

CONFIDENTIAL DOCUMENT



SCOTTISH GYMNASTICS ASSOCIATION

MINUTES OF BOARD WORKSHOP

HELD ON SATURDAY, 04 OCTOBER 2014 AT 1:00 PM

IN THE SUMMIT ROOM AT THE MERCURE HOTEL, PERTH

PRESENT: Scott Harper (SH): Keir Stewart (KS): Brian Samson (BS): Euan Lowe (EL): Adele Tolometti (AT): Patricia Swan (PS): Oliver Barsby (OB):

APOLOGIES: Phil Langstaff (PL): Kevin Pringle (KP).

ITEM NO.	AGENDA ITEM / DISCUSSION
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1.	WELCOME AND APOLOGIES
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	EL welcomed all to the meeting, noted apologies. Oli and Keir had previously indicated that they would only be able to attend part of the meeting and would join us at a later date.
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	The focus of the meeting was to review and approve the progress of the work in preparing the 2015-19 investment application to sportscotland. As previously circulated the aim was to cover the following areas:
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| | <ul style="list-style-type: none">• Restructuring proposals/related finances• New strategy and four year business plan• One year operating plan/priorities• Finance 2015-19 |
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2.	RESTRUCTURING PROPOSALS
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	In order to successfully deliver the first four years of the new Strategic Plan there will be a need to evolve the staff structures that are supported by grant funding under the headings of development and performance. Expanding and altering the focus of the teams operating under the guidance of the new Head of Development and Head of Performance, Pathways and Education will better support the delivery of three key pillars of the strategic plan: Clubs, People, Gymnasts.
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	Development Structures – EL presented a proposed new structure that in summary would provide both thematic expertise around business / commercial planning and a more 'local' club facing support providing geographical 'regional' coverage of member clubs.
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	After discussion it was agreed that the approach was sound with the need to modify the proposal to include three rather than two thematic experts alongside a number of club development officers.
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	Performance, Pathways & Education – EL presented a proposed new structure that would provide an increased level of performance development support further down the pathway and in addition place an emphasis of developing coaches, judges and volunteers. After discussion the proposed approach was agreed.
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	EL noted that the proposed structural changes would require an increased level of grant
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support. In relation to this and the proposed structures the senior management have been working with sportscotland to keep them informed of our intentions.

Action: EL to work with the SMT to amend development structures and include in sportscotland submission.

3. NEW STRATEGY AND FOUR YEAR BUSINESS PLAN

EL circulated the draft four year plan which was still a work in progress. It was noted that the connection to the twelve year strategy was clear.

It was agreed to simplify the plan to only show the overall four year outcomes rather than detail annual outcomes. In addition if a clear way of demonstrating the priorities can be added this should be considered.

Action: EL to amend the plan to clearly show the 2015-19 Key Activities and Outcomes and circulate to the board for comment prior to sending on to sportscotland.

4. ONE YEAR OPERATING PLAN AND FINANCE 2015-19

Time did not allow for these items to be discussed during the workshop. It was noted that the 2015-19 finance will be influenced by a number of factors, including clarifying and re-setting the SG management accounts at the 6-month point, the level of grant funding from sportscotland for the next four year cycle and additionally influenced by the British Gymnastics proposal. This would need to be discussed at a future date.

EL outlined the process in completing the sportscotland investment application:

- All paperwork to be submitted to sportscotland by the 15th October
- Chair and SMT present to sportscotland on the 31st October
- Sportscotland board meets early December to review the investment request.

The meeting closed at 16:30