



CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS ASSOCIATION

MEETING: SGA BOARD OF DIRECTORS AND SENIOR MANAGEMENT TEAM

WHEN: WEDNESDAY, 06 FEBRUARY 2013 AT 5.00 PM

WHERE: SGA OFFICES, AIRTHREY CASTLE, UNIVERSITY OF STIRLING

1. PRESENT:

1.1 Scott Harper, President (SH): Keir Stewart, Vice-President (KS): Neil Logan, General Director (NL): Philip Langstaff, General Director (PL): Oliver Barsby, General Director (OB): Stuart Ferrier, Partnership Manager, sportscotland (SF).

1.2 Senior Management Team: Lorna Whyte, Tracy Rea, Christine Davies, Patricia Traill, Michael O'Donnell, Clare Cochrane.

1.3 VIA TELEPHONE CONFERENCE

Adele Tolometti, Finance Director (AT):

IN ATTENDANCE:

Christine Davies (CD) Minute Taker

SH opened the meeting and welcomed the senior management team to their first SGA Board meeting.

Apologies were received from Caitriona O'Shea (CEO).

2. NOTIFICATION OF CONFLICTS OF INTEREST

2.1 There were no notifications submitted to SH.

3. APPROVAL OF PREVIOUS MINUTES

3.1 The Minutes were accepted as a true record of the meeting held on 20th December 2012.

3.2 Actions from Previous Minutes

Action No. 1: SH requested the Board and management respond to CD by **15 February 2013** regarding the Fit for Purpose Action Plan.

Action No. 2: Completed

Action No. 3: Not able to get this information from SF (running late for this meeting).

Action No. 4: The Board Induction day took place on Saturday, 06 February at Caledonia House. The Management team attended the afternoon session.

Action No. 5: Completed; funding has been received.

Action No. 6: Completed; AT met with Finance Manager prior to Induction Day.

Action No. 7: Staff survey has been completed. MO to distribute results to the Board. However, the majority of staff stated a preference to stay on campus or around the Stirling area.

Action No. 8: This was discussed at the Board Induction Day. SH to create an action plan with advice from SF. It was agreed that some staff vacancies could be advertised as soon as possible.

Action No. 9: AT advised that this process has started; an update will be given at the next Board meeting.

4. MATTERS ARISING NOT ON THE AGENDA

4.1 SF requested that all relevant information for next year's funding submission be submitted by end May to allow him to process this prior to the sportscotland Board meeting in June. **Action No. 1: Board and Management team to note the timescales. SH to prepare a timeline for this work for discussion at next Board meeting on 13 March.**

4.2 Facilities Strategy and Strategic Review categories to be added to the Board Agenda. **Action No. 2: CD to create a revised agenda template.**

5. FITNESS SCOTLAND PRESENTATION

5.1 CC gave a presentation of the Fitness Scotland (FS) programme.

Following the presentation the Board asked CC a series of questions relating to:

- FS Qualifications and their delivery,
- Course income and expenditure,
- Number of courses taking place throughout the financial year,
- Possible Commercial proposals,
- Partnership and Active Schools proposals,
- Market penetration,
- Are local authorities aware of Fitness Scotland?

SH commented that there is limited resource available and that SGA needs to invest in the infrastructure e.g. FS website, marketing, branding. NL added that he is very keen to work with CC on developing the programme.

SF added that it would be useful to be able to review some statistics on the fitness industry, what qualitative measures does FS use, satisfaction scores, etc. **Action No. 2: CC to produce some statistical information and submit at the next Board meeting on 13 March.**

6. STRATEGIC REVIEW PROCESS

6.1 The Board and management discussed the strategic review process in detail including staff and membership perceptions. SH suggested that the process could be split into several functional stages.

- Review of vision, aims and objectives – this section was not thought to be a huge task, perhaps a slight re-focus of overall longer term outcomes
- Review of current staffing structure, roles and responsibilities. SGA would request support from Gravitare to undertake this piece of work
- Development of a new delivery structure, to more effectively integrate performance, development and corporate business functions.

SH had spent a lot of time with the management team, and recommended that the Board consult with the membership, staff and other stakeholders on this.

The Board agreed that consultation with stakeholders was a key part of the process. . **Action No. 3: SH to arrange a meeting with Gravitare to discuss part 1 of this process. Action No. 4: SF to provide SGA with a list of consultants who could potentially assist with the strategic review.**

SF stated that the sportscotland funding year will now run from 01 April 2013 to 31 March 2014. He further added that there was no requirement for SGA to do the same but the Board could perhaps consider how this will impact on financial planning etc. Future business plan submissions should reflect the new funding year. SH will be circulating the Chairperson's job description and a note of the new Board Director positions to the membership. SF added that the timescale is important and that sportscotland would hope to see this first piece of work completed by mid May. **Action No. 5: SH to circulate a first draft of the job description to Board and management prior to the next Board meeting.**

7. FINANCE UPDATE

7.1 SH thanked AT and the Finance Manager for their hard work over the last 2 weeks in producing forecast figures to end June 2013.

After discussion it was agreed to increase the business mileage threshold for staff to 10,000 miles in line with HMRC rules. **Action No. 6: Finance Manager to email all staff.**

8. HR UPDATE

8.1 This was discussed privately and minuted by Keir Stewart.

9. LEGAL UPDATE

9.1 This was discussed privately and minuted by Keir Stewart.

10. ANY OTHER BUSINESS

10.1 Fit for Purpose Audit

SF noted that an action plan had been created. CD advised that this would be updated prior to each Board meeting so that Board, management and sportscotland have up-to-date information.

10.2 Independent Chair Position

SF left information for the Board to review. It was agreed that a first draft job description would be made available for the Board and management to review (see action no. 6 above). SF asked that the Board consider the following when finalising the job description:

- open to people outside the organisation
- an open recruitment process
- consider whether the position should be remunerated

10.3 Staff Representative

CD advised that two nominations had been received and that an email will be sent to staff to vote for their candidate. **Action No. 7: CD to email staff prior to next Board meeting.**

10.4 Gordon Forster Centre

NL advised the Board that there will be unofficial opening of the centre in July and that it would be beneficial to have a plaque displayed. After discussion it was agreed that SGA should fund the purchase of a plaque. **Action No. 8: NL to look into the purchase of a plaque in time for the unofficial opening.**

10.5 Meeting with BG

SH advised that he has a meeting with the BG CEO on 11 February. He asked the Board and management if they had any questions they wanted to raise but other than the issue LW had already discussed with him there was nothing else.

10.6 Equity Policy

A sub-committee has been set up to deal with any issues surrounding the Equity Policy. The team will consist of KS (Chair), CD, MO with historical input from LW. **Action No. 9: SF to email sportscotland contact details to CD.**

10.7 Date of Next Meeting

The next Board meeting will take place on Wednesday, 13th March 2013 at 5.00 pm at Airthrey Castle.

10.8 The management team left the meeting at 8.30 pm.