

SCOTTISH GYMNASTICS

MINUTES OF BOARD MEETING HELD ON SATURDAY 22 AUGUST 2020
VIA VIDEO CONFERENCE (TEAMS CALL)

PRESENT Brian Ewing (BW): Doc McKelvey (DM): Ian Chambers (IC): Zoe Frost (ZF): Keir Stewart (KS): Ally White (AW)

APOLOGIES Oli Barsby (OB): Patricia Swan (PS): Lorna Callan (LC) sportscotland

IN ATTENDANCE Lara Gregson (LG): Simon Taaffe (ST): Sam Hendrikson (SH): Steve Paige (SP)

ITEM	AGENDA ITEM/DISCUSSION
1	WELCOME AND APOLOGIES
	BE welcomed all to the meeting and noted apologies.
2	NOTIFICATION OF CONFLICTS OF INTEREST
	None
3	PREVIOUS MINUTES & ACTIONS
	The minutes dated 11 June 2020 had previously been circulated via email and were formally approved and the action list was revised, including actions carried forward.
4	MATTERS ARISING
	There were no matters arising.
5	ITEMS FOR DISCUSSION
	<p>1 Audit & Risk Committee</p> <ul style="list-style-type: none"> • Annual Accounts Two further adjustments have been made including an insurance credit based on final membership figures. The current budget planning process has increased control on the spend and the forecasting. Board approved the annual accounts. • Management Accounts The current position is showing a surplus, but the forecast includes the future reduced staff costs through the furlough scheme and using the grant income to support work. The forecast is still based on a worst-case based scenario therefore any changes to that criteria will result in a positive. It's reflecting the restructure costs now and assumes only 50% membership renewal income. We will need to see how membership renewal process progresses. We have agreed with BG to review WPA, including annual fee, in November. The discussion with sportscotland was based on our worst-case scenario and they have been very supportive of us, and they expect to support some governing bodies and are looking at options for doing so. An update is to follow their board meeting. CEO forum has been working with sportscotland on how to approach future funding and work with them on any options on wider lobbying. • Reserves Policy We will look to keep six-month staff costs in reserves policy. The current policy is still achievable. The board approved to retain the current reserves policy. • Covid Risk Register This was updated and discussed at audit and risk committee, with some changes to scores, but the red risks remain as is. A wider risk register has also been developed along with a new risk policy. These will be shared at November's board.

2 Senior Leadership Team Report

- **Gymnastics Return**

We are delighted to see the reopening date was brought forward from 14 September to 31 August. We submitted information to the government and the BBC news article and STV film all supported this work. Webinars are taking place next week to go through the guidance and updated outdoor guidance and new indoor guidance coming next week. Webinars were also opened to local authority partners and the session will include more details on risk assessments as this is an area of guidance that is being requested. It's been great to see the positive comments on social media.

Performance team worked with **sportscotland** on the return for five gymnasts, which was very medically lead and included objective criteria to select the people. We worked in partnership with West Lothian Gymnastics Club. It has been a great pilot to see the return to sport and we have approval for a second group of gymnasts and will continue with this. Seven gymnasts were identified for a one-off session, with the decision for the coach and gymnast to make which will depend on when their own club will reopen. We have reiterated the need for a slow, prolonged return.

- **HR**

The restructure process has been communicated with staff. Furloughed staff will remain on the scheme to the end of October with any early returns by exception based on work activity.

- **Safeguarding**

British Gymnastics review is underway. DM spoke with UK Sport and the helpline that's been set up and confirmed that anything Scottish related should be referred to us. The review will not be extended to cover Scotland. The review Terms of Reference are coming next week.

- **Clubs**

Participation, BG product under 11 aimed at bronze members, launch proposed for January 2021 depending on restrictions, branding to be finalised with BG and looking at how we launch here.

Two clubs awaiting entry to facilities.

3 Membership

Many clubs with their own facilities will reopen on 31 August. Clubs within schools will not have access to external lets until after the October holiday. The challenge remains with leisure centres and local authorities reopening their facilities later in the process. We have 84 clubs renewed so far and the individual membership figure is tracking at 50% of last year.

Club calls through British Gymnastics have shown that the surveyed clubs are confident about the return and clubs have also surveyed their members and the response is positive with an expectation on 50-60% return rate.

Workforce return and coach education will be impacted by hands on restriction, but a paper submitted to **sportscotland** to look at options around running level 1 and 2 courses is being submitted to progress this area.

SP shared a membership paper which covered membership analysis and variance by membership type. The flat line membership numbers have been seen in British Gymnastics and Welsh Gymnastics. Forecasting has considered growth of new facilities and a small number of clubs not registering all their members, with some clubs in new facilities not seeing the same level of growth yet. There have been some clubs delaying their movement into new facility. Participation programmes are happening through alternative arms of clubs. The development team have segmented the clubs for contacting clubs to understand how they are progressing.

	<p>ACTION: Look at visibility of what we are saying to our members on how we are continuing with our plans. Look at the impact of Covid on our strategy at January's board meeting. Dashboard to be provided to the board with an update against the plan. Consider process options, including sanctions, if clubs do not register all their members and bring back to the board</p>
6	<p>ITEMS FOR DECISION</p>
	<p>1 AGM</p> <ul style="list-style-type: none"> <p>Remuneration and Nomination Committee Update Recruitment for non-executive director (NED) to replace OB and for a general director to replace ZF who moved to finance director. We have left the non-Olympic director vacant until the technical panel regulation changes are progressed and will see how that role fits.</p> <p>We were delighted with the quality of applicants. Following the interview process for the NED role, the interviewing panel spoke to remuneration and nomination committee, and recommendation is to take Claire Bath forward. Claire has board and gymnastics experience, along with marketing communications which will be important for growing brand awareness. This appointment will go for approval at the AGM.</p> <p>There were two nominations from the membership for the general director role; Wendy Lucas and Ruth Wilson. Both will be put forward for election at the AGM.</p> <p>Technical Panel Regulations A review has taken place of the technical panel structure and regulations. The proposed new regulations clarify how we want to work together with the panels and how the staff interact. They have been expanded from six to seven to have tumbling as their own committee. the name change to technical committees is to reflect the change, including streamlining the structure down to four key roles. Meetings can't progress without a Scottish Gymnastics staff member in attendance.</p> <p>Feedback from current technical panel members and staff was gathered to help shape these new regulations. There is also a new joint technical committee in place with technical committee chairs, Board directors along with the senior leadership team coming together twice a year.</p> <p>Technical panel committees feed into Scottish Gymnastics budgets and work with staff to develop their budgets together and provide technical committee budget reports. We have removed the finance officer role as we have more oversight now and can provide the budget updates. A follow-up call needed with the women's artistic gymnastics panel to clarify some points.</p> <p>The board approved the technical committee regulations to go to the AGM as a resolution.</p> <p>Resolutions The resolutions for the AGM were confirmed as the minutes from 2019, no increase to fees for 2020-2021, Henderson Loggie as our accountants for 2020-2021, three directors appointments and the technical committee regulations. The board approved the resolutions to go to the AGM.</p>
	<p>ACTION: Joint technical committee chair to be confirmed, board directors to consider interest in the role Update the technical committee regulations with feedback gathered</p>

7	<p>STRATEGY REVIEW</p>
	<p>Gymnasts: Performance</p> <p>SH presented an update on performance progress starting with the pre-Covid progress with performance and pathway programme across all eight competitive gymnastics disciplines. Sports plan budgets and priorities for all disciplines were agreed following the horizons work.</p> <p>Integrated SSSM into discipline pathways by investing in part time physical preparation lead which is has been well received across the community. Culture and values work which has been piloted with MAG and WAG. Athletes and coaches to define what how these values will be lived in the programme and at their clubs. Every camp focus on the values and discussed throughout, and there has been a positive change there. SH is looking to roll this out across all disciplines through parent and athlete inductions and then at every camp. SLT is also looking at how these fit with the organisation wide culture and values work. Performance pathway handbook for all athletes on the performance pathway has been developed.</p> <p>Performance activity during lockdown has improved the link with BG and better alignment between all home nations. Anti-doping education via zoom reached more athletes and will be run annually. There has been home training and learning for coaches and athletes throughout. Social media activity at home using experts we have and built new relationships, with a series of learning and development through social media. This complemented at home training that they were doing with their own clubs. We also had athletes deliver workouts too. Engagement levels were high and had a wider impact than just performance programme gymnasts.</p> <p>New relationship with Scottish ballet was well received and the expert did some tutorials and we will progress this further. This builds on the performance element of disciplines. There was also the co delivery of a live workout with Quatro. You can see the videos on YouTube and on our Absorb online platform. Step Forward workouts were good as it was hard for coaches to come up with new content over some months. There were 40 live zoom sessions with different experts and 237 gymnasts and coaches signed up.</p> <p>Brilliant Basics; technical resource for coaches, digital and image based longer term. Currently a written resource. It started with four disciplines and included our technical advisers overseeing the content. It has had some positive feedback from coaches.</p> <p>Resumption to performance sport, was worth pushing this and five gymnasts have benefitted from this. STV video shows the return well. Resumption was about showing our safe return to sport.</p> <p>Return to Training protocols shared with all coaches. This was focussed on a safe, technical return for competitive athletes. How you prepare your athletes from five months off. 265 coaches attended across seven discipline specific webinars. All the guidance is available in Absorb. Screening tool includes videos to explain. There is no cost to access the training material which will be able to support coaches in the long term.</p> <p>Next steps include building the digital resource for Brilliant Basics, review of our NPP/PPP performance programmes and when we restart and the delivery model to support, Commonwealth Games preparations for Birmingham 2022 including team manager recruitment, finalising selection policies and mapping out the timeline.</p>
	<p>ACTION: Share SH's presentation with the board.</p>

8	AOB
	BE confirmed this was OB's last board meeting and formally thanked him for his contribution over the years.
9	DATE OF NEXT MEETING
	7 November 2020, 10am to 4pm