

CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS

**MINUTES OF BOARD MEETING HELD ON SATURDAY 28 JANUARY 2023
VIA VIDEO CONFERENCE (TEAMS CALL)**

PRESENT	Brian Ewing (BE): Doc McKelvey (DM): Ally Whike (AW) Ian Chambers (IC): (CB): Keir Stewart (KS): Claire Bath (CB)
APOLOGIES	Kerri McHale (KM): Ruth Wilson (RW): David Johnson (DJ): Sandy Hodge (SH) Sportscotland (SH)
IN ATTENDANCE	Lara Gregson (LG), Lindsey Booth (LB): Patricia McGill (PM): Steve Paige (SP): Sam Hendrikson (SLH)

ITEM	AGENDA ITEM/DISCUSSION
1	WELCOME AND APOLOGIES
	BE welcomed all to the meeting and wished everyone a belated happy new year and all the very best. BE also noted apologies.
2	NOTIFICATION OF CONFLICTS OF INTEREST
	None
3	PREVIOUS MINUTES & MATTERS ARISING
	The Minutes dated 31 October 2022 had previously been circulated via email and were formally approved. There were no matters arising.
4	ACTION LIST
	The Action List was revised, including actions carried forward.
	ACTION:
5	SLT REPORT
	The SLT report was circulated in advance to the board. DM shared an update on the sportscotland investment process and that SLH has been working hard on the part two investment. SH is leaving sportscotland and taking up a role at the football trust. Thanks to SH for his support and input. He has been a great partnership manager. Lorna Callan is coming back as our partnership manager and will be doing handover with SH. Dave Marshall was up from British Gymnastics last week, discussing the working partnership agreement and the focus was also on the relationship and how we implement it and how we work together. It was agreed there would be a working group for writing the working partnership agreement and review and write it together, LG will sit on this working group. BE is delighted at the progress made so far with the relationship with British Gymnastics. Progress on the commercial work needs to consider the amount of time to manage the relationships going forward.

BE congratulated DM and the team for the success of the investment presentation to Sportscotland. Positive feedback was received from Sportscotland.

LG confirmed that we have completed further training with SAMH on mental health and wellbeing and now looking at the SAMH relationship and how we can work together to support our members. In February, we start the work towards the silver award in mental health and wellbeing in workplace.

SLH shared that events have been busy, with numbers continuing to rise and we have recovered beyond what was expected. This calendar year is finalised, with 57 days of competitions. We now have the open category at rhythmic, which two boys entered, and disability championships was fully integrated into the artistic championships. SLH confirmed that increases in costs have resulted in negative feedback from parents/clubs with further increased costs expected from venues we use for performance activity and events. SP continuing his conversations with leisure trusts and local authorities to look at options around access in return for access to our products like Rise. Scottish Artistic Championships has the biggest entry, spread over three days now. Discussions continue with British Gymnastics around the events plan for the next few years, including bringing bigger events to Scotland. More future planning to be done in this area.

Performance – SLH shared the success on recent medals achieved by gymnasts who are part of the programme. The clean sport plan continues, with an update for board to be arranged shortly. Part two investment with the institute is being discussed and trying to expand the number of athletes supported and what's included. 77 performance camps plus 27 regional pathways days this year, 500 athletes involved in this.

BE congratulated the results and complements to the team and athletes.

SP confirmed that Chris Lumsden left the team last week. Steven Maloney will be the clubs services manager and will discuss how best to resource the team going forward and the focus on the new roles.

We have funding to support changing lives projects (£10k) and clubs can apply to access the fund. Positive response so far. £250 to £2500 grants available. **sportscotland** have been great supporting Sarah Logan through the changing lives programme.

The current report shows the membership figures across the UK. We are 0.2% up on this time last year. Exploring this data in more detail to look at any clubs with lower numbers. There has been a wide range of club support, based on geography, and size of clubs, not just supporting the larger clubs. Good for wider engagement of clubs.

SP is working with local authorities and slowly making progress with some. Rise sales are going up, with the plan to engage more with the clubs who have bought it and also look at clubs who have not signed up to it yet. Sarah will follow up with clubs to find out how it's going within clubs.

Education subsidy – sportscotland's way of doing this is much better and allowing us to do a lot more with the subsidy. Thanks to them this has made such a difference to us. Judge course progress continues to challenge as some courses are still being written with no timescales. Conversations will continue with British Gymnastics to keep pushing this area.

BE thanked the SLT for their report and all their work and pass on our thanks to your teams.

ACTION:

6	WELLBEING & PROTECTION COMMITTEE
	<p>Progress continues to be made against the independent review recommendations. LB shared an update with 11 actions complete, 12 progressed and reduced to two on not yet started, all making progress. Draft wellbeing and protection strategy is progressing to the consultation stage now. Pilot project launched for club visits with clubs invited to sign up.</p> <p>BE acknowledged the progress we have made. DM confirmed that there is an update in the annual report. Interviewing for the wellbeing and director next week.</p> <p>Annual submission for Children’s in Scotland standards, awaiting feedback on this. Board training to be scheduled on what corporate safeguarding is and the role the board play. The training content has all been reviewed and launched. Numbers are consistent with extra dates required for some courses. Young leader courses being delivered this month, which is a SportsScotland course with gymnastics focus that replaced safe in your hands. There has been a higher number of people who have required a knowledge check or 1-2-1 before the coach is signed off by the tutor, in particular within the candidates with the most experience.</p> <p>Case management update shared based on a report from the case management system Globocol. LB talked through the case levels and what they mean and the kind of cases that are captured within those categories and in relation to which members. Also piloting club case management system and have asked for clubs to come forward to test the use of this system at club level.</p> <p>BE welcomed the data that is being gathered and thanked LB for her work in this area.</p> <p>UK sport response to the Whyte review shared. LB is awaiting a response from SportsScotland. LB and DM are providing an update to CEOs/ board members from other NGBs at the end of February.</p>
	<p>ACTION: Training to be arranged for board.</p>
7	AUDIT & RISK COMMITTEE
	<p>1. Annual Accounts FY21-22</p> <p>Financial statements for 17-month period ended 31 August 2022 have been prepared and show a surplus position of £27.6k. Income and Expenditure Account on page 3 (PDF page 6) shows this surplus position offsets the impact of the prior year loss of £21.6k, returning reserves position to pre pandemic level. No taxation is applicable for FY21/22.</p> <p>Balance Sheet shows net assets of £388k. Cash position remains strong. Creditors > 1 year of £150k is the SportsScotland loan repayable from April 24. Important to remember FY21/22 is a 17-month period ended 31 August whereas the comparative figures for FY20/21 are for 12 months to 31 March.</p> <p>The board approved the annual accounts and will be shared at the AGM on 26 February.</p> <p>2. Draft Management Accounts to 30 November 2022</p> <p>Highlights from Q1 Management Accounts:</p>

	<p>Gymfest in November contributed a favourable variance from budget of c£18k, primarily due to higher spectator fees and entry fee income. Awards dinner, in November achieved a favourable variance from budget of £2.1k due to additional sponsorship income received from Kukri, Quatro and Ace forwarding.</p> <p>Cash position at 30 November £1.06m. Cash position at 27/01/23 £927.4k. Reserves forecast for FY22/23 at the end of Q1 being £422.6k. FY forecast position for FY22/23 at the end of Q1 is a surplus of £34.6k. Caveat re the FY forecast position, when the FY22/23 budget was agreed at board it was considered an interim budget, due to the potential risk re assumptions made regarding Sportscotland investment level. Therefore, until clarity received regarding funding level, the surplus in the management accounts is provisional.</p> <p>The draft management accounts to 31 December 22 have just been prepared and the FY forecast position has moved marginally from £34.6k to £34.3k.</p> <p>BE thanked PM for all her work on the accounts.</p> <p>3. Membership fees DM explained that we need to agree any changes to the membership fee in advance of the AGM. DM had shared a paper that explained a variety of options for discussion and consideration by the board. The board approved a membership fee increase of £1 per individual category and 10% increase to club fees.</p> <p>DM updated on the membership project, working with British Gymnastics, to look at the membership offering, what members get and package the value proposition up better. The project will also look at dual registration and the membership system.</p> <p>4. Website development Paper had been shared with the board on the redevelopment of the website. DM explained that this project was due to start earlier last year. Tender process has been carried out with CB involved from board. With the management accounts forecasting a positive position, we would deliver within this year's budget.</p> <p>LG thanked CB and the staff involved in the tender process. CB also thanked Iona and Jacob for their quality of the process.</p> <p>Risk register has been reviewed by SLT. Top five risks shared with the board. Loss of key staff has been added as a red risk. Paper will go to audit and risk before April's board meeting on options for retaining staff. The impact on leisure trusts from a financial side and repurposing venues is also a high risk, along with the lack of volunteers and transport costs for events, any adverse publicity and the change to the current PVG process resulting in an increase in administration time.</p>
	ACTION:
8	REMUNERATION & NOMINATION COMMITTEE
	IC confirmed that the recruitment panel are interviewing candidates this week for both director roles.
	ACTION:
9	GOVERNANCE COMMITTEE
	AGM resolutions were shared with the board. No resolutions from the membership were received. The board approved the resolutions for the AGM.

	ACTION:
10	PROJECTS UPDATE
	<p>Sportscotland investment DM shared some of the slides used as part of the sportscotland investment presentation which included the long-term outcomes by 2027 and the investment request. Feedback from sportscotland has been positive and they acknowledged the direction the sport is going.</p> <p>BE thanked everyone involved in the process.</p> <p>Shape our future strategy and values DM updated the board on the strategy launch. It will include a vision film which is being developed with Scottish Gymnastics involvement. Scottish Gymnastics have been working with British Gymnastics to align as much as possible but mindful of our own Scottish approach. DM shared the draft slides of the new strategy. The board will be updated on the comms plan with consideration for launch or update at the AGM.</p> <p>BE thanked everyone for their work on this. It is looking good and is really exciting.</p>
	ACTION: Send investment slides and new strategy slides to the board
11	AOB
	<p>BE thanks KS for his contribution and said Keir was co-opted on to the Board in 2014 as Technical Director – Olympic. He has an extensive background within the sport, both as a competitor and coach, together with the experience gained in his professional career.</p> <p>During his sixteen years as a competitive gymnast, he gained first-hand knowledge of competing at the highest levels having been the Scottish National Trampoline Champion for ten consecutive years, consistently placing top eight at British Championships. Keir has represented Scotland and was the first Scottish male selected to the British Squad and has competed all over the World, including contesting two World Championships.</p> <p>His commitment to the sport continued in his capacity as the head coach of his club. Qualified as a high-performance coach, Keir oversaw a substantial club expansion plan expanding to a second site which has led to the development of key strategic partnerships working with both the local authority and in partnership with other stakeholders from a variety of gymnastics disciplines.</p> <p>As a law graduate, he used this expertise over the years to support the development of the articles, always keeping the membership voice in mind, and was instrumental in the creation of the new board as Keir was elected as vice president in 2012. From this time, he was key in supporting Scottish Gymnastics through a turbulent period as they rebuilt the sport which has contributed to the growth of the membership, the expansion of performance activity and success on many national and international stages.</p> <p>In his role as technical director, he chaired the Commonwealth Games selection process over two cycles and has supported the performance team over the years. He is a strong advocate for equality and inclusion within the sport.</p> <p>With his extensive knowledge, a passion for gymnastics and his great sense of humour, he has been a key member of the board and we hope he will continue in some guise to make a positive contribution to our future development of our sport.</p>

	<p>KS shared it has been a journey since joining 2012. He is proud to have played a tiny part in this. He acknowledged the SLT and staff who have delivered the sport over the last few years and wished good luck to Scottish Gymnastics.</p> <p>BE thanked SH for his contribution as our partnership manager. The effort he has taken to understand our sport, the support for DM and the team, his style and manner and his contribution to the discussions have been excellent and we wish him all the best in his new role. Thanks from the board to SH.</p> <p>Events calendar for the year to be shared with which events the board should support if possible.</p>
	<p>ACTION: Event dates to be shared with the board</p>
	<p>DATE OF NEXT MEETING</p>
	<p>26 April 2023</p>