

CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS

MINUTES OF BOARD MEETING HELD ON SATURDAY, 27 MAY 2017 AT 10AM

AT CALEDONIA HOUSE

PRESENT: Scott Harper (SH): Euan Lowe (EL): Peter Boucher (PB): Zoe Frost (ZF): Adele Tolometti (AT): Patricia Swan (PS): Phil Langstaff (PL)
 Lorna Callan, **sportscotland** (LC) – present until 2pm

APOLOGIES: Keir Stewart (KS): Oli Barsby (OB): Lara Gregson (LG)

| ITEM | AGENDA ITEM / DISCUSSION |
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| 1. | WELCOME AND APOLOGIES |
| | SH welcomed all to the meeting noting apologies received from Keir Stewart, Oli Barsby and Lara Gregson |
| 2. | NOTIFICATION OF CONFLICTS OF INTEREST |
| | None |
| 3. | PREVIOUS MINUTES & ACTIONS: |
| | The Minutes dated 26 April 2017 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>EUROPEAN CHAMPIONSHIPS 2018/ CWG AWARDS 2017 The option exists for SG to support these events. It was agreed to support the 'Team Scotland' preparations by attending the 2017 awards. Options in supporting the 2018 European Championships to be developed for future consideration.</p> <p>TP BUDGETS & EQUIPMENT REQUESTS PB/KS had been in contact with TPs requesting longer term forecasting to the end of the current funding cycle for approval; informing longer term financial planning and commitments. All TP budgets were to be reviewed at this meeting. Long term budgets have still to be submitted by all TP's so this item will be followed up at a future board meeting.</p> |
| | <p>ACTION – EL to work up options to support the European Championships if tickets are made available to federations for consideration at a future board meeting. PB/KS to remind TPs that long term budgets are required for board approval.</p> |
| 6. | <p>OPS PLAN REVIEW: The 2016-17 Operating Plan out turn and 2017-18 Operating Plan had been circulated in advance. EL summarised progress made over 2016-17 explaining any exceptions and identifying targets that need to be carried forward and built into the next year. The 2017-18 Operating plan was agreed with the suggestion that previous year exceptions be prioritised.</p> <p>RISK REGISTER REVIEW: The Risk Register was reviewed noting small reduction of risk in some areas and no increased risks logged.</p> |

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| | <p>EQUALITIES UPDATE: LG is currently working through an equalities health check that will inform a course of action in improving our approach to equalities. LG is drafting an action plan that will inform the direction and decisions in working towards the Advanced Equalities standard.</p> <p>BOARD SKILLS AUDIT: PL summarised the skills audit report previously circulated. Overall it was agreed that there is good mix of skills and knowledge across the board suited to the needs of delivering the strategic plan. Some low risk gaps were identified but all were satisfied that with the readily accessible knowledge and skills of our key partner organisations that these areas can be enhanced over time. These skills gaps will naturally be a focus of any future board recruitment and will be built into the interview process in the current recruitment round. It was agreed that moving forward the skills audit would be completed every two years, complimented by the Chair / Board member annual reviews.</p> <p>FINANCE YEAR END: AT presented the year-end management accounts showing an increased net income figure higher than the budgeted £43,600. The improved position can be attributed to a combination of membership growth; growth in competition and education activity and improved debtor management. The income profile reflects more of a balance across grant funding, membership income and commercial activity with circa 54% of this being used to support gymnastics activity. The management accounts will be reviewed by Henderson Logie in June. As the reserves target has nearly be reached, income and expenditure targets should be reviewed and agreed at a future board meeting.</p> <p>BOARD ADVISORY GROUPS: The opportunity to be involved in the 'BAGs' has been promoted to the membership with a number of volunteers expressing an interest to be involved by the closing date of the 15th May. The introductory meeting for all members, staff and board will be held on the 28th June.</p> |
| | <p>ACTION: LG to draft an Equalities action plan with recommendations for the board to consider. AT/EL to identify income and expenditure targets to be agreed at a future board meeting. LG to confirm and set up the BAGs meeting for the 28th June.</p> |
| <p>7.</p> | <p>Technical Panel update: Donna Crowther (TeamGym); Andy Youl (Acro); Rod Smith (WAG) joined the meeting; apologies had been received from the other disciplines. SH provided an overview of the progress collectively made in delivering the strategy, given that we are two years into the new approach its sensible to consider reviewing the approach to delivering the long term outcomes. This is particularly important given the recent shifts in the funding landscape for sport. The growth in activity across nearly all disciplines has been significant and collectively we need to adapt where we can to support the growth. The discipline 'Health Checker' approach recently introduced was recognised as a good approach in shaping future direction, actions and associated budgets. Capacity and time across panel members is a challenge; it's recognised as a struggle to attract panel members with very few panels operating with a full complement or roles. Gaps were noted within the financial and competition organiser roles on panels in addition to succession planning for volunteers and judges for events.</p> <p>In the short term production of financial reports by individual event would better support panels plus a continuation of the closer working between panel and staff pathway/performance roles would strengthen the work. Over the medium term SH suggested that there would be a need to hold similar discussions with all panels to identify if there are functional areas that could be supported by the office to allow panels to spend more time on technical discipline specific developments.</p> |

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| 8. | Review of strategic pillars: EL presented a high level review of progress against each of the strategic pillars. This will be used during the initial Board Advisory Groups meeting to provide an overview and highlight potential areas needing more focus. |
| 9. | AOB: Support for gymnasts attending GB squad programmes was discussed. EL to work with Performance team to draft a proposal. |
| 10. | DATE OF NEXT MEETING 21 June - Caledonia House, Edinburgh 28 June – Board Advisory Groups – Caledonia House, Edinburgh |