

CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS

**MINUTES OF BOARD MEETING HELD ON SATURDAY, 13 FEBRUARY 2016 AT 10.30 AM
IN CALEDONIA HOUSE, EDINBURGH**

PRESENT: Scott Harper (SH): Keir Stewart (KS): Adele Tolometti (AT): Phil Langstaff (PL): Patricia Swan (PS): Euan Lowe (EL): Zoe Frost (ZF): Peter Boucher (PB).

APOLOGIES: Kevin Pringle (KP) Oliver Barsby (OB): Lorna Callan (LC) (sportscotland).

IN ATTENDANCE: Christine Davies (CD) – IT/Office Manager
For an afternoon presentation:
Board Governance & Training presented by Jacqui Stone, Club Business Manager (SG).

ITEM	AGENDA ITEM / DISCUSSION
1.	WELCOME AND APOLOGIES
	SH welcomed ZF and PB to their first Board with apologies from KP and OB.
2.	NOTIFICATION OF CONFLICTS OF INTEREST
	There were no conflicts of interest noted by the Board members.
3.	PREVIOUS MINUTES & ACTIONS:
	<p>The Minutes dated 12 December 2015 had previously been approved via email and uploaded to the SG website.</p> <p>The Action List was revised with the following updates from the Board.</p> <p><i>Chair meetings :</i> CD to liaise with Lorna Callan and organise quarterly meetings.</p> <p><i>Transfer Lines:</i> It was agreed there would be no need for transfer lines moving forward. KS has produced guidelines which will be sent out to clubs and members within the next 2 weeks.</p> <p><i>Conference Call:</i> The Board agreed and approved the minutes of a conference call which took place 27 January 2016 including co-option of PB until the 2016 AGM.</p>
	<p>Action 1: CD to liaise with LC on behalf of the Chair regarding quarterly Chair Appraisal reviews. Action 2: KS to email guidelines to CD for SG members and staff.</p>
4.	FINANCE
	<p>EL presented the third quarter finance report to the Board. Performance costs have been higher than budgeted and Fitness Scotland has shown a deficit primarily as a result of bad debt. However the 9 month position is showing a small surplus. The projection to year end is that there will be a surplus after making provision for an underspend in grant funding as a result of the recruitment of staffing being out of line with the release of grant funding.</p> <p>The Board also discussed in some detail reserves, salaries, cash flow and income figures. More clarity is needed around the difference in performance development costs and performance</p>

	<p>pathway costs. SG's Finance Manager is to be commended on the work he has done on debtors and creditors.</p> <p>The Board also discussed SG insurance renewal and agreed a tender process be set up. Further paperwork will be sent out to Board members within the next 6 weeks to finalise and approve 2016-17 budgets.</p>
	Action 3: EL to liaise with SG Finance Manager to prepare 2016-17 budget before end of March.
5.	<p>2016-17 DRAFT OPERATING PLAN</p> <p>EL presented the draft 2016 -17 operating plan. From this discussion it was agreed that going forward the Board members would like to use a 'scorecard' type approach to review ten to twelve set indicators across the plan in monitoring its progress. PL commented the Board need input from the senior management team to ensure there is no overlap of work responsibilities. EL added that a resource plan is also being developed to sit alongside the operating plan. It was agreed a further column be added that RAG rates the above areas of the operating plan and includes information on what's progressing and what's not. Several Board members requested that the full operating plan be circulated for information. ZF/PB requested copies of the 4 year business plan and strategy plan.</p>
	<p>Action 4: EL to suggest indicators to be used as a 'Scorecard' for the operating plan.</p> <p>Action 5: EL to circulate the full operating plan to the board for information.</p> <p>Action 6: CD to email copies of business and strategic plans to ZF and PB.</p>
6.	<p>RISK REGISTER</p> <p>EL presented a new format risk register to the Board. Following discussion it was agreed a workshop would be organised for relevant staff and that SH would email a template risk register to EL for his consideration. It was also agreed ratings should be introduced to scale the impact and indicate what the impact would be to the business, e.g. financial, reputational, etc. These risks should then link back to the operating plan.</p>
	<p>Action 7: SH to email risk register template to EL.</p> <p>Action 8: SH/EL to arrange a risk register workshop for relevant staff.</p>
7.	<p>MANAGEMENT REPORTS</p> <p>Board members agreed they liked the format of these reports. However, if we are to progress the operating plan amendments, these reports will no longer be necessary. A round-table discussion followed on events and sponsorship with the Board unanimously agreeing SG would need to adopt an annual charity partner but this would not prevent the association from working with a particular charity on a 1-2-1 basis. It was agreed that Gordons Fightback be adopted as the official charity partner for the 2016 Gymfest.</p>
8.	<p>EQUALITY</p> <p>SG has met the criteria for the Intermediate Level of the Equality Standard. The EQSA was unanimous in their decision and identified some real strengths within the organisation.</p> <ul style="list-style-type: none"> • SG has developed a robust approach to planning how it will manage Equality Impact Assessments including equality reporting outcomes in the risk register • A new Equality Action Plan with a clear focus and set of objectives, alongside a staff workforce that will deliver these outcomes. A move to promote non-Olympic disciplines will increase the diversity of participants • A commitment to move to a new CRM system with BG in recognition that the current system did not provide the data that SG needed, including the full equality profiles of members, coaches and officials • A training needs analysis that includes the membership • A strong lead from the Board Equality Champion, who is fully committed to ensuring that SG embeds equality in everything it does, and clearly acknowledges the importance of addressing the culture of the organisation, from staff and Board through to members, in order to achieve this • A clear commitment to developing the skills sets of the membership to grow the sport,

	<p>and as part of this, to become fully inclusive and to embed equality in all aspects of the club's work</p> <p>They also acknowledged the support and commitment from the Lead Officer, CEO and Equality Board Champion, to achieving this.</p>
	Action 9: Board Champion/CEO and Lead Officer to progress the equality action plan.
9.	<p>BOARD/STAFF AWAY DAY</p> <p>Overall the Board agreed this was a worthwhile event as it gave staff the opportunity to network with the Board. The next steps are to include this event in the planning cycle and to move forward with the staff's interpretation of common themes within the four areas of the business plan i.e. corporation, clubs, people and gymnasts. Both PL and ZF commented that these priorities will come through the operating plan.</p>
10.	<p>ANY OTHER BUSINESS</p> <p><i>Technical Panel (TP) Day – 06 February</i></p> <p>Generally, the feedback from TP members has been positive. However, there is still some work to carry forward in finance training/procedures and budgets. It was also agreed that SG would resume a recruitment drive to fill the TP vacancies. Feedback and specific information has been requested from all TP members with a deadline of 26 February.</p> <p><i>KPMG Audit:</i></p> <p>The verbal feedback has been positive with some mentions of good practice being evident around some operations and activities. The full report and recommendations will be sent to SG in the near future.</p> <p><i>CWG Proposal:</i></p> <p>KS presented a paper on the Junior CW Championships to be held in Namibia in October 2016 drawn together by the CW Gymnastics Confederation and consisting of MAG/WAG/TRA/DMT/RHY disciplines. A number of Commonwealth countries have registered a note of interest in attending this event.</p> <p>However, there are some areas of concern for SG namely the costs and flight time for gymnasts. EL expressed his concern over the quality of the organisation of this event and the costs in sending a full delegation versus the balance of benefits of the event experience.</p> <p>Following a lengthy discussion it was agreed that KS would (1) Identify potential gymnasts: (2) Collate details of the benefits of participating in this event e.g. experience at CW level and a trial for the 2018 CWG in Rio: (3) Opportunity to be selected for other events.</p> <p><i>AGM Date:</i></p> <p>Following discussion it was agreed that the date would be urgently reviewed in light of a TRA competition.</p> <p><i>Finance Issues of TPs</i></p> <p>KS raised this topic particularly for the TRA TP. Following discussion it was agreed that EL would contact this TP to outline the budget procedures.</p> <p><i>Date of Next Meeting</i></p> <p>A date towards the end of March TBC to review 2016 – 17 budget proposals. The next scheduled Board meeting will take place on Saturday, 14 May 2016.</p>
	<p>Action 10: KS to progress the CW Junior Games proposal prior to the end of the financial year.</p> <p>Action 11: AGM date to be reviewed by SH/EL.</p> <p>Action 12: EL and SG Finance Manager to contact TRA TP regarding its budgets.</p>

The meeting finished at 12:30 and re-convened after lunch with Governance training for Board members presented by Jacqui Stone, SG Club Business Manager.