

MINUTES OF BOARD MEETING HELD ON SATURDAY 7 NOVEMBER 2020
 VIA VIDEO CONFERENCE (TEAMS CALL)

PRESENT Brian Ewing (BW): Doc McKelvey (DM): Ian Chambers (IC): Zoe Frost (ZF): Ally White (AW): Patricia Swan (PS): Claire Bath (CB): Wendy Lucas (WL)

APOLOGIES Keir Stewart (KS): Lorna Callan (LC) **sportscotland**

IN ATTENDANCE Lara Gregson (LG): From item number 6 - Simon Taaffe (ST): Sam Hendrikson (SH): Steve Paige (SP)

ITEM	AGENDA ITEM/DISCUSSION
1	WELCOME AND APOLOGIES
	BE welcomed all to the meeting including a formal welcome to CB and WL and noted apologies.
2	NOTIFICATION OF CONFLICTS OF INTEREST
	None
3	PREVIOUS MINUTES & ACTIONS
	<p>The Minutes dated 22 August 2020 had previously been circulated via email and were formally approved and the action List was revised, including actions carried forward.</p> <p>In addition, the board approved the recommended action within safeguarding, including the commissioning of an independent review of the performance programmes, following the update provided on 22 September 2020.</p>
4	MATTERS ARISING
	There were no matters arising.
5	SAFEGUARDING
	<p>1 Current Cases</p> <p>DM provide an update on the current cases. He also confirmed that two Conduct in Sport hearings were held that had been delayed from earlier in the year due to Covid-19. One more case from earlier this year is awaiting a panel being pulled together and a hearing date.</p> <p>BE formally thanked DM and the team, specifically Lorna Whyte and Eilidh McCall-Lawrie who are heavily involved in the details, managing the cases professionally and the board fully support the work they are doing. BE also confirmed that they are getting the support they need personally.</p> <p>Board confirmed they are supportive of how the cases are being managed and the information flow. Information being presented in advance of anything being shared publicly has been helpful.</p> <p>Every board meeting will now include safeguarding as an agenda item.</p> <p>2 Independent Performance Review</p>

	<p>Following a recent investigation, there will be an independent review across all performance activity. This is a positive opportunity to look across the board at all performance programmes. DM shared the Terms of Reference prepared which details the scope of the review and the timescales associated. Final report to come to board before February's board meeting for discussion then.</p> <p>DM also shared a board paper which detailed who would be involved in the review. DM explained the rationale for the recruitment of the individuals to deliver this review and are looking for a balance of safeguarding knowledge, performance sport and athlete knowledge. The recommended athlete to be on the investigation team is out with gymnastics.</p> <p>Board approved the paper to progress with the review as per the Terms of Reference and the board paper approving the review team and the commissioning panel to review the report.</p> <p>Board will be provided with regular updates throughout either via email or at specific meetings. Communications strategy being prepared to support this across all relevant parties.</p>
	<p>ACTION: RemNom to look at the recruitment process review for board members and any mitigating actions to reduce the risks</p> <p>Investigate a webinar to share the performance review update to all involved and potentially include the review panel members.</p>
6	ITEMS FOR DISCUSSION
	<p>1 Senior Leadership Team Report DM highlighted the changes to the furlough scheme that just came out last week and the removal of the job support scheme. This will impact the staff we have brought back from furlough who are now on flexible furlough. We will keep this under review in terms of work activity for individuals. SLT also looking at the rehiring of redundant employees and further information is required before a decision is made.</p> <p>Return to gymnastics guidance and the move to the five levels has been positive for under 18s to have contact. However, there are some leisure centres who are not reopening yet, and this is impacting clubs. We are continuing to work with the local authorities to support the reopening. The furlough scheme may also impact the staffing within local authority venues. Some additional communications into sportscotland on performance exemption that only applies to Olympic and Commonwealth disciplines, but we have a number who do not fall under that but do have gymnasts in line for GB selection for World championships. BG have the exemption extended beyond Olympic and Commonwealth. The Institute of Sport has not approved this wider extension as this would and open the number of athletes to a much wider pool.</p> <p>Nationwide lock down prepared which looks at whether we can get an exemption for under 18s in level 4 areas to keep clubs open in that situation.</p> <p>Sarah Logan has been seconded to British Gymnastics which is a great opportunity for her and us. Lindsay Thomson will continue the work on the participation agenda along with Sarah.</p>

Technical Committees update – applications have been received for most of the roles and the recruitment process will follow in the coming weeks, starting with the chair recruitment.

Covid-19 cases – the process is working with clubs and the test and protect system. Clubs are capturing details.

BE thanked all the staff for the work they have all done over these last eight months, supporting the return to gymnastics and the performance return.

2 Membership

SP shared an update on membership stats. 150 out of previous 171 clubs have renewed. We are at 87% of renewal. Over 20% of clubs are in deprivation decile 9 and 10. Clubs in their own facility have had higher membership renewal which is to be expected.

78% membership renewal year to date, 18,500 members so far. 3,387 new members into the sport which is great to see. Increase in members since the contact between 12 to 17year olds changed. 615 members from the 21 clubs who have not renewed so far, which linked to venue access and coach availability. Development speaking to the clubs to support them through their renewal process. 10 clubs are not engaging at all.

Older age group is re-joining, but 0-4 and 5-7year olds are around 50% down. Clubs were returning their competitive gymnasts first and this was also impacted by not being able to get into their venues. Bronze membership has been impacted as a result. The retention rate drop off of around 20%.

There is a communication plan to support the encouragement of bronze members from us and to the clubs. There are also plans in place to support clubs if we did move to level 4 locally or nationally with communication prepared for clubs on financial support and how to communicate with members.

3 Governance

DM shared the governance paper with the board and highlighted the SLT strategy week at the start of December each year. This will provide an opportunity for all teams to review plans and prepare for the January strategy board meeting.

Board agreed to review the board champion for safeguarding and equalities and what the role is for those roles. Project group details shared for each of the strategy pillars. Board approved the governance schedule and agreed with the project groups.

4 Audit and Risk Committee

- **Management Accounts**

Financials looking slightly better and improved. Annual forecast has seen an improvement as membership has come in better than expected, at 60% of membership renewal. Use of the furlough scheme will see a positive impact. Budget planning has included legal fees to support safeguarding cases and the independent performance review. VAT can't be claimed back as we are not selling any kit. Deficit is an ever-improving picture.

- **Sportscotland Covid Fund**

Sportscotland put money aside that we can apply for up to the value of £250k. It's a combination of loan and grant. This will improve our picture by the grant amount. Sportscotland understand that we will be impacted next year too. The loan has flexible repayment options.

	<p>Application will be submitted ASAP with narrative to support the case.</p> <ul style="list-style-type: none"> • Risk Register <p>DM has combined the risk register and the covid-19 risk register, with red risks have been brought to the meeting. Development have a process that follows up on breaches of guidance.</p> <p>BE thanked ZF and ST on the managing of the financials and the support from sportscotland.</p>
	<p>ACTION: Share SP's presentation with the board Role clarity needed on board champion and project group board role, details to be provided Press quote to be prepared if clubs have an outbreak of cases</p>
7	<p>ITEMS FOR DECISION</p>
	<p>1 UK Anti-doping Rules SH shared the anti-doping board paper which highlighted the key changes. The changes are minimum and our policy feeds through to the British Gymnastics policy. We were part of the pilot programme</p> <p>We need to establish a board rep for this area to work with SH. Anti-doping will feature as a section in the annual report in 2021 and there will be a comms plan throughout the year to highlight anti-doping across all the membership.</p> <p>The board approved the Anti-doping rules and the associated guidance.</p>
	<p>ACTION: Look at the board rep for this area in line with the governance framework details Updated policy to go on the website</p>
8	<p>STRATEGY REVIEW</p>
	<p>People Presentation was shared with the board on all areas of people development covering the previous 12 months, during Covid-19 and our future plans.</p> <p>Workforce education delivery was our biggest delivery year during April 2019- March 2020. Pathway Development Coaches have been massive contributors to online activity recently. CPD for some staff also completed that covered 'Coaching the person in front of you' and 'Train the trainer'. There has also been outreach work to schools which was a great starting point. CPD on sport science to all coaches was delivered by the Performance team.</p> <p>Delivery numbers highlighted the scale of coach education courses delivered and coach completions. Education have worked with coaches to encourage coach completion within the two-year period. Judging extension as a result of Olympic delay has given us more time to do more judging education.</p> <p>During lockdown in the short term, education courses were cancelled initially but now are cancelled until Christmas. Online theory part can be completed at the moment. We are working with British Gymnastics on what we will do if the allowed contact is delayed further and the impact of losing coaches.</p>

	<p>Online webinars have been well received and coaches have looked at different ways to gain their development. Engagement levels are high on social media and looking at how we can expand that to all disciplines.</p> <p>Staff are embedded into British Gymnastics recovery groups and contributing to the Step Forward resources.</p> <p>Pathway Technical Symposium at the end of November will be targeting men's and women's gymnastics but will be expanded wider to all disciplines. Lots of different people will host sessions through zoom with a charge of £10 per person for the day to hear the external speakers.</p> <p>Judging education can be delivered before others. SH highlighted we will be supporting judges on their return as it's been a while. Return to education priorities are being worked through.</p> <p>SP spoke about the leadership pathway is now finalised with the new info graphic. We had our third cohort of the leadership academy. The leadership award, which is a new programme developed for young people, has 19 tutors trained. The huddle had 19 attendees. Jacqui Stone is now looking at how we can complete leadership cohort 3 and reviewing the pathway and methods of delivery as more people have embraced online. Club leader focus has moved more to management than leadership. There will be increased virtual sessions and cascade training for leadership award and a hybrid model of club management and leadership</p> <p>LG provided an update on the safeguarding courses delivered during 2019-20; 70 courses with 806 attendees across 19 locations. To ensure there were no delays to coaches returning to clubs after lockdown and to support their safeguarding knowledge, the courses are online for a temporary period until we can return to face-to-face delivery again. PVG workshops have been held online with 54 attendees to support the turnover of safeguarding officers in clubs.</p> <p>The safeguarding symposium covered mental health and social media and was attended by 31 attendees from 25 clubs. Online networking opportunities are being looked at for future get togethers in the short term.</p> <p>Staff development has provided a range of opportunities from attending the sportscotland courses, mental health awareness workshops and conferences. During lockdown, learning opportunities were available via online solutions. These were also available for the staff who were on furlough. The focus going forward will be in equality and inclusion, further work to support mental health and wellbeing of staff and our members and supporting development needs following any changes to roles as a result of Covid-19.</p> <p>Engagement with clubs and coaches online has been great. BE thanked all staff working on this.</p> <p>SH updated the board on the expansion of the offer for those not eligible for level 1. There will be a qualification coming for 15-year olds. There will also be a revamp learn to coach qualification. Jacqui is looking at the leadership award and how we can deliver this online.</p>
	<p>ACTION: Share people presentation with the board. WL to link in with Jacqui on leadership award</p>
<p>9</p>	<p>AOB 1-2-1s with board members to be arranged by BE</p>

10	DATE OF NEXT MEETING
	30 January 2021 10am to 4pm - strategic board meeting