

CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS

MINUTES OF BOARD MEETING HELD ON 12 MAY 2019 AT 10AM

AT STIRLING COURT HOTEL

PRESENT: Euan Lowe (EL): Scott Harper (SH) Peter Boucher (PB): Ally Whike (AW): Oli Barsby (OB) Ian Chambers (IC): Patricia Swan (PS): Keir Stewart (KS)

APOLOGIES: Adele Tolometti (AT): Zoe Frost (ZF): Lara Gregson (LG)

IN ATTENDANCE: Lorna Callan (LC), **sportscotland**

ITEM	AGENDA ITEM / DISCUSSION
1.	WELCOME AND APOLOGIES
	SH welcomed all to the meeting.
2.	NOTIFICATION OF CONFLICTS OF INTEREST
	None
3.	PREVIOUS MINUTES & ACTIONS:
	The Minutes dated 21 March 2019 had previously been circulated via email and were formally approved and the Action List was revised, including actions carried forward.
4.	MATTERS ARISING
	There were no matters arising.
5.	FINANCE UPDATE
	EL and SH provided an update. Year-end position is still being finalised, currently checking accuracies and treatment of a number of lines in the budget and will report a final position in due course ahead of presenting to Henderson & Logie accountants for review. The forecast is for an end of year deficit with some unbudgeted overspends; large accruals in education as a result of courses at UK level being held up and unexpected use of legal expertise. The planned strengthening of the organisations governance should continue to develop the good practice already in place and tighten budget controls further.
	ACTION:
	AT/SH to circulate year end management accounts to board when finalised
6.	ITEMS FOR DISCUSSION
	1. Operating plan – year end
	EL reported good progress against the majority of areas of the annual plan. Exceptions being areas out with our control in relation to development of some BG products, however solutions are under development and will be carried into next plan. Others included development of Events and Communications strategies partly due to volumes of work and maternity cover. Board requested outline Communications strategy to be brought to next meeting. Further discussion over the difficulty in satisfactorily progressing the development of judges across the sport. Agreement that this is an important area for the development of the sport; recognition that it is complex and links to wider volunteer strategy; a fuller discussion needs to be carried into a future board agenda item.

	<p>2. Risk register No levels of increasing risk identified, although comment that with CEO and Chair due to depart this year it could be considered a continuity risk. EL discussed the intention to investigate Cyber Insurance. Board requested a paper with comment from new IT provider, that clarifies likelihood risk of cyber-crime within new systems, plus cost and benefit from insurers for any additional cover. Agreement that the register needs another review to identify risks to be taken off register, plus the need to link the risk register to strategic delivery plan and business impact. The development of a new report mechanism to be considered.</p> <p>3. Ethics, Welfare & conduct report Update provided to ongoing cases. Private and Confidential and recorded elsewhere.</p> <p>4. E, W & C – Case review update Progress following the complex case review was discussed with action plan previously circulated. The importance of developing a refreshed sanctions guide developed from the organisations vision and values was discussed and should be a future agenda item. Request to order actions by risk order and detail timescales and support needed was requested.</p> <p>5. Mental health & wellbeing pilot Paper reviewed and supported by the board, Pete Boucher to be the board champion for this work.</p> <p>6. Recruitment update & considerations Planned recruitment discussed with CEO process live and Chair, Events and Club Support Officer planned. Longer timeframe for Cahir recruitment suggested.</p> <p>7. Technical panel review SH updated – discussion meetings with all panels have been held with the exception of TRA/TUM/DMT who could not confirm a suitable date. Attempts made to confirm further workshop dates including wider sport consultation had been proposed for May but these have been difficult to set. Further dates are being established in June to include panel members, staff, coaches involved in existing programmes to establish the processes in planning and budgeting future activity over the next four years.</p>
	<p>ACTION:</p> <ul style="list-style-type: none"> • Judge development – workshop date to be identified with key volunteers to share objectives, understand the challenges and use to shape future direction. • Cyber-crime – cost benefit paper to be developed for board consideration – LG • Risk register – new reporting mechanism to be developed linked to strategic delivery and business impact – CEO and Head of Commercial & Finance. • Sanctions guide – linked to SG vision and values to be developed at a future board meeting. LG/LW • Complex case action plan – to be organised by risk, detail timelines and support required – LW
<p>7.</p>	<p>ITEMS FOR DECISION</p> <p>1. BG agreement EL and SH attended meetings with BG following their proposal to review the existing partnership agreement as a result of increasing costs in supporting continued expansion and development of services for members. The board discussed a number of options in response and a formal correspondence to be sent to BG CEO. (OB left the meeting at this point as agreed)</p> <p>2. Draft Reserves policy Decision deferred to allow new Head of Commercial and Finance to review the policy. Policy to be considered at future board meeting.</p>

	<p>3. Future Board/ Audit RemNom/ AGM dates</p> <p>Agreed the following:</p> <ul style="list-style-type: none"> • Thursday 20 June at 6pm (to include development of any AGM proposals) • Thursday 22 August at 6pm (includes confirmation of resolutions) • October – TBC - half day required. <p>AGM is on 22 September</p>
	<p>ACTION:</p> <ul style="list-style-type: none"> • BG partnership agreement – formal letter of response to BG proposals to be sent to BG CEO – SH/EL • Reserves Policy – to be reviewed, refreshed accordingly with recommendation for board developed – ST • Board dates – future dates to be set and circulated - LG
<p>8.</p>	<p>Presentations:</p> <p>Participation - SP presented the progress being made in developing the strategic approach in supporting participation in clubs and local partners. This is developing well with the introduction of two new members of staff focussed on this area. The roll out over the next 12 months will be slow and deliberate. More detailed successes measures are being developed for future board to inform continue/stop discussion in this area of work.</p> <p>(KS left the meeting at this point as agreed)</p> <p>Performance strategy – AW presented the progress being made. Still seeking board comment; the new strategic approach in draft has been consulted with input from panels, technical leads, coaches involved in national programmes and all are in support of its direction. Recognise the need to clarify the governance and responsibilities prior to publishing the strategy. Awareness that the panel review sessions will inform future priorities and long term investment decisions. Board comment that a fuller review of RPC roles is needed and along with panel review sessions any refinement to the draft Performance Strategy can be completed ahead of August board meeting for review; with funding model developed by October board.</p> <p>sportscotland corporate plan – to be considered on future agenda.</p>
<p>9.</p>	<p>AOB</p> <p>PB – raised a concern from the TG panel over rising venue costs and the impact on pathway delivery. This discussion to be raised at panel review days in June.</p> <p>EL – Board members to complete the equality survey as emailed by LG</p>
	<p>ACTION:</p> <ul style="list-style-type: none"> • TG venue costs – to be raised by PB and panel review days • Board members to complete equality survey
<p>10.</p>	<p>DATE of NEXT MEETING</p> <p>20 June 2019</p>