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| **Minutes of the Board** |
| Date/Time | 10 June 2022 | Location | Westerwood Hotel, Cumbernauld  |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| David Ovens  | DO  | Chair | Dawn Allan | DA | Head of Operations |
| Colin Hutchison  | CH  | Chief Executive Officer | Julie Mollison  | JM  | Head of Coaching |
| Ron Morrison (Via Zoom) | RM  | President  | Mark Pollard | MP  | Head of Performance |
| Margaret Brown (from item 7) | MB  |  | David Fallon  | DF  | Head of Development |
| Eilidh Doyle(Via Zoom) | ED |  | Peter Jardine  | PJ | Head of Communications |
| Michael Johnston  | MJ |  | Ally Love  | ALO | Head of Competitions |
| Hugh Buchanan  | HB |  | Francesca Snitjer  | FS | Executive & Equalities Officer |
| Leslie Roy | LR |  |  |  |  |
| Jill O’Neil  | JO’N |  |  |  |  |
| Jo Butterfield  | JB |  |  |  |  |
| Alison Johnstone (from item 6) | AJ  |  |  |  |  |
| Ian Beattie  | IB  | Chair of UK Athletics |  |  |  |

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| **Apologies** | **Initials** |  |  | **Circulation List** |
| Alison Lunn  | AL |  |  |  |
| Terry O’Hare  | TO  |  |  |  |

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| **Ref** | **Agenda** | **Led by** |
|  | Welcome and Introductions | DO |
|  | Apologies | All |
|  | Declarations of Interest | All |
|  | Minutes of previous meeting held 21 March 2022 and matters arising  | All |
|  | Building a Culture of Success – 2022/23 Tracker | CH |
|  | CEO Report – with updates and discussions on critical items | CH |
|  | UK Athletics – update from UK Athletics Chair, Ian Beattie.  | IB  |
|  | Road to Birmingham 2022 / Performance Update  | MP |
|  | Finance Report  | DA |
|  | Governance Review  | CH  |
|  | Risk Register | CH/DA |
|  | Anti-doping  | RM/CH/JM/ED |
|  | Athletics Trust Scotland  | CH |
|  | Equality Update  | FS/DF |
|  | Transgender Inclusion in Sport  | CH/FS  |
|  | AOB Scottish Athletics AGM  | All |
|  | Date of next meeting: Monday 12th September 2022  |  |
| **Ref** | **Discussion/Resolution**  | **Action**  | **Update**  |
| **1, 2** | **Welcome, Introductions and Apologies.**  |  |  |
|  | The Chair welcomed everyone to the meeting. Apologies were received from TO and AL. It was advised that RM and ED would be joining the meeting via Zoom. AJ and MB advised they would be late joining the meeting.  |  |  |
|  **3.** | **Declarations of Interest**  |  |  |
|  | FS advised that emails have been sent for all DOIs that require updating.  |  |  |
|  **4.** | **Minutes of previous meeting and matters arising** |  |  |
|  | The minutes of the previous meeting held on 21 March 2022 were approved. Matters arising: Item 5: The terms with the digital provider for the Run, Jump, Throw Project have been agreed and the development has commenced. Item 6: The Governance Review is on the agenda. Item 9: The Action Plan for the YPF will be circulated to the Board at the September meeting. Item 10: FS followed up with the Board with regards to use of terminology. AJ requested the wording of the minutes from 21 March 2002 be amended to the following: ‘*AJ asked for clarity regarding use of terminology in different contexts. FS advised she would check and follow up with AJ’*. FS advised that the amended Board minutes would be circulated.  | **FS to amend the minutes from the previous meeting** |  |
|  **5.**  | **Building a Culture of Success – 2022/23 Tracker** |  |  |
|  | CH referred to the circulated document highlighting the following: **Clubs and Pathways:** NAAC, Lasswade AC and FVH have all re-joined the Club Together Programme. Central AC are restructuring their Club Development Role. **Coaching:** As of 31st May 2022, there were 3237 active licenced coaches. **Partnerships and Commercial:** An initial meeting with Joma has been arranged to discuss the potential extension of the partnership. **Recreational Running and Health:** It was agreed that CH would present on the new jog**scotland** Strategy at the September meeting. **Facilities:** A meeting with the designer of the Facilities Strategy is taking place on Monday.  | **CH to present on the jogscotland Strategy at the September meeting** |  |
|  **6.**  | **CEO Report** |  |  |
|  | Item 1: CH advised that for the first time since May 2021, membership did not increase month-to-month moving into June 2022. CH noted that there has been a drop off in the number of U13’s competing, but this is being monitored. Item 2: Sophie Allan has been recruited as Competitions and Business Administrator and starts at the beginning of July. Item 3: Congratulations from the Board were passed on to all athletes selected for various events, and to their coaches and clubs. Item 4: Congratulations from the Board were passed on to the 18 Scottish Officials who have been selected to officiate at Birmingham 2022. Item 5: CH updated the Board on potential partnership deals, advising that despite positive discussions, two proposals submitted have not progressed. Item 7: Meadowbank is expected to open early Autumn. LR asked if it is a training venue, or it is suitable for competition? CH advised that it is a limited competition venue, but it does have the full complement for all events. It is a good venue for club competition. Item 8: Congratulations were passed on to para-athlete Sammi Kinghorn who has been awarded an MBE and Perth Strathtay Harriers Coach, Jim Hunter who was awarded a BEM. Item 9: CH advised that clarity on the role of the Historian is required, and options are being considered. A paper for discussion will be brought to the November meeting. Item 10: CH updated on the Board on welfare matters. HB enquired that with an increase in disciplinary cases, are they being tracked in a way which can be easily analysed again in the future. CH advised that since Angus MacDonald started at UK Athletics, there is now a system in place to track cases. AJ joined the meeting.  | **Proposal on the role of Historian to be brought to November meeting.**  |  |
|  **7.**  | **UK Athletics**  |  |  |
|  | IB presented to the Board on updates from UK Athletics, highlighting the following: * The four key areas of focus - Performance, Events/Commercial, Governance and collaboration with the HCAFs.
* Jack Bruckner is starting as the new CEO mid-July, with Mark Munro taking up a new position as Chief Operational Officer.
* The Board of UK Athletics requires more members with a knowledge of athletics.
* Tom Solesbury is now Legal Counsel for UK Athletics.
* A subgroup from SERC have completed the draft recommendation on the trans guidance and this will be circulated to the HCAF Boards in due course.
* An update on the latest audit at UK Athletics and the plan going forward to address the issues raised.
* The relationship with athletes and coaches has greatly improved over the past six months with IB and Mark Munro having spent a lot of time speaking to them and including them in several recruitment interviews.
* Cherry Alexander has returned as Events Manager.
* The collaboration with the HCAFs is working well, but there needs to be clarity on where the boundaries are. There is greater opportunity to access funding at local level if applied for through the HCAFs rather than through UK Athletics.

DO invited questions. AJ asked what the main challenges still were and where was the biggest improvement. IB advised there are a lot of positives and good will from the sport. There are a lot of (ex) athletes who are keen to help and get involved. There is a lot of work to do with the Board and dealing with the press can be challenging. MB joined the meeting.  |  |  |
| **8.** | **Road to Birmingham 2022 / Performance Update**  |  |  |
|  | MP updated the Board on the Road to Birmingham 2022, highlighting the following: * Commonwealth Games 2022 timelines, including selection windows
* The World Para Championships which were due to start in August 2022 have been cancelled.
* Five Athletes have been selected for the Commonwealth Games – Sean Frame, Sammi Kinghorn, Mel Woods, Alexander Thomson and Ross Paterson.
* The final selection window closes on the 15th of June.
* Medal target of 6

MP also updated on team selections for other events, both on and off-track. MP invited questions. AJ enquired about the welfare and wellbeing of athletes who don’t make selection. Is there anything in place for them or is it up to the athlete to request support? MP advised that it depends on the athlete and where they are on the pathway. There is a process for MP to go and speak to athletes before announcements are made and to discuss the appeals process. The key is to ensure plenty of conversations take place in advance of selections.  |  |  |
|  **9.**  | **Finance Report**  |  |  |
|  | DA updated the Board highlighting the following: There has been significant improvement in the year-end figures compared to March 2021, with an increased income from membership of around £45k. Income for both the Track and Field and Road Running and Cross-Country Commission is up, whilst expenditure is down for the both the Hill Running and Officials Commissions, mainly due to lack of events taking place. Education courses saw an increased expenditure compared to last year, due to varied learning types now available through the Coaching team. As expected in performance, expenditure was significantly higher in the final quarter. Without the assistance of the **sport**scotland recovery grant and an uplift in core funding, we would have shown a deficit of about £40k before tax, but we are now showing a surplus of £24k before the deduction of corporation tax. DA advised that the initial meeting with the auditors took place on the 6th of June and the audit will take place the week commencing 13th June. The Board will receive the final version of the accounts via email for approval. DA wished to record thanks to **sport**scotland.  |  |  |
|  **10.** | **Governance Review**  |  |  |
|  | CH presented on the proposed Governance Review highlighting the following: An overview of the process including: * Internal consultation with the Senior Management Team and the Board
* Analysing outstanding points from the 2020 KPMG Audit
* Reviews of the **sport**scotland Governance Framework and the Sport England Code of Governance
* Review of Governing documents.
* Review of policies and procedures.

Key outcomes: * Governance Improvement plan and tracking
* Oversight from Audit and Risk Committee
* Review of Board subcommittee structure, looking at Sport Function and Business Functions.
* Review of Commission Structure (core roles)

CH invited questions and feedback. RM advised reviewing the Terms of Reference for each of the Commissions and the actual roles titles being advertised, and then ensuring that right people are recruited for those roles. HB commented that it is important to strike a balance between making each Commission fit for purpose and making the Commissions similar in structure. There needs to be a degree of flexibility. AJ enquired if the proposal of a Stakeholder Engagement Plan outlined in the Governance Improvement Plan, would be a stand-alone plan and is this plan required? CH advised that further consideration needs to be given to what is required. JM advised that the Code of Conduct for Coaches is now embedded into the coaching qualifications.  |  |  |
|  **11.** | **Risk Register** |  |  |
|  | CH advised that the minor amendments to the risk register have been highlighted in red, with many of them COVID impacted. It was also noted that other options for the **scottish**athletics office are currently being explored. HB enquired if it would be beneficial to add on a risk around transgender inclusion in sport? It was agreed that this would be added. The register was approved, and CH will circulate an updated report to the Board.  | **Transgender inclusion in sport to be added to the Risk Register.** |  |
|  **12.**  | **Anti-Doping**  |  |  |
|  | CH provided an update on the recent meeting with the anti-doping working group and the circulated Board Resolution. CH advised that following a discussion with Tom Solesbury, it had been advised that any sanctions over and above what the WADA code or UKAD rules say could be dangerous for an organisation and could be challenged. RM advised that the working group would seek some further advice and come back to the Board. The Board were happy to approve the wording of the resolution.  |  |  |
|  **13.** | **Athletics Trust Scotland**  |  |  |
|  | CH referred to the circulated document, seeking Board approval to extend the Service Level Agreement to 31st March 2023, to support the Trust in its initial development and the role of Fundraising Manager. The Board approved the extension of the Service Level Agreement.  |  |  |
|  **14.** | **Equality Update**  |  |  |
|  | FS provided an update on the Young People’s Forum, and the new Equality Standard for Sport Framework.   |  |  |
| **15.**  | **Transgender Inclusion in Sport** |  |  |
|  | CH updated the Board advising that we are still waiting for the draft recommendation from the SERC working group. This will be circulated to the Board in due course.  |  |  |
| **16.** | **AOB**  |  |  |
|  | CH advised that the 2022 AGM will take place on Saturday 1st October at 10am.  |  |  |
|  **17.** | Date of Next Meeting: Monday 12th September 2022, 6pm  |  |  |