>	<b>PREVIOUS MINUTES &amp; ACTIONS:</b>
	Following discussion, the Minutes dated 04 November 2015 were approved by the Board.
	The Action List was revised with the following updates from the Board.
	<i>Transfer Lines:</i>
	It was agreed that there would be no need for transfer lines moving forward. However, it would be prudent to have guidelines for SG members transferring from one club to another. KS to amend the policy to guidelines.
	Action 1: KS to amend Transfer Lines policy to guidelines for SG members and staff.
<b>4.</b>	<b>FINANCE</b>
	AT presented the third quarter accounts and October 2015 to March 2016 forecast to the Board. Following discussion it was agreed the accounts are in a healthy position. EL updated the Board on the meeting that would take place on 14 December with Marsh insurance brokers to discuss the increased insurance cost this year and also the recent meeting with Perkins Slade. EL suggested that it would make sense to have a review of potential insurance brokers for 2016 -2017.
<b>5.</b>	<b>REMUNERATIONS &amp; NOMINATIONS</b>
	<i>Chair Scorecard:</i>
	In PL's absence SH asked the Board if they had any questions over the report. PS asked that the actions from the Chair scorecard be taken forward as an ongoing action list and that the Board members support the Chair with this. All agreed this was a very useful tool and will be rolled out to other Board members in due course. LC asked that quarterly meetings be set up with the Chair and that longer term planning be initiated as future funding will be challenging. Board members approved the Chair Scorecard report.

	<p><i>Director Vacancies:</i> Notes of interest were invited for the general director vacancy. Following interviews one candidate was co-opted onto the Board. The Board formally approved Zoe Frost as general director until the 2016 AGM. The Board members also approved the co-options of Oliver Barsby and Patricia Swan until the 2016 AGM.</p>
	Action 2: SH to diarise quarterly meetings with LC.
<b>6.</b>	<p><b>KPMG AUDIT</b> EL updated the Board on the forthcoming audit and progress against the 2014 Self-Assessment audit recommendations. Moving towards core Board meetings taking place on a quarterly basis, it was agreed that meeting notes will be approved electronically within one month of the meeting. Work on a revision of the operational plan is progressing and EL/CD to email a timeline of the policies and procedures register to the Board. Following discussion it was agreed that LC will find out if there is any particular documentation to be made available in advance of the on-site audit scheduled for week beginning 25<sup>th</sup> January.</p> <p><i>Risk Register</i> OB/EL updated the Board on the suggested new format risk register. This will be presented at Board meetings with high risk areas and RAG rating identified and any necessary action to be taken. The Board unanimously approved this new format.</p>
	<p>Action 3: EL to email timeline of the policy and procedures register to Board members. Action 4: LC to contact KPMG to advise any documentation needs in advance of audit. Action 5: EL to populate new risk register and present to the Board prior to KPMG audit.</p>
<b>7.</b>	<p><b>STAFF AWAY DAY</b> Board have received their invitations to the staff away day on 02/02/2016. EL still to finalise format of the day but progressing well. Some areas already identified are delivery of the strategy, Board sub-groups and break-out workshops.</p>
	Action 6: EL to finalise Staff Away Day agenda and email to Board.
<b>8.</b>	<p><b>DATES OF FUTURE MEETINGS</b> Following discussion it was agreed future meetings will take place on Saturdays.</p>
	Action 7: EL to propose a timetable of future Board meetings and their content.
<b>9.</b>	<p><b>ANY OTHER BUSINESS</b> OB requested a copy of the sportscotland investment targets discussed at the previous Board meeting.</p> <p><i>Technical Panels</i> Following discussion it was agreed there was a need for another TP day to re-affirm roles, etc. Board input on the format of the day was invited with an email to be sent out to TP members and staff next week to "save the date"; with the calendar very busy the only realistic options are the 24<sup>th</sup> January or the 6<sup>th</sup> February 2016.</p> <p><i>Membership Data</i> EL presented membership figures to the Board. Despite some system niggles with the new GymNet, work is progressing well with a significant increase in membership numbers on the same period last year. However, the number of registered clubs is down and will be investigated by the SG Head of Development with action taken where necessary.</p>
	Action 8: CD to organise a "save the date" email to TP members prior to Christmas holiday.

The meeting finished at 12:50 and re-convened after lunch on a presentation from the SG Head of Performance, Pathways & Education and Workforce Development Manager, the subject being progress made against strategic outcomes.