

CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS

MINUTES OF BOARD MEETING HELD ON 22 AUGUST 2019 AT 6PM

AT CALEDONIA HOUSE

- PRESENT:** Doc McKelvey (DM): Scott Harper (SH): Ally White (AW): Patricia Swan (PS): Zoe Frost (ZF)
- APOLOGIES:** Oli Barsby (OB): Peter Boucher (PB)
- VIA TELE CALL:** Adele Tolometti (AT): Ian Chambers (IC): Keir Stewart (KS)
- IN ATTENDANCE:** Lara Gregson (LG): Simon Taaffe (ST): 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 12 May 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.	<p>FINANCE UPDATE</p> <p>First quarter results were discussed and highlighted a £28k variance to budget, which links to the current stage in the membership income process and Education courses, along with the move to Kukri for kit and the IT refresh.</p> <p>ST has done a full round of identifying line details with each budget holder and then full budget reforecast to be done with budgets constantly being reviewed with full rolling forecast in view. There are clearer responsibilities for budget holders.</p> <p>2019 Annual accounts – ST ran through the 2018/19 annual accounts and highlighted key points to the Board. Board agreed the final accounts could be requested from Henderson Loggie. ST explained the processes he has implemented so far with budget holders including monthly reporting to ensure tighter controls.</p> <p>Savings Account – ST explained the benefits of opening a different savings account. The Board agreed to go with the best rate and to use different providers and split the amounts across more than one provider to reduce the risk. The Board agreed the signatories should be DM, ST and AT.</p> <p>Revised reserves policy – ST explained the current reserve figures and asked the Board to confirm what we are holding the reserves for and whether SG should move to three months operational costs instead of six months salary costs. The Board discussed the options and agreed to review the reserves policy after the horizons work has brought the financial details back to the board and</p>

	there is clarity over the current moving financial parts.
	<p>ACTION: ST to go ahead with the new savings accounts</p>
6.	<p>ITEMS FOR DISCUSSION Complex Case review recommendations SH shared the background on the Conduct in Sport Panel and how it fits with the wider organisation's risk management. There is also a need to consider the types of sanctions we may want to have in place.</p> <p>SH asked the Board to consider the question if the Board wants the ability to overturn the decision made by CISP. Question was raised if the CEO should have the ability to suspend without the need for the CISP to make a decision. Following discussions, it was agreed that the CEO should have that power to temporary suspend.</p> <p>The board agreed that they were not supporting taking a wider view that the Board can overturn the decision of the CISP. Further development for CISP members to appreciate it's not a legal environment and by creating the right culture along with more members would be more appropriate.</p> <p>Chair recruitment process IC confirmed that the panel were interviewing for the Chair position over next two weeks.</p> <p>BG Board nomination Scottish Gymnastics had received a request from British Gymnastics asking for nomination for their board to represent the home nation. Board agreed to nominate SH. SH to send his CV to IC who will submit to British Gymnastics.</p> <p>Horizons process update Workshops have been held with all the technical panels over the last few months using the horizons framework. SH explained that the board need to have a mid week board meeting on 2 or 3 October to discuss only this in more detail.</p> <p>Details to come back to the board including how we will govern our Technical Panels and this may change the structure of the panels to support the discipline's needs, reflect the landscape they operate in now and fits the needs of the disciplines.</p> <p>All panels have been involved in the budget setting and narrowing the details that are in the plan, with key themes being shared. There will be a whole discipline plan for each discipline created including budgets.</p>
	<p>ACTION: Conduct in sport code to be updated</p>
7.	<p>ITEMS FOR DECISION AGM prep and resolutions Resolutions were confirmed and will be shared with the membership by 6 September.</p> <p>Review of Director's appointments/ term of office and Director's portfolio</p> <p>SLT to consider projects/ areas that board members could support/ work with and also see what Board members want to do</p>

	Review the Audit and Remuneration Committee terms of references in conjunction with revised governance framework.
	ACTION: SH to provide a note to support the membership fee resolution Board call to be set up to ratify Chair appointment, before details go to members, IC to do
8.	AOB BG agreement How does BG view this engagement – partner or commercial arrangement? Board’s initial thoughts were to remain with the four year arrangement, but review the plan in two years
	ACTION: <ul style="list-style-type: none"> SH to prepare a response to Jane to clarify some further points before a decision is made
10.	DATE of NEXT MEETING 22 September 2019 Last week in September possibly or 2 or 3 October

Communications Framework – Board to provide feedback on this by 30 August