

**MINUTES OF BOARD MEETING HELD ON SATURDAY 20 FEBRUARY 2021**  
 VIA VIDEO CONFERENCE (TEAMS CALL)

<b>PRESENT</b>	Brian Ewing (BW): Doc McKelvey (DM): Ian Chambers (IC): Zoe Frost (ZF): Ally Whike (AW): Patricia Swan (PS): Claire Bath (CB)
<b>APOLOGIES</b>	Keir Stewart (KS): Wendy Lucas (WL): Sandy Hodge (SH) <b>sportscotland</b>
<b>IN ATTENDANCE</b>	Lara Gregson (LG): From item number 6.2 - Simon Taaffe (ST): Sam Hendrikson (SH): Steve Paige (SP)

ITEM	AGENDA ITEM/DISCUSSION
1	<b>WELCOME AND APOLOGIES</b>
	BE welcomed all to the meeting and noted apologies.
2	<b>BRITISH GYMNASTICS UPDATE</b>
	<p>BE welcomed Alistair Marks, interim CEO from British Gymnastics, who provided an update. Alistair spoke about the working partnership agreement with Scottish Gymnastics and how we will continue to work together on this. He highlighted the financial challenges they are facing and looking at options to how to manage this.</p> <p>The Whyte review interim report is due to be published shortly and this will be an ongoing area of focus for much of the year.</p> <p>The expression of interest for the CEO role was posted last week. Depending on the candidates British Gymnastics will decide on the timescales for recruiting with a view to the person taking up the role after the Olympics.</p> <p>BE emphasised our commitment to the working partnership agreement and highlighted that Scottish Gymnastics value this partnership and look forward to extending this and believe we are stronger working together. BE thanked Alistair for his time.</p>
3	<b>NOTIFICATION OF CONFLICTS OF INTEREST</b>
	None
4	<b>PREVIOUS MINUTES &amp; MATTERS ARISING</b>
	<p>The Minutes dated 7 November 2020, 21 January and 30 January 2021 had previously been circulated via email and were formally approved.</p> <p>There were no matters arising.</p>
5	<b>ACTION LIST</b>
	The Action List was revised, including actions carried forward.
6	<b>SAFEGUARDING</b>
	<ol style="list-style-type: none"> <li>Current Cases DM provided an update on the current cases.</li> </ol>

	<p>2. Independent Performance Review Chris Smart, chair of the independent review and David Humphrey and Gavin Scott from the review team also attended the meeting. Chris, David and Gavin shared the outcome of the safeguarding review and covered the recommendations with the board and SLT.</p> <p>The review panel took questions from the board.</p> <p>BE thanked them for their time and for the creation of their report and their professional manner the review was conducted. BE also passed on his thanks to Sally Conway for her contribution.</p> <p>DM shared the next steps on the communications plan both internally and externally and also the development of an action plan to support the recommendations, both in the short term and in relation to the long-term safeguarding strategy.</p> <p>BE highlighted this as a positive opportunity for the sport and DM expanded this to confirm the plans to share this wider with other governing bodies and sportscotland for wider learnings for all.</p>
	<p><b>ACTION:</b> SLT to work on action plan and communications plan to support the safeguarding review recommendations and share an update via email.</p>
7	<p><b>ITEMS FOR DISCUSSION</b></p>
	<p>1. Senior Leadership Team Report DM had previously circulated the SLT report and shared some key points with the board.</p> <p>The investment process with sportscotland is happening this year but slightly differently and the targets are to be interpreted to support the sport. We have also had confirmation that the funding is flexible.</p> <p>Commonwealth Games Scotland selection policy was approved, and the session held with coaches and gymnasts sharing the details was well received.</p> <p>Clubs have accessed over a £1million of funding support, with our support and by themselves.</p> <p>The license for the self-assessment tool has been sold to Athletics Northern Ireland, with further conversations happening with potential other companies.</p> <p>Events have been cancelled up to end of June. Members have been made aware.</p> <p>Club audits have been more effective with face-to-face meetings.</p> <p>2. Audit and Risk Committee</p> <p>ZF provided an update from the committee which had included the review of the risk register, which was mainly unchanged, but highlighted the income and operational risk of safe return, adverse publicity and the repurposing of facilities.</p>

	<p>Management Accounts ST talked the board through the management accounts and provided an update on where final year forecast will likely end, as well as the rationale behind the improvement in the position.</p> <p>BE thanked DM and ST for their work on this and progress made.</p> <p>Sportscotland covid fund Full award approved by sportscotland which is split over grant and loan. Final terms and conditions coming from sportscotland. This will be recognised in the next financial year.</p> <p>DM and BE also thanked SH for his support.</p> <p>3. RemNom Update IC confirmed that CB will join the RemNom committee. 10 days holiday carry forward for staff was approved by the committee for this year only. The proposal around enhancing the sick pay will be reviewed by the committee at a later date, along with options around staff benefits.</p>
	<p><b>ACTION:</b> RemNom to meet to discuss the sick pay proposal and benefits options Recommendation to come via email after the next meeting.</p>
8	<p><b>ITEMS FOR DECISION</b></p>
	<p><b>1. Budget and plan 2021-22</b> DM talked about the annual plan for the coming year. He highlighted we still have significant unknowns for this year and in a period of uncertainty. He set out three strategic priorities as a starting point;</p> <ul style="list-style-type: none"> <li>○ Supporting staff and ensuring business continuity</li> <li>○ Supporting our members and safe opening of the sport</li> <li>○ Review and Reset our approach and direction in some key areas</li> </ul> <p>This will include taking some time to review the second half of the strategic plan, especially considering the safeguarding review. More details to follow on the culture and values work that DM and LG have been looking at. Digital transformation needs to be looked at too, along with the review of the working partnership agreement with British Gymnastics based on some new products and programmes.</p> <p>DM shared the key performance indicators/ key target statements which have still to be discussed and finalised with sportscotland.</p> <p>ST shared the updated budget for 2021-22 and updated the board on the details. ST also covered the assumptions made in relation to the budget including the potential membership income.</p> <p>SLT provided an update on the activity planned, within each of the pillars, for the coming year that is part of the core budget. The areas of work that will not be going ahead were also highlighted.</p> <p>The proposed budget was approved by the board which included the request to use £35k for specific projects. SLT to look at the costs of all the projects and also update RemNom to support their discussion.</p>

	<p>BE thanked the SLT for the presentation and to ST for his work on the budget.</p> <p><b>2. Gyndata settlement</b> ST shared the details on the proposed settlement figure for Gyndata. ZF highlighted the mitigating actions that have been put in place to manage this going forward. The board agreed to pay the proposed payment over two instalments, one in March 2021 and the other in September 2021.</p> <p><b>3. Reserves Policy</b> Current policy is to hold reserves covering six months of staff costs including national insurance and pension contributions. Board agreed to temporarily operate with reserves no lower than three months staff and operating costs allowing the organisation to return to policy.</p> <p><b>4. Governance Schedule 2021-22</b> The schedule was shared and agreed. Meetings to be arranged.</p>
	<p><b>ACTION:</b> SLT to work through the project costs in more detail. Audit and risk to monitor the reserves position and policy Meeting invites to be issued</p>
9	<b>AOB</b>
	BE gave an update on the Whyte Review interim report.
	<b>ACTION:</b>
10	<b>DATE OF NEXT MEETING</b>
	15 May 2021