



MINUTES OF BOARD MEETING HELD ON WEDNESDAY 25 SEPTEMBER 2024  
VIA TEAMS

**PRESENT** Brian Ewing (BE): Doc McKelvey (DM): Kerri McHale (KM): Ruth Hudson (RH): David Johnson (DJ): Ally White (AW) (until item 8): Karen Rees (KR): Claire Bath (CB): Lorna Callan (LC) **sportscotland**

**APOLOGIES** Ian Chambers (IC)

**IN ATTENDANCE** Lara Gregson (LG), Lindsey Booth (LB) (until item 8): Sam Hendrikson (SH)

ITEM	AGENDA ITEM/DISCUSSION
1	<b>WELCOME AND APOLOGIES</b>
	BE welcomed all to the meeting noted apologies.
2	<b>NOTIFICATION OF CONFLICTS OF INTEREST</b>
	None
3	<b>PREVIOUS MINUTES &amp; MATTERS ARISING</b>
	The Minutes dated 26 June 2024 had previously been circulated via email and were formally approved.  There were no matters arising.
4	<b>ACTION LIST</b>
	The Action List was revised, including actions carried forward.
	<b>ACTION:</b>
5	<b>SLT REPORT &amp; OPERATIONS REPORT</b>
	The SLT report had been previously circulated. DM confirmed it was focused around a year end update and the 2023-24 operations plan was also shared. The key highlights that DM pulled out included the CPD workshops and how massively well they were received with the focus on how to coach and not just the technical elements and also facing the grey ethical dilemma session along with the focus on play. The events team did well to deliver so many events in the year following the flooding at Bell's sports centre including the Caledonia International. The team were also underwent a restructure over the summer period to better support the events delivery.  The My Voice Matters safe sport strategy was launched and mapped out our direction for the coming years. The safe sport club visits have been going well with clubs appreciating the supportive approach and help provided by the team.  Our Love to Move age and dementia friendly exercise programme is now being delivered with more partners coming on board in the coming months. Our youth forum recruited a new cohort of young people aged 10 to 24 and they have supported

our gymnastics experience days as well as providing input to various pieces of work including the launch video for the new safe sport strategy.

The club satellite funding from **sportscotland** has supported many clubs to grow their membership and also offer gymnastics opportunities to groups who did not access gymnastics previously.

Membership ended at 32,504 as of 31 August 2024. Our new working partnership agreements has been signed with British Gymnastics and our first review meeting will be in January 2025. As part of this agreement the new membership system launched called My BG delivered via third party provider Just Go. Isaac Wilson and LG worked with British Gymnastics on this, and it's going well with 135 clubs reregistered and 21,500 members which is 12% up at this point last year.

Public sector finance is a challenge with no indication on up-and-coming budget. Commercial activity has seen some income via our self-assessment tool and also having one year service level agreements in place with Scottish Rowing and Triathlon Scotland. DJ is providing financial support around the production of management accounts and is pulling the accounts together and they are paying us for the service. We have brought in additional resource to support the finance team as a result.

LG continues to look at new office options. BE asked about the office move. LG explained the costs looked favourable and there was scope to work with the venue host with the current planned option.

Commonwealth Games will be hosted by Glasgow in July 2026 but they are still to confirm the sports programme within it and formally confirm Glasgow as the host by Commonwealth Games Federation. Commonwealth Games Federation need to also talk to international federations to finalise the details. No formal communication around the 10 sports that will be in aside from swimming and athletics has been shared. We have provided them with details on how gymnastics could work within the games in a shorter timeframe.

AW asked about the service level agreement long term approach. DJ explained that he is doing two days per month for rowing, and the finance team support the tasks DJ was doing. Triathlon Scotland requires a monthly report and he will use Friday mornings for that. There are some discussions underway for an alternative longer term for DJ's succession planning. Rowing is one year till June. Triathlon is one year too to see how it goes to August and see how it's working for them too.

LG updated that the membership system phase 2 is being developed along with further work on the membership strategy over the next five years and how it will evolve. This will be brought to board.

Annual awards selection process was completed and thanks to IC and LC for their help. We received strong nominations from across the disciplines and from a range of clubs. LG mentioned the communications campaigns managed by Iona Scott and her team.

SH confirmed there is a new events team and it's working well with the two new administrators and the events officers. The team are looking at scoring options for all disciplines and all the different options. The calendar for two years ahead will be in place shortly.

We have some new local authority partnerships on board who have registered for Rise. Two new clubs who have also registered for Rise and need to see how that follows through.

Gymnastics experience day in August went well and was on offer to our bronze members. Rhythmic, acro and artistic senior gymnasts were all there. We partnered

with the youth forum and they helped deliver the event. Next one is the start of October in Glasgow.

Performance athlete pipeline health checks have been underway with institute targeted support and information gathered to help focus who we are working with. Statistics in the SLT report shows it's grown and how we service the needs and have resources in the right place

Culture work that Becki is doing and the support from **sportscotland** on this and working with the artistic programme with the key changes and what's being observed from others looking in. along with team chats and debriefs, is all going well. Two-year support with **sportscotland** is ending, have completed a debrief with **sportscotland** and looked at the impact on her personally, we have got some more financial support to support her learning further which is positive and good support from Gillian Jones Stuart Ferrier and Abbie Hewitt thanks

Education course figures were shared in the report. There have been some cancellations. The course plan is based on club input but cancelled as coaches are not signing up. The team are doing some more analysis on this to understand why.

SQA have visited four times which has been very time intensive and stressful to prepare. We will see the value members put on SQA and opt in at an additional costs to access their certificate, there have been six people so far asking SQA certification. 9% in that period, and we will look at six, nine and 12 months and then decide if we are going to continue. Huge admin task for the team if we do continue.

CPD has had positive feedback and now planning for wider roll out with play trainers trained up to be able to roll out further. Neurodiversity is expert led. Facing the grey session has included more conversations on coach support and we will explore that further. We will continue to deliver more.

BE welcomed the joined-up home nation meetings. He was concerned over the courses cancelled and the impact on the budget. He did appreciate the facing the grey ethical approach.

LC asked about the capacity of the performance team and how that will be impacted with the Commonwealth Games plans. DM appreciate the timelines are tight. SH and DM discussing more on how we will plan for this and timelines and what we may need to delay or stretch out. We will review this. Don't have anything yet from CWG. LC concerned about burn out of staff and that the workload is not unmanageable for everyone. DM mentioned the staff forum initiative to support the staff with their protected hour and managers working with their teams on workload plans.

RH shared feedback that the course being run has built interest. Bite sized sessions which are good and all the soft skills which are great, cross discipline which is also good. Really great job with that.

AW asked that the process in place will deliver on level beyond Commonwealth Games. SH said pipeline health check helped in preparation for the programmes and linked in with the BG visit. Same injuries at the same club came up and work with Sports Institute of Sport on support services and how we work with them, embed it within the club environment.

AW asked if SH was confident that environments are appropriate for the performance athletes. SH said Al Smith sat with us around SIS and performance support and how we target clubs. Not all clubs will be delivered at the performance level. Articulate what that looks like and bring people on the journey.

	<p>AW asked if the retention increase in that people wanting to stay in the sport, had been explored at all. DM said it's about 70% all the time, around 10,000 new members every year. AW asked if we want it to go up. DM said yes, they can stay in sport longer and want capacity to bring new people in too.</p> <p>DM to add a graph to the next report. Hours do increase as gymnasts are in the club longer and that can impact gymnasts, less hours can find it's not developing them enough. Rise will be able to compliment this.</p> <p>AW said it was good to see British Gymnastics up, alignment of the competition calendar across Britain is good, people in sport will thank you for that. SH confirmed it is early days and working better but more needs to be done. More consultation needed on the calendar phase and working on how better support that.</p> <p>RH said the athlete pipeline health check is definitely identifying the best use of resources and highlighting accountability of the athletes and coaches and the need to fully engage with the program is becoming more apparent. Good support from RH on that.</p> <p>BE thanked the SLT for the excellent work on this.</p>
	<p><b>ACTION:</b> Add a retention graph in the SLT report in December</p>
6	<p><b>WELLBEING AND PROTECTION COMMITTEE</b></p>
	<p>The report had been previously shared as part of the SLT report. KR confirmed it was a really successful committee meeting, three more recommendations were signed off. Rona Patterson from the performance team came to visit and see how the work is being done and having an impact of safe sport and the performance department.</p> <p>LB referenced the three recommendations that were signed off. Induction and handbook programme signed off and integration of safeguarding in to programmes. Rona was able to share the good work that the team are doing and the ongoing updates of annual handbook review.</p> <p>Data pack recommendation was also signed off now we have globocol in place and tracking all the cases and giving really good stats. Few different systems that are supporting the figures captured.</p> <p>Three still being worked on from the 25, and all are policy or guidance type items. Social media policy will be updated as we will review and adapt British Gymnastics policy. Coaches code of practice will also be updated to reflect the new policies that have been shared. Advice for coaches going through conduct in sport, support guide will come from the details that are available in five different sources at the moment. Paused due to case work is high. PVG work has been quite significant too and has impacted these last three recommendations.</p> <p>Safe sport visit table was in the report and included which clubs have been going through the process. Looking at options for any clubs that may need referred if clubs are breaching minimum ops despite support and help. Satellite funding clubs needed to do the safe sport process and some clubs have not been up for it and disengaged. Over time if will be compulsory will be for all clubs so exploring how we will managed disengagement of clubs. Lots of good work there.</p> <p>Training and education going well. PVG processing has doubled compared to last year and will continue like that.</p>

	<p>Case management stats included for the quarter. New cases are on top of the ongoing cases and looking at how we quantify that and how we manage the degree of case work and complexity of the cases.</p> <p>BE was pleased to see the plans around the disengaged clubs and the committee should look at this. BE asked how are other NGBs are managing the PVG process. LB explained that renewals has been a new process for us and has taken up more admin time.</p> <p>BE asked about the revised fee structure and the potential significant impact. DM said there has been no formal response since the consultation. CEO forum wrote to the minister for sport and young people. Fee waiver is still on the table but no update since then. LB said we could also be impacted by the fee increase for our changing workforce who are paid and doing it every three years. This may be challenging for our sport. Roles being added still to be confirmed too.</p> <p>LC asked about the satellite clubs who got funding through <b>sportscotland</b>, and it was compulsory go through the safe sport visit process and we may need to look at how that works going forward. We can't give clubs money who don't comply with the safe sport criteria. Safe sport group across the UK in place and John Lunn on this.</p> <p>Unfunded sport having to deal with this and struggling to deal with this based this on to the clubs, really challenging. DM is involved and has completed the survey. Clubs are compliant with minimum operating standards, the club visits is going above and beyond on safeguarding. The amount of work on satellite set up and safe sport visits is great so we are looking at how can do both given the workload to set up the satellite part. Often the same people so looking at how we can decouple the two processes.</p> <p>AW asked about cases around poor behaviours and the consistency and how it's linked to the education and development process to try and avoid this. LB take the teams across the year and share with the tutor group and update the stats. Highlighting self harm and increase in bullying, parents challenging, scenarios in the training look at these topics and tutors use these in the training. Safe and fair sport look like for education tutors too and where can make learning points in the education courses. Children's rights in Scot's law was discussed at this session too with more work on this to come.</p> <p>BE interested to see the patterns across other sports too.</p> <p>KR said we are seeing an increase in cases and recognises that we are better at what we do and getting the message out.</p> <p>BE gave his thanks, excellent update.</p>
	<p><b>ACTION:</b> Committee to look at how we manage disengaged clubs as part of the safe sport visits</p>
7	<p><b>REMUNERATION AND NOMINATION COMMITTEE</b></p>
	<p>DM provided an update on the current technical director vacancy, one conversation that is live but retiring athlete is not sure what going to be doing.</p> <p>The advert for replacements for AW and IC will be going out shortly. Focus will be on wider sport experience and equality for the other role. Will let you know when going out. Remuneration and Nomination committee on 9 October and then the timeline will be provided after that.</p>
	<p><b>ACTION:</b></p>

<b>8</b>	<b>AUDIT AND RISK COMMITTEE</b>
	<p>Management Accounts - DJ had previously shared the draft management accounts for July 2024. Budget savings in the communications team focussed on savings and then delayed projects as a result. The work will be picked up in 2024-25. Deficit in wellbeing is due to legal fees budgeted for and not used much to date.</p> <p>Forecasting better than budgeted. Events impacted as Bells had a huge impact but other teams have focused their spend which has helped.</p> <p>BE commended the work that has been done by everyone involved to come in near to budget considering the impact that bells had. Thank you for that.</p> <p>The board approved the financial report.</p> <p>Risk register review – The full risk register had been shared with the board as part of the annual review of the register. DM confirmed that the SLT had reviewed the risks and shared the updates and changes with the board including the removal of some, reduction in some scores and increase in certain risk scores. DM also shared the updates to the legal risk register with the addition of two safe sport legal risks.</p> <p>Commercial overview – discussed this at strategic board on May and DM has done some work to bring in a consultant to speed this up who has worked in the sports sector with other companies. Fixed piece of work that falls in to three different areas; review of where we are in terms of readiness for investment, explore options appraisal and potential on becoming a charity and what that would mean potentially for income streams and finally producing an income generating plan for us and what the opportunities look like for us and where there are leads to follow up on. Next stage would be the support delivering the plan but that’s not signed off with them at the moment. Hoping to have a report by October to see what that looks like and look at next steps and actions for us.</p> <p>AW asked about the report highlighting areas and are we obliged to do anything. DM confirmed that we can take the report and follow up ourselves or bring them on to do that for us. Will depend on the size of the opportunity for us and what the income would like as a result.</p>
	<b>ACTION:</b>
<b>9</b>	<b>GOVERNANCE COMMITTEE</b>
	<p>Governance action plan – DM had shared the gap analysis with the action plan with the board. BE shared that this was to ensure we had the highest standard of governance in place and the committee spent time looking at the governance gap analysis against the UK and sportscotland governance framework. Work is in process to progress this.</p> <p>Articles being reviewed with Harper McLeod on specific points. We will need to discuss and engage our membership around any changes to the articles prior to the AGM.</p> <p>DM shared the board handbook in development too.</p> <p>LC confirmed the SGB governance framework is out for consultation, submit feedback. Will align more with the UK code. BE said we have submitted a response.</p> <p>KR said it looks daunting. DM confirmed it’s not as bad, relates to articles and the new board handbook supports a lot of this and covers off many of the actions. We will be in a good place.</p>

	<p>BE confirmed that once through in detail we do have quite a lot already in place.</p> <p>Dual registration – papers were shared earlier this week. Two areas – approve the updated policy and the revocation of a club.</p> <p>DM confirmed the policy changes come through as the policy is being used by British Gymnastics. Main one is the introduction of Scottish Gymnastics RCAT as it's the Scottish board that makes the decision. British Gymnastics one still used for consistency of implementation of the policy across the UK. Comes back to Scottish Gymnastics RCAT for decision and recommendation.</p> <p>LG said the timelines tighter now and there will be lots of discussion before we get to that point. There are clear steps, and we use British Gymnastics RCAT for check and challenge.</p> <p>Board approved the changes to the policy and the terms of reference.</p> <p>DM shared the details of the rationale behind the club to revoke the club registration and refuse any future applications until such time matters are resolved by the club. Background provided on the club following the investigation and meetings with the club owner.</p> <p>The board approved the revocation of the club's membership from Scottish Gymnastics and any future membership until any resolved..</p> <p>Two clubs have supported the membership rules based on initial meetings and are now registering all their members.</p> <p>Honorary life members – not recognised HLMs for at least nine years. We have the lifetime recognition award within our awards categories, and would like to automatically make any one who is awarded this an HLM. Therefore approve last year's lifetime achievement people and this year's. This is aligned to the articles.</p> <p>2023</p> <ul style="list-style-type: none"> <li>• John Wills</li> <li>• Maggie Bisset</li> <li>• Margaret Kerr</li> <li>• Elizabeth Danby</li> </ul> <p>2024</p> <ul style="list-style-type: none"> <li>• Mike McGhee</li> <li>• Robert and Jean Callahan already are HLMs.</li> </ul> <p>The board approved the honorary life members.</p>
	<b>ACTION:</b>
<b>10</b>	<b>EQUALITY, DIVERSITY AND INCLUSION ADVISORY COMMITTEE</b>
	<p>LG confirmed that most of our policies have been sent to Sporting Equals for an equality impact assessment.</p> <p>LG has been in touch with our committee members to establish the best time to meet as a committee. Looking for SG member to join, contacted one, have staff member to join too.</p> <p>LG confirmed she had met with our mentor Chris who had previous delivered our EDI training and was working with him on the next steps</p>

	<b>ACTION:</b>
11	<b>PROJECT UPDATE</b>
	<p><b>Pathway</b> SH shared an update via slides on the pathway activity. Four key areas within the pathway tactics. SH shared some stats on the performance athletes within the programmes, international representation, events entries and athlete retirements.</p> <p>Event entries much higher compared to the previous year with more opportunity for gymnasts to compete across all disciplines.</p> <p>Three key highlights –</p> <p>Brilliant Basics; the curriculum for the sport educating coaches, parents and gymnasts and how they develop in the sport under physical, behavioural and technical blueprint. Fundamentals that we should be getting right at every stage of the pathway and the behaviours that are required. More focused attention, working with the institute on behaviours. Scottish Ballet supporting too. Discipline experts contributing too. Looking at the platform options to support this. Resources well underway under each area ready for launch. Euan in our comms has been great doing all the filming, working with the performance team.</p> <p>BE applauded the work that has been underway with this and ground breaking for the sport. SH confirmed that contributors from the SIS will be authored, we will own the content and Brilliant Basics is trademarked.</p> <p>British Gymnastics working partnership included a visit from British Gymnastics and Welsh Gymnastics in August 2024. Shared best practice and the coaching changes trying to embed. Becki shared her presentation on her coaching development experiences. Agreed the future joint working approach and how the home nations are aligned.</p> <p>Satellite funding to support clubs; safe sport and development are working well together. SH shared the stats of the clubs who have accessed satellite funding and their club growth as a result. Thanks to <b>sportscotland</b> for supporting the funding.</p> <p>BE commended the work of all SH’s teams and confirmed they are making good progress across the areas. The collaboration with British Gymnastics is very positive and good to see.</p> <p><b>Digital update</b> DM shared slides that highlighted the work to date on digital options following the update that DM had shared in June. Options paper was produced and consulted with staff digital group and BE, CB, IC and DJ. The partnership approach was the preferred approach with some questions around our brand, bespoke platform challenges and how it works for the end user.</p> <p>DM has worked with the provider to explore these questions more and shared some images of what it might look like for Scottish Gymnastics. Anything we do would be fully branded and look like Scottish Gymnastics. This would be where brilliant basics could be stored. More work needs to be done with user groups to see how it would work for them. The design brief is being progressed that would be used for the look and feel and supporting the current branding.</p> <p>Also following up on options for ticketing via this system and how Absorb could be integrated in to this platform too.</p> <p>DM confirmed we will need to look at a mix of people for the user groups. This project will continue to progress</p>

	BE thanked DM and SH for those updates.
	<b>ACTION:</b> Sides to be shared
<b>12</b>	<b>AOB</b>
	Awards – Iona will confirm anyone who is presenting an award and please send your meal choice Skills audit responses needed for anyone still to reply
	<b>ACTION:</b>
	<b>DATE OF NEXT MEETING</b>
	2 November 2024 – face to face at Stirling Court Hotel