

**MINUTES OF BOARD MEETING HELD ON SATURDAY 21 AUGUST 2021**  
 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); Sandy Hodge (SH) **sportscotland**

**APOLOGIES** Wendy Lucas (WL); Keir Stewart (KS);

**IN ATTENDANCE** Lara Gregson (LG); From item number 3 – Patricia McGill (PM); Steve Paige (SP)

ITEM	AGENDA ITEM/DISCUSSION
1	<b>WELCOME AND APOLOGIES</b>
	BE welcomed all to the meeting and noted apologies.
2	<b>WELLBEING &amp; PROTECTION</b>
	DM provided an update on the current cases and the progress made in recruiting a new head of wellbeing and protection.
3	<b>NOTIFICATION OF CONFLICTS OF INTEREST</b>
	None
4	<b>PREVIOUS MINUTES &amp; MATTERS ARISING</b>
	The Minutes dated 15 May 2021 had previously been circulated via email and were formally approved.  There were no matters arising.
5	<b>ACTION LIST</b>
	The Action List was revised, including actions carried forward.
	<b>ACTION:</b>
6	<b>SLT REPORT</b>
	DM updated the board on work that's progressing on a commercial plan with a view to establishing additional opportunities for income and member benefits. Work is also underway across our teams to review the working partnership agreement with British Gymnastics with a view to updating as we come out of the pandemic and take into account new areas of work.  LG highlighted that competitions were due to start that month with the events team working closely with the Technical Committees. Safeguarding courses are now being delivered face-to-face and more courses across the country are being set up to meet the needs of the clubs. Our new communication and marketing officer Jacob Brydon started in July and has been managing the social media activity during the Olympics and beyond. Five staff are now qualified as mental health first aiders and the next step will involve looking at options for rolling this out wider within clubs.

	<p>SP provided an update on the self-assessment tool deals that are progressing. Two facilities have closed two based on specific reasons. More funding has been accessed for five clubs to support their plans. Leadership academy completed its programme, and the leadership award continues to be delivered online with good take up.</p> <p>Education has seen the return of face-to-face courses. This has been hugely helped by the support from sportscotland and being able to access subsidy for level 1, level 2 and preschool courses. Subsidy has enabled clubs to send more coaches on the course which is great. Activity instructor award has been delivered in Aberdeen.</p> <p>The team have been working with the judging community on CPD across several disciplines.</p> <p>Clubs continue to renew their membership with individual members following.</p> <p>Elite athlete return was expanded to include Acro senior group which enabled added to the existing 22 gymnasts identified through the sportscotland framework for return to training in performance sport.</p> <p>Face-to-face activity has returned across several of the disciplines within enhanced covid guidance. This meant camps could return for the first time, along with assessment days and training workshops.</p>
	<p><b>ACTION:</b> LG to find out why Northeast is working towards different skills on pathway programme compared to other areas of Scotland</p>
<b>7</b>	<b>AUDIT &amp; RISK COMMITTEE</b>
	<ol style="list-style-type: none"> <li>1. 20-21 Statutory Accounts The final annual accounts were presented to board and were approved. Accounts will be signed off and presented at the AGM.</li> <li>2. 21-22 Management Accounts Positive start to Q2, encouraging to see activity returning. Reviewed the risk points and now have greater clarity of updated forecasts from events and performance camps. Still some unknowns around Gymfest surplus which may not be as much.</li> <li>3. Tender review for the accounts – shortlisted the interest, interviewed four different companies. The committee agreed on Thomson Cooper on an annual basis. This will now go to the AGM for approval.</li> <li>4. Risk register – was reviewed and no material changes to risks were highlighted.</li> <li>5. Membership fee paper – options were presented to the board. The board approved the change of the financial year to align with the membership year.</li> </ol>
	<p><b>ACTION:</b> PM to follow up on the actions required for changing the financial year.</p>
<b>8</b>	<b>REMUNERATION &amp; NOMINATION COMMITTEE</b>

	<p>IC provided an update on director recruitment. The board approved the appointment of David Johnson for finance director and Kerri McHale and Ruth Wilson as general directors. These will be included at the AGM. Wendy Lucas will be stepping down from her board role due to time commitments. IC thanks WL for her contribution over the last year.</p> <p>There had been a review of BE's performance after his first year and IC obtained feedback from the board members. The feedback was all positive and agreed to review the four key objectives for BE. Post board approval needed for BE objectives with feedback to come back to IC.</p> <p>BE thanked the board for their support over this last year.</p> <p>IC also thanked CB, ZF and PS for their input to remuneration and nomination committee over the last year.</p>
	<p><b>ACTION:</b> IC to circulate the chair key objectives to the board. Consider how these chair objectives also link to the board role</p>
<p>9</p>	<p><b>GOVERNANCE COMMITTEE</b> BE updated that the committee has met on two occasions with the Articles of association reviewed along with the composition of the board.</p> <p>Proposed changes were shared with the board; technical director non-Olympic would change to technical director for all technical matters, as well as chair the joint technical committee which covers all disciplines. The additional change was director terms of office to move to three years and then a further three years across all director roles.</p> <p>The board approved the changes and will go forward as a resolution to the AGM.</p> <p>There were no resolutions submitted from the membership. The board approved the resolutions for inclusion at the AGM.</p> <p>BE thanked the governance committee, AW and KS, for their contribution throughout.</p>
	<p><b>ACTION:</b> AGM resolutions to be shared with members next week</p>
<p>11</p>	<p><b>PROJECTS UPDATE</b></p> <ul style="list-style-type: none"> <li>Rise Gymnastics SP provided an update to the board on Rise Gymnastics. Club workshops have been held, 59 people attended from 27 clubs. All staff attended a workshop along with an eLearning module on British Gymnastics academy. Hub online workshop has gone live with social media assets available for clubs to use.</li> </ul> <p>Rise Gymnastics goes live on 1 September for clubs to sign up and then activation packs and hubs go live, and clubs can buy packs. Face to face workshops will happen during September delivered by Sarah Logan, Lindsay Thomson and SP.</p> <p>DM and SP will start speaking with approved delivery partners at leisure centres to roll this out wider.</p> <p>Feedback has been positive so far in particular that the programme is what we need, quality of the medals and certificates and the three hub portals. Looking at how clubs can manage their existing skill award resources. Pricing</p>

	<p>model will need to be reviewed by clubs as there is an increase in Rise Gymnastics costs. Chris Lumsden will support clubs on the pricing approach within clubs.</p> <p>SP shared a reminder to board members on what Rise Gymnastics is all about. The activity and interest by clubs will be tracked via QlikSense reports to be able to measure success, uptake, monitor the progression and intersect if need be.</p> <p>Will discuss with leisure centres partners but whatever we do will not put our clubs at a disadvantage. This will include looking at waiting lists in that area. Schools will roll out at some stage too.</p> <ul style="list-style-type: none"> <li>• Culture LG provided an update on the culture and values project. This is cultural change programme with workstreams that will cover all teams. A key driver is the feedback from the safeguarding review report. An external consultant has been identified to work with on this programme, John Bull from Management Futures. The first step will involve a questionnaire sent to all members for their feedback. This will be delivered in conjunction with British Gymnastics to get a UK view along side a home nation view. Project team will work with John to explore the survey results further and develop what our culture and values would be and test and challenge with the sport to create a blueprint for the community. Culture action plan created to enable and support the shift.</li> </ul>
	<p><b>ACTION:</b> SP to share objectives and what will be measured with the board in relation to Rise Gymnastics</p>
12	<p><b>AOB</b></p>
	<p>PS mentioned Garioch have a modern apprenticeship within the club.</p> <p>British Gymnastics board member for Scotland was discussed and agreed that BE would be the board's choice for this role.</p> <p>Board meetings will resume face to face, with the first one being the strategic board meeting on 5 February 2022.</p> <p>BE thanked PS, WL and ZF for all their contributions. After six years, ZF will be stepping down. We wish her well and thank ZF for her contribution over the years.</p> <p>After seven years, PS terms of office will come to an end. BE confirmed PS had provided a fantastic contribution representing the membership and he thanked PS for this over the years.</p> <p>On behalf of the board and the gymnastics community, thank you for all that you have done and wish you well.</p>
	<p><b>ACTION:</b> LG to link PS with Jacob on news story around modern apprenticeships.</p>
	<p><b>DATE OF NEXT MEETING</b></p>
	<p>6 November 2021 - online via teams</p>

