

CONFIDENTIAL DOCUMENT



SCOTTISH GYMNASTICS ASSOCIATION

MINUTES OF BOARD MEETING

HELD ON WEDNESDAY, 24TH SEPTEMBER 2014 AT 5:00 PM

AT CALEDONIA HOUSE, EDINBURGH

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

APOLOGIES: Keir Stewart (KS): Phil Langstaff (PL): Kevin Pringle (KP): Stuart Ferrier – sportsotland representative (SF).

IN ATTENDANCE: Christine Davies (CD) Lorna White (LW).

| ITEM NO. | AGENDA ITEM / DISCUSSION |
|----------|--|
| 1. | WELCOME AND APOLOGIES SH welcomed everyone to the meeting and intimated apologies from KS, PL, KP and SF. |
| 2. | NOTIFICATION OF CONFLICTS OF INTEREST No notifications were intimated to the Chair. |
| 3. | CONFIDENTIAL ETHICS & WELFARE MATTERS Discussion: The Ethics & Welfare matters outlined in LW's confidential paper were discussed by the Board and privately minuted. Conduct In Sport Panel: LW updated the Board on the progress made with the CISP appointments. After discussion it was unanimously agreed that the Chair of the Conduct in Sport Panel be Carolyn Morgan. PVG Scheme: The Board discussed the information available to clubs. Whilst there is sufficient information on the SG website, it was felt that an updated newsletter be made available to member clubs. Insurance renewal and CP Good Practice Training: SG have been quoted £100k for abuse insurance liability and will review this with the insurers. However, LW was asked what CP good practice training is in place. She replied that SG has Safeguarding & Protection for 16 year old+ members as well as Safeguarding & Protecting 2 which is mandatory. SH commented that whilst SG has very robust procedures in place after an incident, he queried what procedures are in place before an incident. After discussion it was agreed that whilst some of the undernoted procedures are reviewed on an ongoing basis LW would review the following: <ol style="list-style-type: none">1. Review process moving forward – perspective of numbers2. How are the different courses reviewed3. Evaluation of the impact4. How do we pick up on new legislation |

OB suggested that LW:

1. Collate statistics of those who have attended CP training
2. Create a list of cases that have taken place
3. Summarise these (anonymised)
4. Collate issues from cases
5. Include in future training

EL commented that this would reinforce CP good practice to our members. LW also commented that SG's Social Media policy is being reviewed due in part to how younger members use social media. It was also agreed there was a need for further training for gymnasts and older members. PS commented that a toolkit for head coaches and child protection co-ordinators would be very useful to deliver in their clubs. OB commented that there is scope to reinforce the positives to members. SH concluded that this discussion reaffirms SG need to focus on the prevention and show how safe gymnastics really is.

Action:

The Board gave their approval for KP and OB to make appointments to the CISP panel.
LW to create an updated PVG newsletter.
LW to collate the above information.

4. PREVIOUS MINUTES & ACTIONS: 22nd JULY 2014

Board Minutes dated 22nd July 2014:

Pages 1, 2 and 4 approved. Page 3: amend to "PL and HR Manager to provide information on pensions, contributions, etc to staff via a staff meeting".

Board Minutes dated 31st August 2014: Minutes were approved by the Board.

Actions from Board meeting on 31st August 2014:

Action 1: SGA Board of Directors – BS to arrange training needs analysis with HR Manager. This has now been added to the 2014-15 Operating Plan.

Action 7: Point 4: PL and HR Manager to contact sportscotland and SSA regarding pension advice: SG's ER contribution to be reviewed and agreed.

Previous Action 8: Club Managers' residential course – BS & Head of Development to progress debrief: feedback completed and lessons learned.

Action:

CD to upload Minutes dated 22nd July and 31st August 2014 to website.

5. FINANCE

Discussion:

AT presented the Board with a management accounts summary and figures for the 1st quarter of 2014/15 financial year. Before commenting on the figures AT stated that SG's interim Finance Manager had had a positive major impact in the finance department and had produced excellent work given the staffing issues. Income, direct costs and overhead costs were discussed by the Board with SH requesting that any questions be emailed to him and AT. It was also agreed that the Board have 6-month revised budgets completed as soon as possible. AT added that from a conversation with the Finance Manager purchase invoicing procedures would be reviewed. AT also added that once the technical panel appointments and elections have taken place, that the TP finance officers attend an induction day outlining the finance procedures. SH added that this had already been arranged.

Action:

AT to work with the Finance Manager on the 6-month revised budgets.

AT to work with the Finance Manager to review purchase invoicing procedures.

6. STAFFING

Discussion:

BS thanked the Board for all their support over the last 18 months. He advised that squad training will continue to December 2014. BS updated the Board on the staffing structure confirming it is 95% completed and should be available for the workshop on 04th October. He also confirmed that SG are taking advice from Gravitare on matching existing and new posts, etc but as stated at a recent staff meeting SG cannot guarantee that there will not be any redundant posts. Once approved and new posts in place notification must go out to clubs and evaluate where necessary, this point was also raised by EL. BS added that from the first strategic workshop in 2013 the Board have pushed the BG Pathway and that the performance pathway must have a very strong link with clubs. SH also added that there is a specific infrastructure that needs to be put in place: once this is agreed at the workshop on 04th October the Board will move forward with HR. BS concluded that the first sportscotland investment submission date is 15th October 2014.

Action:

Staffing structure to be completed by 04th October workshop.

SH/EL to move forward with HR after 04th October 2014 workshop.

7. KPMG AUDIT

Discussion:

BS commented that this was a good outcome for SG and that operating plans had been updated in light of this audit.

Governance: 3 action plans to be reviewed.

Financial Management: 2 action plans to be reviewed.

Planning & Reporting: 1 action plan to be reviewed.

Human Resource: 1 action plan to be reviewed.

Policies: 2 action plans to be reviewed.

ICT: 1 action plan to be reviewed.

OB requested this item be included in the Board agenda and updates submitted as and when required. It was agreed that this would be done on a quarterly basis.

Action:

EL to ensure audit is included in the agenda on a quarterly basis. The next review will be December 2014.

8. 2014-15 OPERATING PLAN

Discussion:

BS referred to the MT Actions/Priorities and Corporate Calendar papers: these had been created to help with the CEO transition. He advised that the 2014-15 Operating Plan works well for staff and discussed the red rag ratings. SH commented that the financial aspects of the operating plan must be embedded within each department i.e. cross-reference. There were no questions from the meeting.

Action:

EL to ensure financial aspects of the operating plan are cross-referenced within each dept.

9. WORKSHOP AGENDA 04/10/2014

Discussion:

BS advised the sportscotland investment first draft is nearing completion as is the business plans. Both should be available for the workshop on 04th October. CD confirmed the meeting will take place at Mercure Hotel, Perth.

Action:

No action necessary.

10. AGM UPDATE

Discussion:

SH and BS updated the Board on the AGM and outcomes. It was stated that this was the best AGM in years, the content and format was also very good. BS advised that all Board posts had been approved by the members. It was also noted that the BG presentation was insightful and helped members to understand the way forward with dual membership and the services that can be provided for them. It was agreed that the last weekend in August of each year would be the dedicated AGM.

The club survey presentation was also discussed. AT enquired if the Head of Development and Head of Education & Pathways would be visiting specific clubs. SH replied this would not be specific clubs but probably a group of clubs or attend technical panel meetings. A discussion followed on the implications of clubs registering all their members. This had already been brought to the Head of Development's attention.

Action:

EL to ensure departments are advised of AGM timings so that there is no conflicts.

11. REMUNERATION & NOMINATIONS REPORT

OB outlined the Performance framework toolkit to the Board. He requested that the Board adopt the competency framework in order that the RemNom committee can work with the CEO and Heads of departments. After discussion the Board approved the principal that the RemNom committee created and approved this framework.

OB advised that the CEO targets for the next 6 months were in place with final comments due to the committee by 29th September 2014 after which the committee would approve the final scorecard.

Auto-enrolment: Several discussions have taken place on this topic. It was agreed by the Board that the RemNom committee move this forward for advice, information, etc.

The Board referred to the Performance framework toolkit: training with managers will commence in November with rollout in December. PS commented that this can be a useful for staff development, however, staff should be advised how this toolkit will be used: the aim being to match this with the strategy. EL commented that the outcomes are about staff development rather than used as a monitoring tool, the key point being how it is view by the staff. BS added that SG is the only governing body leading on this competency based toolkit.

SG Sub-committees: SH commented there are three sub-committees of the Board.

1. Conduct in Sport Panel
2. Remunerations & Nominations Committee
3. Audit Committee

SH added that the Board need to review the remit of the Audit committee and focus on the KPMG actions.

Action:

SH to review the Audit Committee remit.

12. DEPARTMENTAL REPORTS

Discussion:

BS commented that whilst these reports were very useful both for the Board and managers, we need quarterly highlights of each department and to be in tandem with the operating plan. EL added that sportscotland want to see how SG's outcomes impact on the sport, for example, how do we know if a club is world class. Firstly we need a baseline.

Action:

EL to create a new format for departmental reports.

13. ANY OTHER BUSINESS

CWG Review: SH stated that SG was the first governing body to produce this type of document. Whilst it was a very good marketing tool we will be undertaking a review of everything associated with the CWG, for example, a questionnaire has been sent out to everyone involved in gymnastics. The second phase will be about CGS and sportscotland dialogue and feedback. SG wants to better understand what the process is. SG is undertaking a 360° review of our performance at the CWG.

BG Proposal – SG/BG Fee Comparison: SH produced a paper which was circulated to the Board. After discussion it was agreed that SG would send a cheque to BG for those coaches and judges who have BG/SG membership. SG will continue to register competitive gymnasts with BG. It was also agreed that before signing the commercial agreement SG need to know what it would cost BG to provide this service. SG would also negotiate on the badges scheme and sponsorship income. SH is meeting with BG on 08th October and will circulate the BG response letter to the Board prior to this. We may also negotiate a rebate in year due to transitional costs. SH asked for Board approval that SG take these points up with BG. This was unanimously agreed.

Action:

SH/EL to arrange for BG coaches/judges fees to be paid by SG.

SH to email BG response letter to the Board prior to the 08th October meeting.

14. DATES OF FUTURE MEETINGS

Discussion:

Decision delayed until after the workshop on 04/10/2014 and BG meeting on 08/10/2014.

Board meeting closed at 8:50 pm.