

## Minutes of the Board

Date/Time	19 June 2023	Location	Online		
Attendees	Initials		Attendees	Initials	
David Ovens	DO	Chair	Dawn Allan	DA	Head of Operations
Colin Hutchison	CH	Chief Executive Officer	Mark Pollard	MP	Head of Performance
Ron Morrison	RM	President	David Fallon	DF	Head of Development
Michael Johnston	MJ		Peter Jardine	PJ	Head of Communications
Hugh Buchanan	HB		Ally Love	ALO	Head of Competitions
Terry O'Hare	TO		Julie Mollison	JM	Head of Coaching Development and Talent
Jill O'Neil	JO'N		Francesca Snitjer	FS	Executive & Equalities Officer
Chuxx Onyia	CO		Graeme Oudney	GO	Chair of Audit and Risk Committee
Jo Butterfield	JB		Helen Fallas	HF	Hill Running Commission
Eilidh Doyle	ED				
Leslie Roy	LR				

Apologies	Initials	
Margaret Brown	MB	
Alison Lunn	AL	

Circulation List

Ref	Agenda	Led by
1.	Welcome and Introductions	DO
2.	Apologies	All
3.	Declarations of Interest	All
4.	Minutes of previous meeting held 20 March 2023 and matters arising	All
5.	CEO Report – with updates and discussions on critical items	CH
6.	Sub Strategy – 2023/24 sub-strategy for Board approval	CH
7.	UKA Rules - outline and update on proposed changes to age groups across the UK – presenting process for consultation & approval	ALO
8.	Membership Fee Proposal - proposed fee increase to be presented at 2023 AGM	CH
9.	Joma - extended contract for approval by the Board	CH
10.	National Records Ratification Update	LR
11.	Risk Register - updated risk register for approval	CH/DA
12.	Audit and Risk Committee – finalised Terms of Reference for approval	DO
13.	Commercial Committee – finalised Terms of Reference for approval	TO'H
14.	Athletics Trust Scotland – extension of the Service Level Agreement	CH
15.	BACOS – update on performance environments	MP
16.	Finance Report – draft annual accounts for 2022/23	DA
17.	Equality Update	FS/CH
18.	Transgender Inclusion in Sport	FS/CH
19.	AOB and Date of Next Meeting	ALL

Ref	Discussion/Resolution	Action	Update
1, 2	<b>Welcome, Introductions and Apologies.</b>		
	<p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received from MB and AL. JO'N emailed FS in advance that she would be joining the meeting slightly later.</p> <p>DO welcomed HF and GO to their first meeting. He advised that HF is observing this meeting as a member of the Hill Running Commission to see how the Board operates. GO is going to be observing all Board meetings going forward as the Chair of the Audit and Risk Committee. This was agreed at the last meeting.</p>		
3.	<b>Declarations of Interest</b>		
	There were no declarations of interest.		
4.	<b>Minutes of previous meeting and matters arising</b>		
	<p>The minutes of the previous meeting held on 20 March 2023 were approved subject to adding in under AOB that it was agreed by the Board for GO to observe future meetings.</p> <p>Matters arising:</p> <p>Item 4: CH advised that an update on the jog<b>scotland</b> strategy and the wider programme changes would be provided at the September meeting.</p> <p>Item 18: DA circulated an email to the Board after the March meeting advising that the figures on the finance sheet were correct.</p> <p>The remaining items are on the agenda for tonight's meeting.</p>	<p>FS to amend March Board Minutes</p> <p>Update on the jog<b>scotland</b> strategy at the September meeting.</p>	
5.	<b>CEO report</b>		
	<p>CH referred to the circulated report, highlighting the following:</p> <p><b>Item 3:</b></p> <ul style="list-style-type: none"> <li>The Strategy was published externally at the start of May alongside an announcement about increased investment into <b>scottishathletics</b> from <b>sportscotland</b>.</li> <li>The formal investment agreement for 2023-27 has been signed and the first payment received.</li> <li>At this year's AGM, the following Board vacancies will become available: President, Track and Field Convenor, Hill Running Convenor, and Officials Convenor. LR and RM highlighted that whilst they have only done one term in their current roles, they have served on the Board for the maximum twelve years.</li> </ul>		

	<p><b>Item 5:</b> Under the new Cabinet unveiled at the end of March, Maree Todd will continue to have responsibility for sport, as the Minister for Social Care, Mental Wellbeing and Sport.</p> <p>CH advised that funding is now in place to support the coaching subsidy for 2023/24 with specific targets around equality, diversity, and inclusion required to be added to the proposal.</p> <p><b>Item 7:</b> At the beginning of this month, <b>scottishathletics</b> received sight of the income and expenditure for Grangemouth Stadium from the past five years. Falkirk Council have cancelled a number of planned meetings with scottishathletics, but a new date has now been scheduled for the end of this month. In the meantime, we have been considering alternative delivery models for the stadium and having discussions with potential partners. We have also been communicating with <b>sportscotland</b> around the challenges.</p> <p>With the financial information now available, we can start thinking about pulling together a working group and progressing with the outline of the proposal that DO drafted a couple of months ago.</p> <p>An update will be given to the Board as progress is made.</p> <p>With regards to access and the challenges faced by race organisers, HB and CH have received support from Jack McConnell. HB and CH are following up with people suggested by Jack who are knowledgeable in this area and have a number of actions to take forward.</p> <p>A meeting with the City of Edinburgh Council and their access team has been scheduled. Legal opinion on access has also been sought from Harper MacLeod, who are looking at a guidance document for sports across the whole sector.</p> <p>JO'N joined the meeting</p>		
6.	<b>Sub-strategy</b>		
	<p>CH referred to the new sub-strategy document circulated to the Board, advising the key reason for creating this document is to ensure that the annual KPIs and outcomes are better aligned to the overall strategy, and to keep focus around the overall strategic statements and initiatives.</p> <p>There are still some tweaks to be made to the document and it will be a standing item on the agenda at each meeting, with the focus on one or two areas of the strategy.</p> <p>HB noted that under Performance Environments, there isn't any specific reference to non-stadium targets – in the previous tracker there was a target around non-stadium representation in UK teams.</p> <p>MP advised that this will be added into this tracker.</p>		

	<p>DO enquired about the KPIs which reference ‘maintaining’ the current number of athletes and coaches rather than increasing.</p> <p>MP advised that these KPIs are formulated on discussions with <b>sportscotland</b> and the Institute of Sport, with the targets allowing us to develop and progress within the four-year period. Injuries need to be taken into consideration and ensure we are creating a strong pathway. It is key that <b>scottishathletics</b> continues to maintain the successes that we are currently having.</p> <p>The <b>scottishathletics</b> website provides details of how athletes can progress through the pathway.</p> <p>CO asked about specific targets for throws, jumps and combined events. MP advised that this ties in with the new roles within the Performance Team and what they will be delivering on.</p> <p>With the new roles, there will be event specific plans, but we probably won’t see much impact until the second year. The minimum funding for the roles is for two years, but we hope to secure funding for longer term.</p> <p>LR requested that further discussions on the content is required before the Board signs off on the document.</p> <p>The tracker as a tool was approved by the Board subject to further discussion around the content.</p> <p>CH asked the Board to send any comments or feedback on the tracker to him via email.</p>	<p><b>Board to feedback to CH on the tracker via email</b></p>	
<p><b>7.</b></p>	<p><b>UKA Rules</b></p>		
	<p>ALO presented on the proposal by the home countries to change the age groups bands The amendment would see the current age groups change to U14, U16, U18 and U20 whilst maintaining the 1<sup>st</sup> September to 31<sup>st</sup> August cut-off dates, and would be implemented from the 1<sup>st</sup> April 2024..</p> <p>It is also proposed that all disciplines, with the exception of Hill and Trail Running, align their cut-off date to the 31<sup>st</sup> August within the competition year.</p> <p>This would be the first phase of a two-phase approach to align the age groups with World Athletics.</p> <p>Research carried out has indicated that there is an increase in the number of young athletes dropping out the sport, in particular among the 14-16 years and 18-20 years when they have exams at school or university. Changing the age group bands will enable athletes to compete at the top of their age groups in a non-major exam year. It will also allow younger athletes to compete earlier and allow for an easier transition from U20s to seniors. It will also provide clarity for athletes and parents as to which age group they are in for all disciplines.</p> <p>The proposal is to be submitted to the UK Athletics Rules Committee by the 30<sup>th</sup> June. It is important we consult with the sport - several online discussions have been organised for event organisers, clubs, athletes and coaches throughout the summer. There will also be drop in Q&amp;A Sessions at the August championships.</p> <p>It was acknowledged that there will be some challenges but feedback from the sport will be considered and answers provided to questions where possible.</p>		

	<p>The discussion was opened up to the Board. The importance of keeping the sport, and in particular the clubs, involved in the discussions, up to date with the progress and what the effect is of a phased approach could be, was highlighted. The Board fed back that they do not favour a phased approach (which is the preference of England Athletics) and want the changes to be made in one step. There is a meeting on the 26<sup>th</sup> June, and ALO advised he would feed this back. CH advised he would also follow up with the CEO forum after the meeting.</p> <p>The process outlined was approved by the Board subject to feeding back that <b>scottishathletics</b> do not want a phased approach.</p>		
<b>8.</b>	<b>Membership Fee Proposal</b>		
	<p>CH advised that we are looking to bring a proposal to the Board for discussion around the middle of July with regards to potential increase in membership and/or affiliation fees.</p> <p>There was a proposal at the 2017 AGM to increase membership fees over each of the next three years – it was presented to the membership in that way due to previous feedback received to increase fees gradually and for <b>scottishathletics</b> to be transparent around any potential future increases as well. In the last 3 years, there haven't been any changes to the membership fee.</p> <p>If an increase is proposed at the 2023 AGM, then it wouldn't take effect until the 2024/25 financial year.</p> <p>The membership and affiliation fees need to be part of the wider financial plan that <b>scottishathletics</b> are looking to develop. CH and DA are currently working on a plan to share with the Audit and Risk Committee.</p> <p>TO requested a detailed breakdown on insurance costs. DA advised she would provide this.</p> <p>The Board approved for a proposal to be brought back to the Board around members fees for this year. The Board were invited to provide feedback to CH via email over the course of the next week or two. A Board meeting will then be scheduled to discuss.</p>	<p><b>DA to provide a detailed breakdown of insurance costs</b></p> <p><b>Bring back proposal to Board re membership fees.</b></p> <p><b>Board to feedback to CH via email.</b></p>	
<b>9.</b>	<b>Joma</b>		
	<p>CH requested the approval of the Board on the new contract with Joma. The agreement is largely the same as previously with minor adjustments to gift of kit value, and there is no change to the current global club offer.</p> <p>The contract was approved by the Board.</p>		
<b>10.</b>	<b>National Records Ratification Update</b>		
	<p>The following record was approved by the Board:</p> <p>Outdoor: 1 Under-20 Women – Javelin Throw 47.80 Dawn Russell (Kilbarchan AAC) Grangemouth 13 May 2023 National Outdoor Open. Series: 42.12, 47.80, 45.37, 44.25, x, 43.52. Previous record: 46.04, Lisa Glover, 2008</p>		
<b>11.</b>	<b>Risk Register</b>		

	<p>It was advised that GO has taken on the role of Chair for the Audit and Risk Committee. The risk register will be added to the agenda for approval twice a year. It has now been updated and the changes have been highlighted.</p> <p>The risk register was approved by the Board.</p>		
<b>12.</b>	<b>Audit and Risk Committee</b>		
	<p>DO advised that the plan is for the Committee to meet two to three times a year, with one meeting dedicated to discussing the risk register, and one to discuss the audit process findings and the audit managements report before it's presented to the Board in September. We will be looking to recruit additional people onto the Committee in due course.</p> <p>The Terms of Reference for the Audit and Risk Committee were approved by the Board.</p>		
<b>13.</b>	<b>Commercial Committee</b>		
	<p>The Terms of Reference for the Commercial Committee were approved by the Board.</p>		
<b>14.</b>	<b>Athletics Trust Scotland</b>		
	<p>CH advised that we are looking for approval from the Board to extend the service level agreement for the ATS for another year until 31<sup>st</sup> March 2024.</p> <p><b>scottishathletics</b> will continue to fund the Fundraising Manager role.</p> <p>It was advised that donations are now beginning to come in and funds are building up. It is still on a relatively small scale, but enough to be able to start delivering on some of the projects.</p> <p>It was agreed to extend the service level agreement.</p>		
<b>15.</b>	<b>BACOS – update on Performance Environments.</b>		
	<p>MP presented an update to the Board on Performance Environments highlighting the following:</p> <ul style="list-style-type: none"> <li>• The <b>scottishathletics</b> annual targets for 2023/24</li> <li>• An overview of the Performance Pathway Structure</li> <li>• An overview of the upcoming World Para Championships in Paris this summer, with eight athletes selected and the inclusion of Frame Running. It was also advised that <b>scottishathletics</b> National Disability Officer will be part of the team staff.</li> <li>• An overview of the World Championships in Budapest</li> <li>• Other updates including the World Mountain Running Championships, the European U23 Championships, the European U20 Championships, and the Commonwealth U18 Championships.</li> </ul> <p>Updates on the recruitment and implementation of new staff and roles within the Performance Team.</p> <p>MP invited questions.</p> <p>TO asked if the decision to only take seven athletes to the U18 Commonwealth Championships was a financial one. MP advised that <b>scottishathletics</b> had only been allocated seven places. CH advised that we did follow up with Commonwealth Games Scotland about additional places but were advised that there wouldn't be any.</p>		

	<p>MJ asked about where the new staff fit on to the Performance Pathway structure. MP advised that their main focus will be to lead the delivery and coordination of the National Athletics Academy and the delivery of other talent pathways (University hubs and Field and Combined Events).</p> <p>JB asked if the event group projects are fully integrated. MP advised that it is.</p> <p>PJ asked to minute recognition for the progress in Sprints over the last 18 months - a relay medal at the Birmingham Commonwealth Games, individual and team national records, a number of GB&amp;NI selections - and the hard work done not only by the athletes and coaches but also by Allan Scott and the wider Performance Team. Several athletes have progressed through the <b>scottishathletics</b> system through age group championships, schools and other events from a young age.</p> <p>ED enquired about the support being offered to Laura Muir and Gemma Reekie's in recent weeks. MP advised that <b>scottishathletics</b> have been in contact with both athletes and Andy Young.</p>		
<b>16.</b>	<b>Finance Report</b>		
	<p>DA referred to the circulated report highlighting the following:</p> <p>The draft accounts are showing a small deficit of £320 before tax. Membership income has increased, and while income from levies also increased from the previous year, this was considerably below estimates at the start of the year.</p> <p>Overall administration costs have increased from last year, with the main increase coming from insurance, IT and salaries.</p> <p>The Auditors started reviewing the accounts last week and this is still ongoing. A meeting with the Auditors is scheduled for the 28<sup>th</sup> June and the final accounts will then be distributed to the Board for approval.</p>		
<b>17.</b>	<b>Equality Update</b>		
	<p>FS provided an update on Equality, highlighting the following:</p> <p>The new Equality Framework will hopefully be a launched phase starting in the autumn. It is not yet known which governing bodies will be part of the initial phase.</p> <p>The results from the YPF survey and Conference were circulated to the Board. It was advised that with a 5% return rate on the surveys, this only provides a small snapshot of some of the issues raised, but the results have given us with some valuable information to take forward together with the wider <b>scottishathletics</b> team and to look at where further education and guidance might be required for athletes, coaches and clubs.</p>		
<b>18.</b>	<b>Transgender Inclusion in Sport</b>		
	<p>CH provided an update, highlighting UK Athletics have published their principle statement which applies to the home countries. The UK Athletics working group is now reconvening, and the home countries will also be brought into this. The Board will be kept up to date on any progression.</p>		
<b>19.</b>	<b>AOB</b>		

	<p><b>scottishathletics</b> AGM – Saturday 30 September 2023 <b>scottishathletics</b> Annual Awards – Saturday 28<sup>th</sup> October 2023</p> <p>DO updated on the latest from the UK Athletics restructure.</p> <p>The next meeting will take place on Monday 11<sup>th</sup> September.</p>		
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