



CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS ASSOCIATION

MEETING: SGA BOARD OF DIRECTORS AND SENIOR MANAGEMENT TEAM

WHEN: WEDNESDAY, 17 APRIL 2013 AT 5.00 PM

WHERE: SGA OFFICES, AIRTHREY CASTLE, UNIVERSITY OF STIRLING

1. WELCOME AND APOLOGIES:

- 1.1 Scott Harper, President (SH): Neil Logan, General Director (NL): Philip Langstaff, General Director (PL): Oliver Barsby, General Director (OB): Adele Tolometti, Finance Director (AT): Keir Stewart, Vice-President (KS): Stuart Ferrier, Partnership Manager, sportscotland (SF).

Senior Management Team: Lorna Whyte, Christine Davies, Tracy Rea, Michael O'Donnell.

1.2 IN ATTENDANCE:

Christine Davies (CD) Minute Taker

SH opened the meeting and welcomed the Board and senior management team to the meeting. The Board and management were notified that Alan Clark from High Life Highland (HLH) was invited to the meeting to give a presentation on regional development officer recruitment opportunities.

- 1.3 Apologies were received from Patricia Traill (PT) and Clare Cochrane (CC).

2. NOTIFICATION OF CONFLICTS OF INTEREST

- 2.1 There were no notifications submitted to SH.

3. APPROVAL OF PREVIOUS MINUTES

- 3.1 The Minutes dated 13 March 2013 were accepted as a true record of the meeting held on the same date.

3.2 Actions from Previous Minutes:

Action no. 9 from Minutes dated 20 December 2012. AT advised the meeting that the first audit committee meeting with OB, CD and herself had been held earlier today. It was agreed that the committee would:

- Invite 2 or 3 SGA members to work alongside the committee to review the policies and procedures.
- An article would be uploaded to the website with an email to club chairs, club secretaries and head coaches inviting them to sit on this committee.
- Most of the reviewing would take place via email.
- The longer term plan is to have this work completed by the AGM in November 2013.
- After discussion it was agreed that the committee would ask our solicitors to create new Articles of Association which would then be proposed to the membership at the AGM.

SF added that he welcomed the fact that this particular project would be channelled through this committee. **Action No. 1: CD to create a one-paragraph article for the website and email and liaise with AT/OB. Action No. 2: AT to contact solicitors regarding new Articles of Association.**

3.3 Actions from Previous Minutes dated 13 March 2013

Action no. 1: Funding Submission: Complete.

Action no. 2b: Fitness Scotland statistics: Not finalised yet.

Action no. 5: Independent Chairperson's job description: 75% complete.

Action no. 7: Staff Representative: Stephanie Stewart (SS) was introduced as the staff representative and liaison with the Board.

Action no. 9: Equality Policy: CD distributed a report/timeline for this project. LW added that clubs would be re-audited in light of the new equality characteristics. SF stated that he was delighted this was moving forward.

4. MATTERS ARISING NOT ON THE AGENDA

4.1 There were no additional items to discuss.

5. REGIONAL DEVELOPMENT

5.1 SF introduced Alan Clark (AC) from High Life Highland (HLH) and gave a brief outline of AC's proposal. We have 6 regional development officer posts available throughout Scotland. These posts will support development in schools, clubs and performance sport. SF talked about the following aspects of these posts:

- all about opportunity
- 9 sgb's have development posts
- £120k - £180k investment opportunity
- 90+ posts available
- sportscotland employ four people to support these posts
- All 32 LA contacts are known to AC
- these posts support all awards streams
- clubs can ask for longer-term support
- £14M invested in active schools and performance sport
- Only £7M invested in clubs
- sportscotland want to invest more in clubs
- The four sportscotland staff will work with SGA's development officers; identify which clubs they want to invest in and work with.

PL asked how much does SGA use this resource. AC replied that it's very little as we have no representative in the Grampian or Highlands & Island area at present.

AC gave the Board an overview of how his role can provide support for SGA:

- how the partnership will work
- how he will bring other sgb's together and to share best practice
- HLH can offer support with planning, monitoring, reporting and a hot desk
- HLH can offer sport-specific regional profiles
- Work at local and regional level with SGA clubs

AC added that the real work is how HLH can support SGA to develop gymnastics in this particular geographical area. It is proposed, subject to approval by the SGA Board that this post would be a 3 day per week position in the Grampian area and a full time position in the Highlands and Islands. This would be a 12-23 month project which would allow people on the ground to deliver it. There would be a £5k investment from Aberdeenshire Council and a £20K contribution from H&I. AC submitted papers to the Board to review, particularly the proposed job descriptions. He added that the full project could be reviewed after 12 months.

SH stated that put into context if SGA wait until a CEO is in post it could be nine months before these posts are in place. He proposed that the Board move forward with this as soon as possible.

AC proposed an interim solution. These could be secondments with a management group around each of the posts.

A round-table discussion followed on the workplans of our existing RGDM's, SGA's national plan and the logistics of employing someone in such remote areas. AC stated that Orkney and the Western Isles are desperate for a regional development officer in their area.

It was agreed that the Board would review AC's two proposals. The recruitment process could start May/June although SH further added that the organisation is stretched regarding staffing resources just now. Investment would take place in June/July. AC offered to contact Aberdeen Council to see if they wanted to be involved in this project and to come down to SGA again to further discuss this proposal. SH asked the Board if they were happy to move forward with this proposal. The Board gave their outline approval on the basis that AC will contact Aberdeen Council regarding their involvement and possible contribution.

6. RECRUITMENT

6.1 SH stated that there are 1.6 full-time posts in development at present but more expertise is needed in this area (there is an issue with SGA skills sets in performance clubs). It has been identified that one of the development officer posts could be focussed on working with performance clubs and that this would require someone with the correct technical expertise

A round table discussion followed on the specific (technical rather than business) skills/qualifications that would be needed for this performance/development officer. TR added that she will be meeting with the new BG Talent Pathway Manager in May. SH asked the Board for approval to move forward with this and target a specific development officer post. The Board unanimously agreed to move forward with this.

7. STRATEGIC REVIEW PROCESS

7.1 An advert for an interim CEO was uploaded to the website today and also on the sportscotland website. SH stated that the strategic review will move forward more quickly once this person is in post and that Gravitare will contact sportscotland. SH's vision is that there will be three strands to this review:

1. Corporate
2. Performance
3. Club Development

Consultation will be around what we are actually doing at the present time.

8. FIT FOR PURPOSE ACTION LIST

8.1 This piece of work is ongoing but nearing completion. **Action no. 2: SH and CD to review the F4P action list and submit this to SF by mid/end May.**

9. FINANCE UPDATE

9.1 AT provided the Board with up-to-date cash flow and forecast figures. SF asked for forecast figures to 30 June. **Action no. 3: AT to provide specific statistics to SF.** The Board discussed the year-to-date accounts and asked for clarification on a few headings e.g. professional fees, subscriptions & donations. AT stated that she would like to communicate with the technical panels on VAT implications. **Action no. 4: AT to contact TP chairs and Finance Officer to move forward with the VAT topic.**

10. HR UPDATE

10.1 SH advised the Board and management that the CEO left the organisation on 28 March 2013.

SH welcomed SS to her first Board meeting as Staff Representative. The staff representative role will bridge the gap between Board and staff and will allow SS to communicate independently with staff on any issues they would like her to raise on their behalf at Board meetings.

The remaining CJS employee's contract finishes on 31 May 2013. A decision has to be made regarding his employment with SGA. **Action no. 5: CC and CD to liaise on this.**

Two new employees have started at SGA. These are:

Susan Scott – Member Services Administrator
Kath Purdie – Payroll Administrator

Mrs Purdie is also reviewing the HR administration for her line manager.

11. LEGAL UPDATE

11.1 This was discussed privately and minuted by ??

12. ANY OTHER BUSINESS

SG/BG Membership: SH advised that he had received information from our insurers. He has visited some larger SGA clubs and discussed a single membership structure to include BG membership. SH stated that feedback was good however, a 2-step proposal will be submitted to the AGM in November. **Action No. 6: SH to create proposal and circulate to the Board.**

Office Move: SH updated the Board on this subject. He advised that CD and he had visited several properties today (one in Larbert and two in Grangemouth). It would seem from these visits that the future costs would be around £16/m² including rates, lighting, heating. SH is awaiting proposals from the letting agents. AT asked if there was an option to remain at Airthrey Castle but this wasn't an option as the lease expires at the end of August and the University have plans for the building. SH added that the organisation needs more floor space as the present setup does not work. SH stated that he will prepare and circulate a report to the Board that can be discussed/approved at the next Board meeting on 29 May. **Action no. 7: SH to prepare a report on the office move.**

Communication topics: A discussion followed regarding communication with other members of staff. MO also added that more communication is needed for clubs. Following this PL pointed out 4 or 5 topics from Board meetings that can be passed onto staff and clubs. SH stated that feedback he had received over the last few months is that staff are happier. MO offered to produce a Board update after each meeting. OB added that staff should see the Board update prior to it being uploaded to the website in case they receive any enquiries. Following a Board meeting SS will meet with OB to discuss the topics/information that can be passed to staff. A staff meeting (chaired by OB and SS) will follow on from this. As staff representative SS will contact staff one week prior to a Board meeting requesting any issues they may want to raise. This was unanimously accepted by the Board. **Action no. 8: MO to produce the first Board update for review by the Board. Action no. 9: OB and SS to arrange a meeting to meet with staff.**

S/S Profile: AT requested a copy of the sportscotland profile to be used for our funding application. **Action no. 10: SF to email this to AT.**

Funding query: TR requested information on the Commonwealth Games funding allocation. SH advised that this will be part of the review process as the Board have 6 weeks to produce the 9-month funding plan. **Action No. 11: SH/AT/PT to finalise the funding figures so that we meet the deadline of mid May.**

HR: SF stated that the organisation should have all “hygiene factors” in place prior to new staff starting e.g.:

- Staff Appraisals (LW added that these are held annually with a 6-month informal appraisal)
- 1-2-1 meetings with line manager
- Competencies properly recorded

SH added that Gravitare will review the HR policy and extra support required.

Non-registered SGA clubs: A discussion ensued on how the Board can tackle unregistered clubs, criteria for accepting (or not accepting) membership. SF added that SGA is perfectly entitled to say they are not accepting membership. However, SH added that the Board need to re-evaluate the risk, draft a holding letter. SF further added that it would be more beneficial to carrying out some more “intelligence gathering” and to ask a consultancy firm to carry out an independent review. It was agreed that LW and Children 1st would continue with their own review of this particular subject.

The management team left the meeting at 8.00 pm.

13. Date of Next Board Meeting

The next Board meeting will take place at Airthrey Castle on Wednesday, 29 May 2013 at 5.00 pm.