

CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS

MINUTES OF BOARD MEETING HELD ON THURSDAY, 20 SEPTEMBER 2018 AT 5PM

AT CALEDONIA HOUSE

PRESENT: Euan Lowe (EL): Zoe Frost (ZF)

TELECALL: Scott Harper (SH): Adele Tolometti (AT): Peter Boucher (PB): Ian Chambers (IC): Patricia Swan (PS): Keir Stewart (KS): Lorna Callan (LC), **sportscotland**

APOLOGIES: Oli Barsby (OB): Ally Whike (AW)

IN ATTENDANCE: Lara Gregson (LG) SG Operations Manager

ITEM	AGENDA ITEM / DISCUSSION
1.	WELCOME AND APOLOGIES
	EL welcomed all to the meeting asked approval to chair the meeting as SH was calling in. All happy. Apologies received from OB and AW.
2.	NOTIFICATION OF CONFLICTS OF INTEREST
	None
3.	PREVIOUS MINUTES & ACTIONS: The Minutes dated 23 August 2018 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.	<p>ITEMS FOR DECISION</p> <p>Ethics & Welfare Details relating to an ethics and welfare issue were shared and proposal to terminate the member was approved by the Board.</p> <p>Audit and Remuneration Meeting Update Following the Audit and Remuneration Meeting on 4 September, details were shared of what was covered:</p> <p>The KPMG audit recommendation is satisfactory. Report to be shared with Board.</p> <p>The committee confirmed that the Technical Panel members were appointed in 2015 through a recruitment process which was voted through at a previous AGM. Board agreed to extend the current roles for a year, and continue to recruit for the current vacancies. Work has started on reviewing the structure and format of the panels and the aim is to bring any changes to the AGM in 2019.</p> <p>Proposed salary adjustments for three roles were shared which are a reflection of the growth of staff team and roles and functions across the organisation. This was approved at the Audit and Remuneration committee, discussed by the Board and formally approved.</p>

	<p>The committee also discussed succession planning for Directors and the role of Chair as SH will end his tenure next membership year.</p>
	<p>ACTION: LG to send the KPMG audit report to the Board LG to communicate the extension of panel members to members/ advertise the current vacancies Look at the AGM minutes of 2014 and confirm the panel recruitment process that was signed off EL and IC to look at succession planning for chair and directors.</p>
6.	<p>ITEMS FOR DISCUSSION/ INFO Quarter 1 finance papers – Board reviewed the papers and discussed how the membership income is reflected in the accounts.</p> <p>Report from the Standards for Child Wellbeing in Sport was shared and the request for a Board champion for safe guarding. PB and ZF expressed an interest, further information regarding commitments to be circulated before taking further.</p> <p>Following feedback gathered by an external consultant from nine different clubs, the interim report was shared and discussed. EL noted that the detail gathered will be useful in helping to inform the four year business plan review. Further clarification could be sought by exploring some of the findings in greater detail. More detail requested in and around the feedback in the Gymnasts Pillar and the diversity / range of feedback, i.e. were the responses consistent. Board agreed that the interim report provides some useful information on progress against the strategy. It also provides a good start and indication of areas that could be explored in more detail in future reviews.</p>
	<p>ACTION: EL to follow up on the Q2 report to ensure full information is available Follow up on Standards report ask and share with PB and ZF. EL to follow up with CT-Consultancy on the specific area of gymnast and also share the questions used with the Board. Consider an all club survey for future feedback gathering.</p>
7.	<p>AOB N/A</p>
8.	<p>DATE OF NEXT MEETING Next meeting is Saturday 29 September, Bell's, Perth.</p>