

**CONFIDENTIAL DOCUMENT**

**SCOTTISH GYMNASTICS**

**MINUTES OF BOARD MEETING HELD ON 21 MARCH 2019 AT 6PM**

**AT CALEDONIA HOUSE**

**PRESENT:** Euan Lowe (EL): Zoe Frost (ZF): Scott Harper (SH) Peter Boucher (PB): Ally Whike (AW): Oli Barsby (OB)

**VIA CALL:** Ian Chambers (IC): Adele Tolometti (AT): Patricia Swan (PS)

**APOLOGIES:** Keir Stewart (KS)

**IN ATTENDANCE:** Lara Gregson (LG) SG Head of Operations; Lorna Callan (LC), **sportscotland**

ITEM	AGENDA ITEM / DISCUSSION
<b>1.</b>	<b>WELCOME AND APOLOGIES</b>
	SH welcomed all to the meeting.
<b>2.</b>	<b>NOTIFICATION OF CONFLICTS OF INTEREST</b>
	None
<b>3.</b>	<b>PREVIOUS MINUTES &amp; ACTIONS:</b>
	The Minutes dated 12 and 13 January 2019 had previously been circulated via email and were formally approved and the Action List was revised, including actions carried forward.
<b>4.</b>	<b>MATTERS ARISING</b>
	There were no matters arising.
<b>5.</b>	<b>FINANCE PAPERS</b>
	<ul style="list-style-type: none"> <li>1. Year-end forecast In line with what is expected.</li> </ul>
	<ul style="list-style-type: none"> <li>2. 2019/2020 – refreshed in light of grant Budget is now showing deficit of £32.5k but aware of this when we made decisions on recruitment plans. Board reviewed the figures and all accepting of the position and approved the budget.</li> </ul>
	<ul style="list-style-type: none"> <li>3. Four year projection Re-profiling of four year investments being done including factoring in Commonwealth Games costs, participation programme and recruitment costs. Board looked at options and agreed with the proposed front end investment request.</li> </ul>
	<p>LC provided context around the SportScotland funding outcome. Scottish Government awarded SportScotland a favourable investment in line with 2017 levels, which includes lottery underpin of 3%. There was a 10% increase in requests across all NGBs, and SportScotland are continuing to fund 50 governing bodies. SportScotland have included a 3% uplift in funding used for staffing to support increasing levels of on costs. Investment principles were applied to the decision making process. SG have been given a four year funding profile which is flexible, consistent with what SG got before, but the additional request for UKCC and participation strategy was not supported.</p>
	EL explained that although it's not what we asked for, the funding is a long way towards it and

	thanked sportscotland for their continued support.
	<p><b>ACTION:</b> Bring updated reserves policy to the next board meeting.</p>
<b>6.</b>	<p><b>ITEMS FOR DISCUSSION</b></p> <ol style="list-style-type: none"> <li>1. Chair and BG board rep succession IC drafted timeline for Chair recruitment and will circulate current job description and questionnaire for board thoughts. SportScotland requested attendance at the interview process and board agreed. SH met with BG CEO and new Chair. BG looking to appoint a home nation nominee for the BG board by September in time for their December board. BG will contact EL to request nomination from Scotland. EL to contact Jane for more details on skills gap and what they are looking for.</li> <li>2. Commonwealth Gymnastics Confederation Board reviewed a paper prepared by Helen Phillips, Chair of Welsh Gymnastics, which reviewed the Commonwealth Confederation and its purpose. Key recommendations including changing the governance structures to ensure links with FIG and CGF via appointed liaison; ensuring a strong voice to ensure gymnastics remains relevant and part of the Commonwealth Games programme. Additionally seek to establish a Commonwealth Games Championships or similar to be held mid-way through commonwealth games cycle. The event would be FIG regulated so would ensure it would be at an appropriate level. Implications for SG this would be financial if bidding to host an event or in attendance. Board agreed to maintain our membership and have the concept reviewed by the Performance team.</li> <li>3. Technical panel review Following January's board meeting, SH and EL have met with five out of the six Technical Panels with a presentation which included governance, structure and purpose. Feedback was gathered from the panels. Next step is workshops with a wider representation from the disciplines and then design the delivery model to support the plans. Workshops complete by May, budgets in place by the end of June and all brought together by September.</li> </ol>
	<p><b>ACTION:</b> IC and EL to continue with chair succession plans. IC and EL to follow up on BG board rep process and bring back to the next board meeting (look at the UK Sports governance code details for compliance process). Commonwealth Games Confederation paper to be reviewed by Sam.</p>
<b>7.</b>	<p><b>ITEMS FOR DECISION</b></p> <ol style="list-style-type: none"> <li>1. 11 month membership options Membership year will be starting from 1 September 2019 which is a month earlier. Options were considered by the board in how to treat this shortened year as the admin costs to reimburse would be a disproportionate cost to process while continuing to deliver increasing levels of support to the membership. Communications to be sent to the members ahead of the renewal window. The rising inflationary and operational costs of supporting the members was discussed with recognition that not able to change the fees without AGM input.</li> <li>2. Positive coaching CPD Depending on the course content, it should be mandatory to raise awareness.</li> <li>3. Qualified Coaches on competition floors Board reviewed the proposal to allow a 'lead coach' who only needs to be in the venue, and</li> </ol>

	<p>can vouch for another coach to cover the skills out with their level of qualification. Agreed to maintain our current position. EL to follow up with BG.</p> <p>4. Future board/Audit and RemNom/ AGM dates  12 May for Board meeting  22 September for the AGM</p>
	<p><b>ACTION:</b>  Positive coaching course - look at tracking case figures from now and then in 12 months, and see if it has had any impact. Look at how are tutors embedded in this process and also complete the course  EL to follow up on qualified coaches on the competition floor  AGM date to published to all members</p>
<b>8.</b>	<p>AOB  Equalities survey – all Board members to complete  Philanthropists – EL and ZF are working with an expert on this, with more to be done  Performance Strategy – Sam has prepared a draft, to be circulated round the Board for feedback, with planned launch in April  Referral policy – lead signatory needed in the policy with a named role and not a named person</p>
	<p><b>ACTION:</b>  Board members to complete equality survey</p>
<b>9.</b>	<p><b>DATE of NEXT MEETING</b>  12 May 2019</p>