

## MINUTES OF BOARD MEETING HELD ON THURSDAY 14 MAY 2020

VIA VIDEO CONFERENCE (TEAMS CALL)

<b>PRESENT</b>	Doc McKelvey (DM): Ian Chambers (IC): Zoe Frost (ZF): Ally White (AW): Keir Stewart (KS): Patricia Swan (PS): Oli Barsby (OB); Lorna Callan (LC) sportscotland
<b>APOLOGIES</b>	None
<b>IN ATTENDANCE</b>	Lara Gregson (LG): Simon Taaffe (ST): Sam Hendrikson (SH): Steve Paige (SP)

ITEM	AGENDA ITEM/DISCUSSION
1	<b>WELCOME AND APOLOGIES</b>
	IC welcomed all to the meeting.
2	<b>NOTIFICATION OF CONFLICTS OF INTEREST</b>
	AW declared the Commonwealth Games discussion as a conflict.
3	<b>PREVIOUS MINUTES &amp; ACTIONS</b>
	The Minutes dated 8 April 2020 had previously been circulated via email and were formally approved and the Action List was revised, including actions carried forward.
4	<b>MATTERS ARISING</b>
	There were no matters arising.
5	<b>SENIOR LEADERSHIP TEAM REPORT</b>
	DM had previously circulated the SLT report. DM shared an update on the increased links with British Gymnastics on the recovery work that's now underway. He highlighted that both previously shared safeguarding issues are being managed. SP provided an update on the club risk register and explained that the Development team had risk assessed all the clubs in the first three weeks of lock down and now risk assessing on an ongoing basis, a number of clubs are deemed at high risk based on financial risks. This detail is going to sportscotland. Some of these clubs will recover but long-term risk is captured now. The skill awards were repurposed for online use and launched to clubs. There has been a good uptake of downloading the resources. Coach education courses will be cancelled up to the end of August, which is in conjunction with British Gymnastics and Welsh Gymnastics. Communication is planned for w/c 18 May. Commonwealth Games Scotland (CGS) have shared the numbers of athletes for Birmingham 2022. SH will discuss further with KS and CGS.
	<b>ACTION:</b> SH to follow up with CGS
6	<b>ITEMS FOR DISCUSSION</b>
	1. Audit Committee Update The first Audit committee meeting was held on 5 May which included discussing the terms of reference, reviewing last year's accounts and lessons learnt and looked at the

Covid-19 risk register along with the main risk register which is being reviewed and updated.

## 2. 2019-20 Year End

DM had previously shared a dashboard report with the board for 2019-20 and highlighted the red end of year pieces of work. This report format will be used for future reporting on a quarterly basis. The board felt it would be useful to understand the measure definitions that sit behind the metrics provided.

ST updated the board on the final year end figure. The accounts are now due to be sent to the auditors on 15 May. AW asked about how this will be communicated to members. ST and IC have both covered the details in the annual report.

## 3. 20-21 (Covid-19) budget

DM provided an overview of the budget for 2020-21 and explained what the budget would look like based on some potential timescales to restart normal activity. SLT have been looking at three scenarios starting with the worst-case scenario. This includes looking at activity across all teams and what the impact would be if the restart was delayed significantly along with financial incentives to support members. ST is working up the budget based on this, including the impact of the furlough scheme and the assumption of predicted funding coming from sportscotland. The re-budget details should be ready for the next Audit meeting in June.

DM highlighted the membership financial options for the coming year which are being discussed with British Gymnastics and Welsh Gymnastics. The board discussed the approach for clubs and individual membership fees and DM will follow up on options within the re-budget process, as well as further conversations with British Gymnastics. The Board confirmed there would be no refunds for the membership year 2019/20.

DM talked the board through the Covid-19 risk register and confirmed there is a plan to support the mitigating actions. DM also covered the business dashboard for 2020-21 and the need to review the sport plan in line with the current changes.

## 4. Strategic Review – Clubs and Participation

SP presented an update to the board on clubs and participation. He highlighted the work which has been done around the participation strategy to agree the outcomes which was shaped by Level 1 and 2 coach research. The team are UK Coach Licenced partners which enables CPD to be delivered including coaching the person in front of you and coaching children 5-12. The Leisure Trust coach offering has been designed along with P1-3 approved delivery partner programme which has been delivered to 25 partners. The British Gymnastics Foundation Love to Move programme was rolled out and eight tutors were trained, and delivery has started.

SP also provided an update on work underway with leisure partners who are progressing to being onboarded and the current status of those discussions. He also highlighted the leisure partners interested and the current outcome of those discussions. The leisure centre scheme has been reviewed based on the learnings from these interactions and the offering has been widened as a result. The board discussed club re-build versus leisure centre delivery and where the focus should be now. The board agreed to focus on the clubs but maintain the relationships with the leisure partners which are further developed. LC to discuss with the sportscotland pod to gather a view.

SP provided an update on the support that has been provided for clubs including access to expert resource, facility support, the leadership academy continues and there was the launch of the new leadership award. The drop-in clinic approach has been changed and this has also supported the increase in interactions with more clubs than ever. The release of the skills awards for free has been received positively.

	<p>5. Technical Panel Review</p> <p>DM had previously circulated a paper with an update on the progress so far on the review of the Technical Panels. The board agreed to discuss this further at the next board meeting.</p>
	<p><b>ACTION:</b></p> <p>DM to update the measure definitions for the dashboard report</p> <p>DM to follow up on financial options for club and individual membership fees</p> <p>LC to discuss with the sportscotland pod to gather a view on the leisure centre approach</p> <p>Technical panel review paper to added to a future board agenda for discussion</p>
7	<p><b>ITEMS FOR DECISION</b></p>
	<p>1. Conduct in Sport Panel Recruitment</p> <p>Following the recent recruitment process, five applicants were proposed as panel members for the Conduct in Sport Panel. The board reviewed the summary details and approved the nominations.</p> <p>2. Individual Membership Requests</p> <p>The category of Scottish Non-Club on the membership system has recently been reviewed and most members captured within this are local authority coaches who are allocated there to enable them to access education courses. We currently have four individuals who want to join but they are not members of a club which brings an increased level of risk associated. The Board agreed that they can only be members if they are a member of a Scottish Gymnastics member club.</p> <p>3. Eligibility Policy</p> <p>SH explained the recent update on eligibility criteria and the potentially widening of the options. SH to find out more about what other countries are doing and discuss further with British Gymnastics.</p>
	<p><b>ACTION:</b></p> <p>LG to update the Safeguarding team on the nomination outcome</p> <p>LG to follow up on individual membership request</p> <p>SH to follow up on the eligibility policy</p>
8	<p><b>AOB</b></p>
	<p>Nothing noted</p>
	<p><b>ACTION:</b></p>
9	<p><b>DATE OF NEXT MEETING</b></p>
	<p>11 June - Covid-19 Board Meeting</p>