

CONFIDENTIAL DOCUMENT
SCOTTISH GYMNASTICS
MINUTES OF BOARD MEETING HELD ON WEDNESDAY, 04 NOVEMBER 2015 AT 5:00 PM
AT CALEDONIA HOUSE, EDINBURGH

PRESENT: Scott Harper (SH): Phil Langstaff (PL): Adele Tolometti (AT): Kevin Pringle (KP): Euan Lowe (EL).

APOLOGIES: Keir Stewart (KS): Patricia Swan (PS): Oliver Barsby (OB): Lorna Callan (LC) (sportscotland).

IN ATTENDANCE: Christine Davies (CD) - Executive Officer: Andrew Cassell, (AC) Finance Manager.

ITEM	AGENDA ITEM / DISCUSSION
1.	WELCOME AND APOLOGIES
	SH welcomed everyone to the Board meeting advising of three apologies.
2.	NOTIFICATION OF CONFLICTS OF INTEREST
	There were no conflicts of interest noted by the Board members.
3.	PREVIOUS MINUTES & ACTIONS:
	Following discussion, the Minutes dated 27 June 2015 were approved by the Board.
	The Action List was revised with the following updates from the Board.
	<i>Brand Revision:</i>
	Following discussion a slight amendment is required to the templates.
	<i>125th Anniversary:</i>
	SH thanked all those involved in organising the event. Early feedback from the members and external partners suggests that this was a very welcome event.
	<i>Transfer Lines:</i>
	Awaiting final information from KS to update members and staff.
	<i>Coaching Skills:</i>
	Now part of the GymNet criteria for members.
	<i>Expenses Policy:</i>
	A policy for technical panels to be created and introduced for use by the technical panels.
	Action 1: AT to work with AC on creating an expenses policy for use by technical panels.
4.	FINANCE
	AC presented various finance slides and 2 nd quarter accounts information to the Board. Following a round-table discussion it was unanimously agreed that the organisation is in a better financial position now with budgets/income cascaded down to the technical panels. The financial position of the technical panels is improving with a combined surplus as at 30 September. However, SH added that some technical panels are still working with a deficit but this is improving. Total year-to-date income is in a healthy position in part as a result of increases in membership.

	<p>At the six month point the management accounts are showing a better than expected surplus position however a proportion of this is due to an underspend as following the restructure there has not been a full complement of staff during the six month period to 30 September.</p> <p>PL queried the sponsorship budget with AC replying there is a definite budget of £21.5k and an opportunity to increase this.</p> <p>Following review of Fitness Scotland activity and Board approval, Fitness Scotland has branched out and will operate as its own entity. As a result from 01 November Fitness Scotland salaries will not be included in the accounts.</p> <p>SH finished this topic by adding that the Board hoped to see an increase in the percentage of gymnastic activity by the end of the financial year. He also thanked AC on behalf of the Board for his work in putting this information together.</p> <p>The department budgets will be re-profiled for the remaining six month period and circulated to the Board electronically for approval.</p>
	Action 2: AC/EL to re-profile the next six month department budgets for Board approval.
5.	<p>REMUNERATIONS & NOMINATIONS</p> <p><i>Auto-enrolment:</i> PL updated the Board reporting that there was a 100% uptake to the new pension scheme from staff including new employees.</p> <p><i>Director Vacancies:</i> The RemNom committee targeted the general director vacancy and received six notes of interest. These were reviewed and three CVs from female candidates were taken forward for further consideration. PL/EL interviewing the first candidate on 06 November with the remaining candidates to be interviewed the week after. Following the interviews PL will arrange a meeting with SH to take this forward. There is also some concern around the non-Olympic director vacancy which needs to be addressed.</p> <p><i>Chair Scorecard:</i> PL to arrange a meeting with SH to complete SH's review.</p> <p><i>Performance management:</i> The performance management review process of staff is on track with the planned 6 month interim reviews to be completed by the year end.</p>
	Action 3: PL to meet with SH following director vacancy interviews. Action 4: PL to meet with SH regarding Chair scorecard and review.
6.	<p>SPORTSCOTLAND INVESTMENT</p> <p>EL presented a paper to the Board for discussion with progress against all investment targets being on track. All targets are taken from the SG Strategy Plan. As at 30 September SG had 19,119 members of which 2087 were competitive gymnasts. Whilst there have been a few IT issues with the GymNet system, registered member numbers are up on the same period last year.</p>
7.	<p>DEPARTMENTAL REPORTS</p> <p>Having read all departmental reports the Board are pleased with progress and are happy with the content of reporting. PL requested an update on the GymNet issues. EL reported that a few issues have been resolved, a few have not, and therefore weekly conference calls have been arranged with British Gymnastics, EL and the Development Administrator (two further members of staff are also assisting with this): the situation is being closely monitored.</p>

	<p>It was also noted that many of the ethics and welfare issues revolve around the use of social media even although safe use of social media is included as part of the safeguarding training.</p> <p>SH commented that the recruitment of Performance Pathway Regional Coaching posts should be RAG rated as red. EL will have this rectified and work with the Head of Performance, Pathways & Education on a recruitment solution.</p> <p>Following discussion it was agreed that a steering group be set up to plan an approach that would ensure next year's AGM is better attended and quorate.</p>
	<p>Action 5: EL to work with Head of Performance on the vacant Regional Coaching posts. Action 6: A steering group for the 2016 AGM to be set up.</p>
8.	<p>DATES OF FUTURE MEETINGS</p> <p>It was decided that Board meetings would take place 6 weeks after each financial quarter to allow the Finance Manager time to finalise accounts information.</p>
	<p>Action 7: EL to create a calendar of meetings to be reviewed by SH</p>
9.	<p>ANY OTHER BUSINESS</p> <p>EL reported on Fitness Scotland and that an announcement will shortly be made to SG members. The Board will also need to review the Articles of Association prior to the 2016 AGM.</p> <p>Staff Away Day: A staff "away day" is being planned with the aim of improving internal communications and ways of working in delivering the plan. SH suggested that a workshop be set up and included in the staff away day to discuss and agree Board working groups, further strategy workshops and how to best keep our members informed.</p> <p>Board December meeting: It was suggested that 12 December be set aside for the next Board meeting and working lunch. Members to check their diaries and respond to EL with their availability.</p>
	<p>Action 8: 12 December Board meeting - Board Members to note availability to EL.</p>