

Board Meeting Minutes
**Minutes of the Board Meeting held at 10am on 24 June 2018
Stirling Court Hotel, Lomond Room, University of Stirling**
Present

Maureen Campbell (MC)	Chair
Forbes Dunlop (FD)	Chief Executive
David Beattie (DB)	Board Director
Kerry Christie (KC)	Board Director
Andy Figgins (AF)	Board Director
Graeme Marchbank (GM)	Board Director
John Mason (JM)	Board Director
Alison Low (AL)	President
Moraig Macdonald (MM)	Vice President

In Attendance

Sharon MacDonald (SM)	Director of Development
Deborah McGinniss (DM)	Finance Manager/Company Secretary
Elaine Mackenzie (EM)	Director of Services
Ally White (AW)	Director of Performance
Alan Lynn (ALYNN)	National Coach
Lindsay Booth (LB)	Wellbeing & Protection Officer
Kelly Sleight (KS)	Minute Taker

Item No.
Action
1. Chair's Address

The Chair welcomed everyone to the Meeting, in particular LB who is going to present on wellbeing and protection, and started by congratulating GM as the new incoming Chair, wishing him every success in his new role. The Chair also welcomed ALYNN to talk to the Commonwealth Games Review.

2. Declarations of Interest

Item 7.1 – MM highlighted her son's membership of the national squad as a Commonwealth athlete.

3. Apologies for Absence

Ewen Cameron

4. Minutes of Previous meetings: Board meeting 25 April 2018

The minutes were agreed as true record, subject to the addition of Hannah Miley in the Chair's address to congratulate her on winning medals at three consecutive Commonwealth Games and updating the reference in item 6.5 to refer to the Wellbeing and Adult Protection Policy.

5. Actions from previous meeting: 25 April 2018

FD advised the Meeting that the actions were up to date, the Meeting agreed.

6. Presentation & Training – Wellbeing & Protection

The Chair welcomed LB to present on wellbeing and protection and suggested dealing with item 8.3 under this item.

LB started her presentation by discussing the new Standards for Wellbeing and Protection in Sport and the recent audit of SS against these. SS has achieved 70% compliance against the new standards; LB explained that in completing the self-assessment we had taken a robust position and challenging approach to scoring. In taking this approach we now have a clear action plan which will move us towards full compliance by March 2018, this is in line with **sportscotland** and Children 1st guidance and requirements.

GM queried if the standards are for the governing body or the sport as a whole and LB advised that the standards apply to the governing body at this stage but there is the proposal to expand this to clubs. GM also queried the application to vulnerable adults and LB advised that the focus is children as it has been driven by Children 1st.

There was a discussion around extending the application of the standards (in particular, regarding the need to address feedback from children and young people) to clubs and Districts in advance to the new standards being extended and the implications for this on clubs – SM suggested linking compliance with the standards to SwimMark.

JM raised the issue of the Board's role with regards to this area and recommended that there is a Board Member sponsor for this area. This was agreed and will form part of the new Board roles and responsibilities.

FD

Item 8.3 – Wellbeing and Protection Update

LB highlighted the key changes in the new policy, in particular the reduced length of the actual policy and guidance being set out in appendices and change in terminology from child protection officers to wellbeing and protection officers. The adult policy will also be launched at the same time and WPOs will have responsibility for both policies.

FD advised that LB has been meeting with Districts to present on the new policies and give opportunities for questions. MM requested that all new information and communications be issued to Districts at the same time as clubs. **LB**

In relation to training and support, LB advised the Meeting that a new safeguarding training calendar has been implemented, which is a much more structured process and involves virtual options alongside the sessions.

GM requested amendments to the way in which the WPO training statistics are presented and LB agreed to provide the requested amendments, subject to data being available for the past two years. There was also a discussion around retention of WPOs in clubs and LB highlighted the importance of networking events and support for WPOs. AF commented on the success of the virtual training based on feedback and queried if there was any sharing of information between governing bodies. LB advised that there is an informal group with other governing bodies that meets to share information.

7. Items for Decision

7.1 Commonwealth Games Review

AW informed the Meeting of the process of the review and how he and ALYNN would present this to the Meeting. AW began by advising on the amount of engagement and consultation that has been undertaken following the Games and the number of stakeholders involved.

ALYNN highlighted the team values of pride and humility, which he felt were represented throughout the team; he reflected on the significant progress that has been made over the last 15+ years and the expectation and belief that Scottish swimmers and the Scottish Aquatics Team now have. In the context of this expectation and belief the athletes, coaches and wider team have and will continue to strive for improved performances and improved performance results, this is part of the very positive culture that exists within the sport. ALYNN wanted to highlight to the Meeting the fact that the Scottish team is now recognized due to our results at events on the world stage and noted some key performances.

AW advised the Meeting that the report highlights the trends in numbers, which demonstrate the challenges that were faced by the timing and conditions of the Games and gave credit to the athletes turning up and performing regardless of results the day before. The Chair expected a recommendation regarding missed opportunities, which is not included in the report and AW advised that the focus is on individuals but will consider the Chair's request.

AW further commented on the swimmers supporting the divers at their events and the challenge will be to keep the momentum going in diving and talked to some of the recommendations appended to the report, in particular the selection process (AF highlighted the prior agreement to the approach that was adopted) and preparation regarding feedback on camps. AW finally commented on the media and communication approach and the extremely positive feedback having Kirsten Phillips in attendance.

JM queried having a focus on specific events and whether there had been any analysis around this. ALYNN advised that he did undertake an analysis immediately following the Games and commented on focusing on women's relays and the need to focus on current strengths, although we are not big enough to address all weaker areas.

The Chair commented on the relays being a good focus to ensure strength and depth across multiple areas. There was a discussion around the process of encouraging performance to meet the standards and the role of clubs not based at performance centres.

GM noted the lightness of analysis on the performance of women and girls and queried progress with reference to Project Ailsa. ALYNN advised that we had recently taken women and girls away on camps but opined that we are beginning to do better with the vision being promising for 2022 – GM hoped that we would see progress before then, in particular with the transition to senior age groups.

The Chair thanked and congratulated AW and ALYNN and commented on the need to take a constructive but honest approach to feeding back to **sportscotland** and Commonwealth Games Scotland.

7.2 Review of Board & Management Roles

FD introduced the report and advised he was keen to have a discussion with the Board around the

types of skills needed with reference to the upcoming recruitment of new Directors and that the Board's roles and responsibilities will be updated following that recruitment. FD welcomed comments and questions.

There was a discussion around the need to have someone with local authority / government / policy / leisure trust experience and someone without experience of the sport for an independent view. Further, the usefulness of having a close athlete link was noted by the Meeting, in particular a young person.

FD suggested undertaking the recruitment as have done previously and if no one coming through from a young / athlete perspective then would like to consider amending governance procedures and creating a specific role – there was a discussion around creating such a role in any event in line with current governance requirements.

EM

In relation to Board responsibilities, JM highlighted the need to have a Director take over the emergency procedures and add wellbeing as a responsibility – GM suggested that wellbeing sits with the Chair, depending on new recruitment and reshuffling some of his responsibilities. The Chair asked AW to flag the upcoming adverts with former athletes.

AW

The Board agreed to advertise for three positions and then consider recruiting a further Director under a targeted former athlete, subject to governance requirements.

7.3 Composite Teams

EM advised that a situation arising within Swim West Lothian has resulted in the production of this report in order to seek the Board's advice regarding the composite team having a paid Treasurer as a member of its management committee with reference to the model club constitution providing that committee positions are honorary.

There was a discussion around the risk of having paid officers on a committee in terms of conflicts of interest and the application of the model constitution to composite teams. The report asks whether paid positions on committees for composite teams should be permitted and, if so, should this also apply to clubs – this will require amendments to the model constitution.

The Chair requested that further work is required before the recommendation within the report is approved by the Board. JM advised that the points requiring consideration are: (i) reviewing the model club constitution; (ii) deciding on the application of the constitution to composite teams; and (iii) advice regarding the legal implications of payments.

EM

The Chair requested that AL takes this back to Council too.

AL

8. Items for Information and Discussion

8.1 Finance Report – Management Accounts (Quarter 2)

DM advised the Meeting that the financial position continues to be strong but the Management Team have been tasked with reviewing specific budgets in order to address the areas in which there has been overspend, which is absorbed currently by underspend in other areas, and DM has also updated the format of the report.

The Chair queried the areas of overspend and DM highlighted the Commonwealth Games as one, as well as unanticipated spending in other areas but DM continues to be confident that the budgets will balance.

GM requesting updating the executive summary to have the latest full year estimate included and updating the headings regarding the use of 'YTD' and 'PTD', as well as changing 'Projected' to 'Budget'.

DM

8.2 Audit & Risk Committee Update

FD provided a brief update to the Meeting advising on Kevin's role as chair and recent meeting with DM and flagging the internal audit process, which is being considered by DM. MM queried point 4 in the report regarding a transgender policy and EM advised that other governing bodies have a policy that will be shared, there is also a working group with transgender athletes being set up to progress this.

AL highlighted a correction at point 3 to the microsite.

8.3 Wellbeing & Protection Update

Covered under item 6.

8.4 Engaging and Developing Young Volunteer Members

SM advised the Meeting that the paper covers the work being undertaken regarding engagement of young members under the leadership of Paul Donald – we wanted to take wider approach to engagement and development and obtain the Board's feedback, in particular regarding age in comparison with others.

SM's preference was to try and engage 12-13 year olds, which is normally the point when people leave the sport and GM highlighted the focus on these roles for education purposes – there was a discussion around engagement with Duke of Edinburgh's Award. The Board agreed age 12.

JM noted the lack of financials within the paper and applying a budget, AL suggesting approaching Districts and the Chair suggesting approaching the Robertson Trust.

SM

8.5 Membership Strategy

EM advised the Meeting that a membership group has been set up and asked the Board to consider the paper before going out to the Districts and prior to considering proposals for the Board in advance of the 2019 AGM.

DB advised the Meeting of his view that further work is required as this is a high profile issue from a financial point of view so further background information is required to benchmark the proposals for consultation. FD noted that in considering the membership structure it was becoming clear through the work of the group that the main consideration is around the introduction of a non-competitive swimmer category. At this stage there was little appetite for this change from within the Board who recognised the current structure seems to be working, EM reinforced that this is similar feedback that is coming through the initial consultation and review.

The Meeting agreed to undertake further work and then proceed with the consultation

EM

9. Management Team Report from the Company

9.1 Legal Items – *verbal* None.

10. Directors' Reports – *verbal*

JM updated the Meeting on the Swimming Trust regarding two recent issues: (i) Swim England obtaining charitable status; and (ii) the resignation of the Chair and the inability to find a replacement. The Swimming Trust are considering alternative options and models but the likelihood is that the Swimming Trust will enter into a winding up procedure at the end of this year. JM advised the Meeting that he has agreed with FD to resign from the Swimming Trust when the Swim England representative resigns.

JM confirmed that he was willing to stay as a trustee of the Swimming Trust following the end of his appointment as a SS Director if required and will remain in contact with FD and GM regarding the same.

11. British Swimming Update – *verbal*

FD attended the last BS Board Meeting, which included a meeting and dinner with the Swim England Board members. Key areas of focus at the meeting included the new British Swimming Strategy, work being progressed around athlete wellbeing and discussion around the relationships and partnerships with FINA, LEN and BS.

12. AOCB

The Chair thanked JM for his contribution to SS and her huge appreciation for all of his work on the Board, in particular his unique insight from a national government point of view and the challenges he raised. The Chair also wanted to show her appreciation to the staff for their efforts and the quality of the team, as well as the contribution of the Board to our successes – it has been a pleasure to be a part of the Board.

JM also wanted to thank the Chair for her contribution and confirm that he has thoroughly enjoyed his 12 years on the Board and the Editorial Board, which is a testament to the other Directors and the staff.

13. Date of Next Meeting(s):

Wednesday 5 September 2018, 6.30pm, Harper Macleod LLP, Citypoint, 65 Haymarket Terrace, EH12 5HD

cc	Board & Council	Editorial Board	Harper Macleod
	Ewen Cameron, sportscotland	National Chairs	Kevin Reynard