

CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS

**MINUTES OF BOARD MEETING HELD ON SATURDAY 6 NOVEMBER 2021
VIA VIDEO CONFERENCE (TEAMS CALL)**

PRESENT Brian Ewing (BW): Doc McKelvey (DM): Ian Chambers (IC): David Johnson (DJ): Keir Stewart (KS): Kerri McHale (KM): Claire Bath (CB): Sandy Hodge (SH) **Sportscotland**

APOLOGIES Ruth Wilson (RW): Ally White (AW)

IN ATTENDANCE Lara Gregson (LG), Lindsey Booth (LB):
From item number 3 – Patricia McGill (PM): Steve Paige (SP), Sam Hendrikson (SLH)
From item number 11 – Chris Lumsden (CL)

ITEM	AGENDA ITEM/DISCUSSION
1	WELCOME AND APOLOGIES
	BE welcomed all to the meeting, especially warm welcome to KH and DJ to their first board meeting and LB as our new head of wellbeing and protection. BE also noted apologies.
2	WELLBEING & PROTECTION
	DM provided an update on the current cases. DM also provided an update on the safeguarding review including LB starting initially part time and full time from 8 November. DM also shared an update on the Whyte review timescales for the report being shared. LB introduced herself to the board and the positive experience of meeting staff and shared she was looking forward to progressing the review outcomes. BE wished LB well in her role.
3	NOTIFICATION OF CONFLICTS OF INTEREST
	None
4	PREVIOUS MINUTES & MATTERS ARISING
	The Minutes dated 21 August 2021 had previously been circulated via email and were formally approved. There were no matters arising.
5	ACTION LIST
	The Action List was revised, including actions carried forward.
	ACTION:
6	SLT REPORT
	DM highlighted the changes in the leadership team at British Gymnastics. SLT report had been previously shared with board and heads of shared some key areas for awareness.

	<p>SP highlighted the meetings with several leisure trusts and the success of these meetings. Facility development is taking longer than previously as we upskill the clubs to support this.</p> <p>LG was pleased to confirm that the return to events was going well with many held at several venues. Feedback from coaches, gymnasts and parents has been positive. Planning for 2022 continues.</p> <p>To better understand our presence on social media and the level of engagement and success across all platforms, the communications team prepared a summary report based on analytics. It was great to see the increase in engagement. Board agreed further work was done in this area with CB meeting with the communications team to explore this more.</p> <p>SLH provided an update on activity which has returned across all disciplines now with exception of TeamGym. The team are working with British Gymnastics to get this pathway joined up better. However, there are a group of Scottish boys going to Portugal to take part in the European Championships which will be a great experience for them.</p> <p>The team are working on moving Brilliant Basics into a digital product, which is a long-term project and will be an added value benefit for coaches.</p> <p>SLH confirmed gymnastics have moved from four places to six places now for the Commonwealth Games 2022 but we will be bidding for more places. Coach accreditation has not been confirmed yet and this has been highlighted with CWG.</p> <p>Technical committees are working really well with good joint working. Finance reports were well received with the TC chairs.</p> <p>The performance team have actioned many points from the independent review including updating the induction content with the safeguarding team which have been delivered across many disciplines. BE congratulated the team on this as he has heard positive feedback on the ground which is supporting the change in the culture that we are striving for.</p> <p>KS thanked the team for pushing for the additional spaces at Commonwealth Games.</p>
	<p>ACTION: LG to arrange a meeting with the communications and CB Discussion needed with British Gymnastics around future Commonwealth Games and the change to the format around which sports will be core</p>
7	<p>AUDIT & RISK COMMITTEE</p>
	<p>DJ provided an update from the last audit and risk committee.</p> <ol style="list-style-type: none"> 1. Risk Register Risk register has been reviewed, updated, and changed to reflect the reduction of covid and events risk increased due to impact on venue availability. 2. Insurance policy gaps - current insurance provision was reviewed, and the addition of cyber insurance and legal expenses cover for coaches have been approved by the committee. This fills in an important gap in our insurance provision and also increases the insurance offering to our members. 3. Management Accounts - Scottish Gymnastics ends Q2 in a positive position financially with a year to date (YTD) surplus in period to 30 September of

	<p>£90k against a YTD budget deficit of £33.8k. At 30 September 2021, we are forecasting a deficit of £30.8k for the financial year compared to the budget deficit position of £37.4k, a favourable variance of £6.6k.</p> <p>PT explained that we are ending quarter two in a positive position as a result of grant income, job retention scheme and education income from course fees subsidy from SportsScotland. We have looked at key risks area around the budget and the teams are currently completing a re-forecasting exercise as a result. Gymfest Perth has been cancelled due to lack of numbers. Education subsidy offset the camps in July and the performance team have moved activity to the later half of year, along with savings in the central budget.</p> <p>Patricia confirmed that the organisation did get additional grant funding which has contributed to reducing this. The teams are looking at the extended budget for the change in financial year now starting in September 2022.</p> <p>BE thanked the team for managing this.</p>
	<p>ACTION:</p>
<p>8</p>	<p>REMUNERATION & NOMINATION COMMITTEE</p>
	<p>IC provided an update on the subcommittee nominations.</p> <ul style="list-style-type: none"> ➤ Audit and Risk committee - DJ will chair and also sit on Remuneration and Nomination committee ➤ Remuneration and Nominations committee - RW will join that ➤ Equality Advisory committee - chair will be KS plus CB will join that committee ➤ Wellbeing and protection advisory committee - KM will join that committee <p>The board approved the recruitment of the non-executive director vacancy. The focus will be on wellbeing and protection.</p> <p>British Gymnastics Update DM had shared details from British Gymnastics about their board vacancy for a non-executive director for Scotland. BE has been speaking with the British Gymnastics chair and interim CEO and met with the president of their board too.</p> <p>British Gymnastics have been in touch with BE about their proposed approach for the Scottish non-executive director role to confirm we can nominate a person that fits the skills matrix for the role and they don't need to be from gymnastics. BE will follow up with British Gymnastics and will update the board via email.</p>
	<p>ACTION: Progress the non-executive director advert for Scottish Gymnastics vacancy Board to consider potential nominees for the British Gymnastics board and let BE and DM know.</p>
<p>9</p>	<p>GOVERNANCE COMMITTEE</p>
	<p>BE confirmed that the committee had met twice to discuss AGM preparation and then KPMG audit preparation as it is due w/c 8 November. BE had his initial meeting with KPMG already.</p> <p>Clean Sport Update SLH provided the board with an update on the new approach to anti-doping lead by UKAD.</p>

	<p>Scottish Gymnastics are working towards being compliant with the UKAD Anti-doping assurance framework which will come fully into effect in 2022. Part of our requirements was to submit our Clean Sport Education strategy (2022-2026) (submitted end of October) and submit evidence of compliance with the wider framework by December 2021. The framework addresses are commitment to clean sport across the following areas:</p> <ul style="list-style-type: none"> ➤ Governance ➤ Legal ➤ Education ➤ Communications ➤ Intelligence & Investigations ➤ Testing <p>Our previously approved Clean Sport Policy adopted by Board in November 2020 still stands and provides our overarching commitment to anti-doping.</p> <p>There is a workshop for board members on 1 December for up to three board members, run by UKAD. SLH also plans to have a clean sport session for all board members.</p> <p>DM thanked SLH for all her work on this since coming back from maternity leave. BE thanked SLH on behalf of the board.</p>
	<p>ACTION: Interested board members to sign up for the clean sport workshop.</p>
11	PROJECTS UPDATE
	<p>Strategic Plan DM shared some slides with the board on the strategic review and the development of a new strategy. He highlighted the need to look at this now and the rationale for doing so including the work that's underway or due to start including the safeguarding review outcome, the culture project, new participation plan, review of sport plan, new workforce development framework, equality, diversity, and inclusion framework as well as the change of financial and operational year.</p> <p>Aiming for a new strategic plan for 2022-2026, launching for the new membership year in September 2022, and will be presenting to SportsScotland in October/ November 2022 for investment. DM shared the timeline including consultation with staff, board, membership, and external stakeholders including British Gymnastics and sportsScotland.</p> <p>The strategy work will align with the culture work. DM shared the UK wide preliminary conclusions with the board. SH suggested extending the consultation period and reducing the amount of time writing the plan.</p> <p>BE is supportive of the plans and the approach suggested and the board will be crucial in contributing and being involved in determining the strategy.</p> <p>Commercial Plan DM introduced Chris Lumsden (CL) to the board who has been with organisation for a number of years as club business development manager. He has been looking at the commercial plan along with DM.</p> <p>CL shared some slides with the board on the commercial plans. These will enhance what we do, by generating income to be reinvested back in to the sport. CL confirmed he has created a commercial asset register which has all the commercial details in one place.</p> <p>CL shared details on the immediate top four areas to focus on -</p>

	<ol style="list-style-type: none"> 1. Self-assessment tool licencing is a great opportunity, and we can be more aggressive in this area. 2. Sponsorship - top tier opportunities identified and looking at a price range to support and create more bespoke packages. Soft launch initially to existing partners. CL shared the draft sponsorship brochure. 3. Improved partnerships – review existing commercial partners and look at developing further 4. Member and club benefit – looking to enhance this offering which are relevant and meet the needs of Scottish Gymnastics members. <p>CL shared the draft brochure and his next steps and the timeline to support.</p> <p>BE thanked CL for his work in this area. KS asked about enhancing the self-assessment tool. CL confirmed this was already being considered including working with MTC to build a demo site and enhance the revolutions of the tool.</p> <p>CL confirmed he has been doing some bench marking with British Gymnastics and also other governing bodies. SH provided some feedback on working with sponsors around the community link and how to position with the potential sponsors.</p>
	<p>ACTION: CL to send slides for issue to the board CL to look at fully protecting the self-assessment tool CB to work with CL on advertising policy content</p>
12	<p>AOB</p> <p>Strategic board will be face-to face in February – central location to be confirmed.</p> <p>Workshops for board – training framework to be arranged for all board members.</p> <p>Action for climate – board to consider this area when considering the strategy.</p> <p>21Awards – request for any directors to support the decision process.</p>
	<p>ACTION: Training framework to be worked up for board members Climate initiatives to be included within the strategy 21Awards – directors to let DM/ LG know if want to support the decision process</p>
	<p>DATE OF NEXT MEETING</p>
	<p>6 February 2022 – strategic board meeting</p>