



MINUTES OF BOARD MEETING HELD ON WEDNESDAY 26 JUNE 2024
VIA TEAMS

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

APOLOGIES

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 13 March and 12 May 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.
	ACTION:
5	SLT REPORT & OPERATIONS REPORT
	The SLT report had been previously circulated. DM mentioned the Commonwealth Games Scotland AGM and discussions around Scotland hosting the games in 2026. DM and SH have provided input on how gymnastics could work in a scaled down event. More details to follow from CGS in due course. KR asked about Welsh Gymnastics and the current state of play with British Gymnastics. DM provided an update. AW asked about the sporting system in Scotland and how that meeting went with Sportscotland . DM provided an update and the plan to look at some key areas across all governing bodies and shared services accessed by everyone and how this can be expanded. There is also a plan to bring some chairs and CEOs together to discuss this more before opening up. LG shared that the new membership system will be live on 1 July. The new member benefit via Aon has been shared with all members. SH provided an update on the events plan on the back of Claire Thomson’s report, the impact of Bell’s and the change in staffing within the events team. There has been consultation with the Joint Technical Committee which has led to a new structure

	<p>with two administrators and new event officers along with event technicians to support the equipment set up.</p> <p>Love to move programme has had three courses delivered through local authorities and Sarah Logan working with other partners like Sporting Memories. There is a new recreational advisory committee via British Gymnastics and Sarah is co sharing.</p> <p>SH confirmed that going forward there will be physiotherapists at every camp at performance pathway activity and Rona Patterson is recruiting at the moment. The SLT report included the statistics for the number of coaches and gymnasts involved in the programmes.</p> <p>The coaching forum has doubled in attendees to 25 which has been well received. The playful learning videos are good to watch and the neurodiversity training is coming soon which has been requested by many of our members. The new ‘facing the grey’ ethical decisions course is getting good feedback so far.</p> <p>RH shared the feedback from the community on the negative experience from the events activity. SH confirmed that there will be sessions with the different disciplines to follow up on this in more detail.</p> <p>AW asked about the financial implications of the new events structure and SH confirmed it’s cost neutral but providing more people supporting the activity. AW was positive about the facing the grey session and asked about the follow up to this. SH confirmed that there will a plan to look at the longer-term plan and what can be embedded in other places like safeguarding training and performance inductions. LB confirmed that the safeguarding tutors will develop this learning further as a CPD update which can be offered to more coaches in the programme. AW confirmed that it’s so important support coaches and was pleased to see this work progressing.</p> <p>AW was happy to see the athlete numbers being shared to see who you are working with and SH confirmed that athlete profiling has been underway to have greater visibility of each gymnast and gather a richer picture of the athletes, coaches and clubs.</p> <p>BE commended the SLT for the work going on and the activity happening within the teams.</p>
	<p>ACTION: Comms to go out with an update on events SH to provide an update at the next board meeting on events progress</p>
6	<p>WELLBEING AND PROTECTION COMMITTEE</p>
	<p>The report had been previously shared as part of the SLT report. LB provided an update on the safe sport visits which are progressing well. The model is stable and set up to continue with the next two cohorts.</p> <p>Safe sport calendar planning is underway with some light touch refresh to the content and inclusion of the safe sport strategy details.</p> <p>PVG activity has been busy with legislative changes triggering some changes that clubs had to follow up on including signing club level processing agreements and safeguarding officers also signing an agreement. Without this, Scottish Gymnastics cannot process PVGs.</p> <p>LB was involved in leading this piece of work with a couple of other governing bodies. DM shared an update on the PVG fee consultation process and submissions of feedback by Scottish Gymnastics and our clubs. The CEO forum also drafted a letter</p>

	<p>to the sports minister. The consultation received a high number of responses and confirmation from the Disclosure Minister has not ruled out no fee change for volunteers. DM confirmed we are one of the highest processors of PVGs in Scotland. Charging for volunteers will impact the volunteer, clubs or Scottish Gymnastics if we tried to absorb it.</p> <p>BE asked about the increase in admin work. LB confirmed that this will continue to increase as we have to now do renewals every five years, as well as potentially more roles being added in by April 2025 and moving to Disclosure Scotland to do the administration away from VSIDS will take longer with more manual entering of a single PVG. The team also need to check the club and the safeguarding officer have both signed contracts before we can process PVGs. The individual also needs to provide consent before the team can do anything which involves chasing the individual. There is also the action to delink expired members with Disclosure Scotland which will take time too.</p> <p>LB updated the board on cases and highlighted for the first time, club portal metrics on a national level which supports points raised as part of the Whyte Review. This is via the globocol system that clubs can access.</p> <p>BE thanked LB and her team for all their work they have done in this area and leading in this space with other sports.</p>
	<p>ACTION:</p>
<p>7</p>	<p>REMUNERATION AND NOMINATION COMMITTEE</p>
	<p>DM had previously shared a paper with the board in relation to staff pay awards. This included the impact of fair work first increases made in April 2024. The board approved the recommendation from the paper.</p> <p>Technical director vacancy is currently live for applications. Post summer we will look at replacements for AW and IC.</p>
	<p>ACTION:</p>
<p>8</p>	<p>AUDIT AND RISK COMMITTEE</p>
	<p>Management Accounts - DJ had previously shared the draft management accounts for April 2024. It continues to show a positive progress against budget. The forecast to August is now showing a £32k deficit compared to a £19k budget deficit. This has seen a £19k improvement from the previous forecast across all budget lines. Teams have reviewed activity and delayed some work, extra income has come in from events and membership figures have supported the insurance costs. The trend is continuing but DJ will discuss with budget holders.</p> <p>BE commended the budget holders for the work they have done with this.</p> <p>Budget 2024-25 - DJ had previously shared the draft budget. DM confirmed some of the areas we had removed from the version shared in May have been added back in. The board were asked if they had any questions. The board approved the budget for 2024-25.</p> <p>Operations plan 2024-25 - The draft operations plan for 2024-25 was shared with the board prior to the meeting. DM shared an update on the areas that have been paused for the coming year given the impact of the other areas of work and the impact on resource to deliver. DM had also shared a covering paper highlighting a resource request to support the PVG processing. The board discussed this further. BE highlighted the amount of time being spent on administration to support this area of work compared to pro active work in this space.</p>

	<p>The operations plan reporting process was discussed and all agreed was a positive way to capture the plan and report back.</p> <p>The board approved the operations plan for 2024 -25 and the additional resource request for the safe sport team was agreed.</p>
	ACTION:
9	GOVERNANCE COMMITTEE
	<p>BE confirmed that the committee paper had been shared previously. BE confirmed that the committee approved SLT to progress work around a charitable arm.</p> <p>The committee also agreed and approved two staff policies based on recent legislative changes; carer's leave and the updated flexible working policy.</p> <p>Going forward there will be a review of the articles in advance of the AGM in February 2025. Dual registration conversations continue to progress in conjunction with British Gymnastics as per the policy.</p> <p>DM shared an update on the working partnership agreement with British Gymnastics. This agreement and a summary paper was shared with the board prior to the meeting. DM talked the board through the agreement and highlighted some key points including the annual fee. The 18 schedules detail how the teams will work together. Governance committee had discussed the financial costs associated with this agreement. The roles and jurisdiction has been made clearer to confirm members are first and foremost a member of Scottish Gymnastics and as a result of this agreement, have membership of British Gymnastics. There were some new schedules included in this agreement including events, commercial and a key performance indicator one.</p> <p>DM thanked SLT and their wider teams who have reviewed the schedules.</p> <p>AW asked about the UK Sport link and how that works. SH to follow up with Dave Harte at British Gymnastics to discuss further.</p> <p>RH asked about how other home nations work with British Gymnastics and their working partnership agreements. DM explained how that works.</p> <p>The board approved the working partnership agreement 'as is' with agreement that the final details to be confirmed would be shared with the board prior to the 1 September new membership year.</p> <p>There were no questions from the board on the charitable arm plan.</p>
	ACTION: SH to follow up with Dave Harte at British Gymnastics to discuss UK Sport contribution further.
10	EQUALITY, DIVERSITY AND INCLUSION ADVISORY COMMITTEE
	<p>BE confirmed that we are progressing the moving to inclusion work and to have the first advisory committee meeting,</p> <p>Chris Gibbons has been confirmed as our mentor on the moving to inclusion framework. We have recruited Fawzia Osman who is current sportscotland leaderboard member along with Martyn Souter who is a CAHMS practitioner with mental health expertise.</p> <p>The action plan will be worked on and reviewed by this committee. The draft terms of reference are in place and will be reviewed the committee too.</p>

	<p>The committee needs a chair in the interim so BE will chair it for now with until the new director role with a focus on equality, diversity and inclusion is recruited. RH confirmed she was happy to support the committee but not chair.</p> <p>There will be no mental health subcommittee but this area will be included in this one. Our silver award assessor for mental health and wellbeing was happy with this.</p>
	ACTION:
11	PROJECT UPDATE
	<p>Leadership: Commercial and Digital plans DM wanted to provide an update on these areas as both are important and key areas in this coming year. DM has met with CB for her input too.</p> <p>Commercial update DM shared slides that highlighted who our commercial partners are and how they are aligned within a tiered approach. This included principle partners like sportscotland and British Gymnastics, official partners, official supporters, licensing partners for the self-assessment tool and club support partners who work with our clubs to provide expert resource.</p> <p>DM highlighted the challenges of managing all these relationships and the different stages we are at with them and the kind of agreements we have in place. DM talked through how the licensing partners approach works using the self-assessment tool.</p> <p>DM talked through the next steps and opportunities around commercial and how this will progress. A charitable arm opens up more options from donations and may result in more interest from companies.</p> <p>DM plans to create an advisory group made up of experts in their field to support the development of the commercial strategy and access their personal networks. This group would be able to act as a sounding board and help shape where the work could go.</p> <p>Digital update DM shared an update on the progress so far including the launch of the new website last year, the new membership system coming in July, staff session to share their thoughts and feedback around processes and ways of working that could be improved via digital intervention. There is a staff group who have been working on a system map and agreeing priorities and looking at all the systems we have and the areas we want to work on going forward. This includes a platform for Brilliant Basics that can be accessed by everyone really easily, event ticketing options and how we use our Absorb learning platform.</p> <p>DM shared the options around where Brilliant Basics could be stored and the different solutions that have been discussed. This includes working with other governing bodies and Team Scotland to work together to maximise the Team Scotland brand and lever the potential via a digital platform where sports can share their content and enhance the user experience and offer more for fans. DM shared more details on the company and some examples of how this has worked for other organisations. DM is carrying out due diligence on the organisation including feedback from current users.</p> <p>The board shared their feedback on this option. CB happy to support this further as a current user of a similar platform.</p> <p>BE asked for audit and risk committee to look at this in totality and come back with more details to board.</p>
	ACTION:

	DM to provide more of an appraisal on all three platform options including the cost benefit analysis, the risk associated and pros and cons associated with each DJ to arrange audit and risk committee to progress the digital details
12	AOB
	Nothing raised. BE thanked the team for the papers. BE wished everyone a lovely summer.
	ACTION:
	DATE OF NEXT MEETING
	25 September 2024