



**MINUTES OF BOARD MEETING HELD ON WEDNESDAY 6 DECEMBER 2023
VIA VIDEO CONFERENCE (TEAMS CALL)**

PRESENT Brian Ewing (BE): Doc McKelvey (DM): Kerri McHale (KM): Ruth Hudson (RH): David Johnson (DJ): Ally White (AW): Ian Chambers (IC): Lorna Callan (LC) **sportscotland**

APOLOGIES Karen Rees (KR): Claire Bath (CB)

IN ATTENDANCE Lara Gregson (LG), Lindsey Booth (LB): Sam Hendrikson (SH)

ITEM	AGENDA ITEM/DISCUSSION
1	WELCOME AND APOLOGIES
	BE welcomed all to the meeting noted apologies.
2	NOTIFICATION OF CONFLICTS OF INTEREST
	None
3	PREVIOUS MINUTES & MATTERS ARISING
	The Minutes dated 27 September and 4 November 2023 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 & OPERATIONS REPORT
	The SLT report had been previously circulated. DM talked about the fair work first action via sportscotland and confirmed we are looking at the details of what that covers which includes two areas; payment of real living wage and effective workers voice. This will be picked up by the remuneration and nomination committee. This is a further example of additional compliance that takes time away from sport activity. DM highlighted the ongoing challenges for the events team and the work of the team especially Gemma Archer and Steven Maloney who had to relocate eight events in the last two months and the equipment needs that go with it. The majority of 2024 are also sorted. SH has also been involved and Iona Scott has been supporting the communications around this along with the technical committees supporting too. BE thanked the events team for all their work. DM confirmed that the report by Claire Thomson was discussed with the joint technical committee and looking at options and also how they take the volunteer workforce plans forward. Membership is currently 27309 at the time of issue, which is 9% up year to date.

	<p>LG shared details of the sportscotland sustainability framework and asked the board if anyone would be interested in becoming the board representative.</p> <p>LG discussed the equality, diversity, and inclusion data that was shared in the report. Work continues with British Gymnastics on the new membership system and identifying a supplier to design and implement and new system by July 2024.</p> <p>SH confirmed that the first draft of the 2024 events calendar combining events, went to the joint technical committee for review. They are a team of four and we need to be mindful that they can't be at all events. This will be followed up in January with the chairs.</p> <p>Participation team have been busy with lots going on there. SH and Sarah Logan have been progressing work with local authorities in conjunction with Jacqueline Lynn at sportscotland and agreeing what working with them looks like. Paper is going to Jacqueline in new year. Scottish Gymnastics needs to think about how we do that.</p> <p>Baby Gym is a new piece of work and the team have been developing this brief to go out to get content writers for this project from people like health care workers, midwives etc. This product will be available from September 2024. The team met with Gymnastics Australia to see what they have as they have something similar.</p> <p>Love to move project had its second information session with partners to move into this with local authority partners initially.</p> <p>Coaching framework is getting finalised so clubs can see what the offering is and how learning is beyond formal qualifications. Jay Runga working with Iona Scott on how to present this and will go out in the new year. 'Working in the grey' area will come for coaches to help implement and make good honest decisions.</p> <p>The new learning management system with British Gymnastics is due to launch in January. We are scoping this out more to see if this platform can be used by us and how it will work from a cost and potential functionality.</p> <p>New policies have been launched via British Gymnastics performance team. There are plans to have a roadshow in Edinburgh with British Gymnastics delivering the information session. SH will let the board know when it's happening if anyone wants to come along. There are more policies in the pipeline.</p> <p>BE welcomed Rona Patterson into her new role in January as lead manager - performance and pathway.</p> <p>BE passed on his thanks to the whole team for all the work they are doing. The work in the SLT report is to be commended.</p>
	<p>ACTION:</p> <p>Discuss with BG the policy process for new policies and how that links with our governance.</p>
6	<p>WELLBEING & PROTECTION COMMITTEE</p>
	<p>LB explained that two further recommendations have progressed including the athlete advocate programme, where the committee considered the draft job description and how it will be rolled out in one of the disciplines as a pilot. The team will consider the timing of when this will start given it's a new programme and will need a framework to support this and start the pilot later in 2024.</p> <p>Banned coached position will be discussed at the next wellbeing committee and then revert back to the board.</p>

	<p>Initial stats reports are now working with support from Isaac Wilson along with British Gymnastics.</p> <p>BE thanked LB for the progress on the independent review.</p>
	ACTION:
7	AUDIT & RISK COMMITTEE
	<p>DJ had previously shared the statutory accounts 2022-23 with the board. Deficit is sitting at £34k for this year, variation and deficit is due to changed reducing balance to straight line which has resulted in an additional £43k of depreciation. Without that would have had surplus. This will covered at the AGM. DM confirmed that Thomson Cooper supported that decision. The board approved the statutory accounts for 2022-23.</p> <p>DJ confirmed that due to the impact of flooding at Bells the accounts are based on actuals to the end of October. DJ talked through the current position and shared additional details to support the financial details.</p> <p>DJ had previously shared the four-year forecast with the board. Based on the 23/24 budget and then reviewed in line with actuals for 23/24 to update for future years. Included inflationary details on both income and costs and reflected in the predicted membership figures or associated fees to enable a break-even budget. The committee continues to discuss the membership fee pricing going forward and a final decision will be needed before the AGM in February 2024.</p> <p>The board reviewed the risk register which highlighted the red risks and confirmed there were three red risks that had changed since the previous quarter. DM talked the board through the details and the mitigating actions that are underway. The risks had been reviewed by SLT and the audit and risk committee and some scores changed with agreement on the current red risks. Affordability and sustainability have also been added to the risk register to reflect recent discussions.</p> <p>BE acknowledged the support from ss around the impact of the Bell's flooding.</p>
	ACTION:
8	REMUNERATION & NOMINATION COMMITTEE
	<p>IC shared the plans to advertise the technical director in January.</p> <p>The March meeting will discuss replacement plans for IC and AW to start recruitment in the summer.</p>
	ACTION: Skills matrix at the next board meeting
9	GOVERNANCE COMMITTEE
	<p>BE shared an update from the last meeting.</p> <p>DM shared an update on the dual registration process. We have had some calls with clubs on the back of the policy being shared and DM and LG going to see one club tomorrow. DM shared some feedback from a member. This policy has been reviewed by Harper McLeod, along with British Gymnastics' legal advice and asking clubs to comply with our articles of the association that have been in place for some years.</p> <p>BE confirmed that the working partnership agreement was discussed in detail at the committee and DM is following up with British Gymnastics on the content and</p>

	<p>finalising the schedules. The aim to have this all signed by March at the joint board meeting.</p> <p>DM shared a detailed paper based on the gap analysis on the code for sports governance. This links to a piece of work that's underway in Scotland reviewing the current Scottish governance code. RAG status shows we don't have too many gaps and has generated potential actions that we may want to take forward in the short and longer term. AW confirmed it's a good piece of work and highlighted the strengths and weaknesses that we can focus on. It's important that we use this approach for improving and doing better. LG is on the sports governance academy group which will provide input to the new sports governance code and how that links to the review of the current framework led by sportscotland.</p>
<p>ACTION:</p>	
<p>10</p>	<p>PROJECT UPDATE</p>
	<p>Safe sport update LB shared an update on the activity within the wellbeing and safe sport team.</p> <p>Safe sport club visit pilot almost complete with eight clubs part of the process which included online and face to face meetings, using the self-assessment tool which generates an action plan that is discussed with the club. Club members are also surveyed to gather feedback from them which is fed into the club discussion. Clubs involved have been positive about the experience.</p> <p>Next steps involve creating or developing templates for policies, codes of conducts etc. in conjunction with the work that is underway on the review of the effective club framework. Cohort two starts in January with 18 clubs signed up, five from the club satellite project and 13 from the website sign up form. The plan is to follow up with clubs every three years after all clubs have been through the process for the first time.</p> <p>BE was pleased to see the positive feedback from the clubs.</p> <p>Case management club platform pilot had six clubs complete the pilot where the club had access to a scaled down club management tool. This is using Globocol. The next cohort has seven clubs registered with the plan to recruitment some more. This cohort will also look at the level of staffing support required to support clubs using this system.</p> <p>Case management has seen an increase in case and advice calls which is a positive as clubs are getting in touch for advice and people are more aware. The conduct in sport code has been reviewed following feedback and learning from the last year's cases. The panel handbook is being updated and there will be training for conduct in support panel members.</p> <p>Compliance around safeguarding courses continues with a full calendar.</p> <p>The standards for child wellbeing and protection in sport annual health check is due to January 2024. This is a mini audit against the eight standards and we are required to maintain 100% compliance.</p> <p>PVG processing continues with a change to the process that now means PVGs expire and will now need to be renewed for existing members. The PVG process has also been reviewed in line with Disclosure Scotland highlighting concerns on how all governing bodies are processing PVGs. We have confirmed the process we use and will continue to be compliant and support our members to fulfil our responsibility to safeguard vulnerable groups.</p>

	BE congratulated LB and her team and commended the work that the team are doing and can see the important progress that is being made.
	ACTION:
11	AOB
	DM shared an update on a recent email and agreed next steps. BE thanked everyone for attending and wished everyone a good festive break. .
	ACTION: Board discussion on dealing with vexatious complaints. Review the current policies and bring to the governance committee.
	DATE OF NEXT MEETING
	AGM 25 February 2024 12 and 13 March 2024