

MINUTES OF BOARD MEETING HELD ON WEDNESDAY 12 MARCH 2025

VIA TEAMS

PRESENT Brian Ewing (BE): Doc McKelvey (DM): Ruth Hudson (RH): David Johnson (DJ): Karen Rees (KR): Claire Bath (CB): James Hall (JH): Fiona Paterson (FP): Louise Mearns (LM): Kerri Mchale (KM): Lorna Callan (LC) **sportscotland**

APOLOGIES

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

ITEM	AGENDA ITEM/DISCUSSION
1	WELCOME AND APOLOGIES
	BE welcomed all to the meeting noted apologies. BE welcomed JH, LM and FP into their new roles and their first board meeting. Congratulations on your appointment.
2	NOTIFICATION OF CONFLICTS OF INTEREST
	None
3	PREVIOUS MINUTES & MATTERS ARISING
	The Minutes dated 3 December 2024 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.
5	SLT Report
	<p>The SLT report was previously shared with the board.</p> <p>DM spoke about sportscotland and the annual return and the panel update. We have declared some underspend in funding for international competition. We had hoped to do Caledonia International for trampolines, DMT and tumble but will now be in November. International experience funding has not been used this year but will use more next year as we return into Commonwealth Games.</p> <p>The panel meeting went well with lots of greens across the board and making progress in the areas. We are seen as a well organised governing body from structure and governance, with no issues and on track to receive our annual investment in April which is good news.</p> <p>Scottish Governing Body CEO and COO forum brings people together from most invested sports, with about 35 involved. There is also a small exec group of seven people too. The forum is working on projects with the Scottish government around sport and the support the sector</p>

receives. The recent forum session discussed more ownership of our voice and ourselves with government and not relying on **sportsscotland** in that capacity. The projects the coalition is looking at is based on how we bring governing bodies closer together and see if we can influence the Scottish Sports Association and projects around political engagement and influencing and put some pressure around funding for sport. DM is chairing the forum. Our **sportsscotland** underspend is being allocated against these projects. **sportsscotland** have approved this. Scottish Gymnastics would engage in some of this work, and it's managed by the CEO forum exec group.

Commercial update – DM confirmed there had been a delay getting the reports back just received them last week and he was not in a position to bring to this board but will bring to the next one.

BE commented it was good to read the positive outcome at the six-month review on the working partnership agreement with British Gymnastics.

Events - SH shared that the ongoing event programme is trialling a new scoring system which is going well, and feedback is positive so far. Looking at options around this and the team will prepare a recommendation on a single supplier or multi approach and where we invest going forward.

Development and experience – the team are monitoring membership numbers, including comparing year-end figures with current figures and are following up with clubs who are showing gaps and any links to dual registration conversations. There a couple of new clubs including Elevate who have started on the back of the fire at Astro, and the team have provided lots of support for them and the club also had some coverage on STV.

Performance – Paul Hall is back with Scotland after his time with British Gymnastics and has been recruited to support in MAG and WAG, working with Scott Hann and Marius. Paul Greaves has been appointed in trampolines as their technical lead.

Brilliant Basics launch – SH thanked the directors for their support and the communications team for all their work and also thanked RH as a technical contributor.

Education – we have been an adaptive delivery centre for many years and from 2026 we will no longer process through SQA so will be removing ourselves from this and this will include awarding on behalf of other sports. Thanks to LC for the work that has been done to keep the team structure in place.

LM asked about the Brilliant Basics plan. SH explained more assets are to be added on a quarterly basis, with the next drop at the end of May. There is a 12-month timeline of planned activity along with targeted communications and we are looking at club bundle options with the platform provider.

CB asked how membership tracking and how it's not in line. SH confirmed that there are at least 10 clubs who are saying they have a higher number of members, but the system does not match up and that links in with the dual registration. The team are looking at year to date figures. CB asked about the drop in numbers and if there a reason, and can we do anything. SH explained that the club is not asking the question around leavers. DM confirmed that the clubs are not getting their members registered. Club management platform connected to Just Go will help with this going forward as the membership platform doesn't encourage people to join. SH confirmed some clubs are doing it really well like East Kilbride and the team are talking to them to find out how they manage the process to share with other clubs.

	<p>CB asked if there is a plan to create user generated content. SH confirmed there is a plan that others will be creating videos and using other people to share feedback and input. The balance is serving the membership but not everyone has Brilliant Basics. We have discussed the next stage of the marketing plan with the platform provider. CB said she was happy to help with the marketing plan. SH also confirmed that four governing bodies have been interested in using it too. CB said it is a good piece of work, and we should be really pleased with it.</p> <p>BE asked about clubs going to IGA. SH confirmed two clubs at the moment as they are not wanting to go through the paperwork with us and register all their members.</p> <p>BE thanked SH and her team for the launch of brilliant basics which is groundbreaking, and he commended everyone and SH for their belief in driving this forward.</p> <p>BE congratulated the GB representation from our acro gymnasts and it's credit to all involved.</p> <p>LG confirmed the new office was working well with the new teams phone system now in place. All staff attended customer service training which was well received. Staff also had the option to attend a session led by a financial adviser session and then follow up 1-2-1s next month.</p> <p>It's Gymfest 40th birthday this year and we have been gathering memories and memorabilia from around the UK to celebrate and mark this great event. There is new events branding in place along with our spectator code of conduct on a pop-up banner so it's visible to everyone on entry.</p> <p>DM mentioned the supporting papers on the sportscotland targets, and the operations plan has been updated to reflect progress and RAG status.</p> <p>BE highlighted the fair work first work and the inclusion of the protected wellbeing hour for all staff.</p> <p>BE thanked DM and his team for all that they are doing.</p>
	ACTION:
6	WELLBEING AND PROTECTION COMMITTEE
	<p>KR confirmed that the committee is working well, and we have had an application for the committee vacancy. The wellbeing and safe sport update is in the last part of the SLT report.</p> <p>PVG Readiness – changes in the process. Disclosure Scotland are working with sport, and to be compliant with the new law is April 2025. Move from regulated work to regulated roles and is more complex than before. LB is preparing for this with a staff working group in place and working with clubs, so they are ready, with three webinars just run. We should hear next week the details of the published roles, and which ones will need PVGs. It will be a criminal offence for an organisation and the individual if they start a person without a PVG. Changes will require more PVGs internally and for clubs which will cost but volunteer roles will just be the £10 admin fee. The most common additional role within clubs will be committee members who will need PVG and safeguarding training.</p> <p>Processing approach now requires the person to share the results with Scottish Gymnastics, and they are only there for 28 days and then it requires a resubmission. There is a grace period from 1 April to 30 June for the PVG applications to be made.</p>

	<p>BE said that the work you are doing is incredible and leading the sport and asked are we in a good position for 1 April. LB confirmed every role has been added and audited and has gone for review, Job descriptions are being updated in tandem. Scottish Gymnastics can't process any new ones until 1 April. The team have a new admin person who is ready to support the process from 1 April.</p> <p>Audit change LB explained that the yearly audit against the children's standards was an annual submission and is now a quarterly review and on a continuous assessment model, with two online and two face to face with Children 1st. New directors must complete the elearning module which LB will send details. The process should be less time consuming, and she will share updates with the board as it progresses.</p> <p>Rules for consideration for readmission following conduct in sport paper had been shared with the board. It's a slight expansion of the rules that already existed and covers being excluded from membership and wanting to come back. The rules been updated to reflect people who have had sanctions against them that have not completed their sanctions and their membership has lapsed, the person can make a case to come back, and the board can use this process to consider their request.</p> <p>Committee approved this at the last meeting, board approved the updated policy.</p> <p>BE thanked LB in relation to the report and all the work the team are doing.</p>
	<p>ACTION: Send elearning module to new directors.</p>
7	REMUNERATION AND NOMINATION COMMITTEE
	<p>DM had previously shared the subcommittee membership paper. RH will be the new chair of remuneration and nomination committee, and CB will join audit and risk committee and KR to equality. BE to chair the equality, diversity and inclusion advisory committee initially. New board members would also join sub committees and DM and BE would follow up in due course.</p> <p>The board approved the paper and the subsequent committee appointments.</p>
	<p>ACTION:</p>
8	AUDIT AND RISK COMMITTEE
	<p>DJ had shared the finance report up to January 2025 which included the year-to-date figures and the end of year forecast. BE asked about the education courses that haven't been going forward and the implication of this. DJ explained this is likely to have a negative impact going forward but will share if there is a major impact at the six-month mark.</p> <p>Forecast breakdown of the income and expenditure for each department and positive or negative impacts was shared in the report. It's adverse by £2k and the major adverse variance is membership forecast, but it will be slightly better than last year's figure but not as much as the original forecasted. Staffing budget reduction is due to some gapping of roles. Forecasting extra interest to offset the larger than forecasted insurance premiums.</p> <p>The board approved the finance report to January 2025.</p>

	<p>Reserves Policy Proposal – DJ had shared the approach to the reserves policy and the principles behind holding £354k and reviewed every six months. The board approved the policy.</p> <p>Risk Register Review – DJ shared the full risk register. It's reviewed quarterly by SLT and the audit and risk committee. Full register goes to board on an annual basis. DM shared the risks that have changed, including the Bell's sports centre risk post flooding was reduced now down to amber. One additional risk was added on dual registration. Risk management actions have been updated during the year. Red risks were highlighted with the board and DM talked through the details. KR asked about including the date the risk is added.</p> <p>Risk Management Framework Review – DM shared on screen a proposal around risk management and includes a review of the current risk policy, the risk register structure and categories and how we use and manage that register and then risk appetite as an organisation including descriptions and overall risk appetite for each category. Audit and risk committee will review and discuss more and then bring back to board for further discussion and approval.</p> <p>BE said this was an important part of modernising the governance of the governing body and we can test and challenge this going forward.</p>
	<p>ACTION: Reserves policy to be dropped in to the policy template</p>
9	GOVERNANCE COMMITTEE
	<p>SH provided an overview of the Commonwealth Games selection policy for Glasgow 2026. The policy is not Scottish Gymnastics policy it's a Commonwealth Games policy, but we update the relevant sections. The timescale is tight and has limited our amount of consultation we could do. We have applied the same approach as Birmingham which had good feedback that time so will mirror that. We have added an individual athlete rep on to the selection committee, and it will be independent of gymnastics. We could use one of their athlete reps from Commonwealth Games Scotland.</p> <p>Ally Whike has reviewed this in his capacity as Scottish Gymnastics director prior to ending his tenure with us. This will then go to Commonwealth Games Scotland board for their approval.</p> <p>JH confirmed the openness and transparency of the policy is really good and that's important for the athletes. RH agreed based on her experience last time round.</p> <p>Board approved the selection policy.</p>
	<p>ACTION:</p>
10	EQUALITY, DIVERSITY AND INCLUSION ADVISORY COMMITTEE
	<p>LG shared an update confirming the mentor meeting was held and he was reviewing the committee terms of reference. The first meeting of the committee is due to be held in May. The action plan is being developed and working with British Gymnastics and Welsh Gymnastics on joined up focus areas. Celebrating neurodiversity week next week. Currently working with SAMH looking at a pilot project for club mental health champions.</p> <p>Our student from University of Edinburgh is carrying out research around the barriers around disability and this will shape work in the development and experience team.</p>
	<p>ACTION:</p>

11	PROJECT UPDATE
	<p>Glasgow 26</p> <p>DM shared an update on the project scoping for Glasgow 26 which was from a session with some staff. Projects were suggested and prioritised based on impact, feasibility and strategic alignment and were focussed on;</p> <ul style="list-style-type: none"> • Glasgow Does Gymnastics – reimagining recreational gymnastics • The Why Leap – The story of gymnastics • The Para Pathway – journey to 2032 <p>DM shared more details on each project’s thinking. Further discussions with potential partners to be progressed and DM will bring this back to the May board if possible and a decision to be made then on what will be progressed and how.</p> <p>The board discussed the different options and shared their feedback.</p> <p>People and Experience Update</p> <p>Jay Runga, lead manager for learning and development, shared an update on the people area of our strategy via a pre-recorded video.</p> <p>Sarah Logan, lead manager for development and experience, shared an update on the experience area of our strategy via a pre-recorded video.</p>
	<p>ACTION:</p> <p>Share the slides with the board</p>
12	AOB
	<p>BE formally congratulated the team for the award from British Gymnastics for our Love to Move partnership. Well done everyone.</p>
	<p>ACTION:</p>
	DATE OF NEXT MEETING
	17 May 2025