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| **Minutes of the Board** |
| Date/Time | 20 November 2023 | Location | Caledonia House  |
| **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 |
| John Rodger (via zoom)  | JR | President | David Fallon  | DF  | Head of Development |
| Eilidh Doyle  | ED |  | Peter Jardine  | PJ | Head of Communications |
| Helen Fallas  | HF |  | Ally Love | ALO  | Head of Competitions |
| Terry O’Hare (online) | TO  |  | Francesca Snitjer  | FS | Executive and Equalities Officer  |
| Chuxx Onyia (online) | CO |  | Graeme Oudney  | GO  | Chair of Audit and Risk Committee  |
| Michael Johnston  | MJ |  |  |  |  |
| Diane Ramsay  | DR  |  |  |  |  |
| Alistair Aitchison  | AA |  |  |  |  |

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| **Apologies** | **Initials** |  |  | **Circulation List** |
| Jo Butterfield  | JB |  |  |  |
| Jill O’Neil  | JO’N |  |  |  |
| Alison Lunn | AL | **sport**scotland Representative |  |  |
| Julie Mollison  | JM  | Head of Coaching and Welfare |  |  |

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| **Ref** | **Agenda** | **Led by** |
|  | Welcome and Introductions | DO |
|  | Apologies | All |
|  | Declarations of Interest | All |
|  | Minutes of previous meeting held 11 September 2023 and matters arising  | All |
|  | CEO Report – with updates and discussions on critical items and sub-strategy | CH |
|  | National Records Ratification Update | DR |
|  | UKA Adult Safeguarding Policy  | CH |
|  | BACOS – Competition: an update on competitions including review of summer season  | ALO  |
|  | UKA Rules  | ALO |
|  | UKA Update  | MP |
|  | World Athletics Indoor Championships  | CH/ALO/DF |
|  | Honorary Life Membership  | CH  |
|  | Q2 Management Accounts | DA |
|  | Disciplinary and Complaints Policies  | CH/DA |
|  | Equality update | CH |
|  | Transgender inclusion in sport | All |
|  | AOB  | All |
|  | Date of next meetingBoard meeting dates for 2024:* Monday 22nd January
* Monday 18th March
* Monday 10th June
* Monday 9th September
* Monday 18th November
 |  |
| **Ref** | **Discussion/Resolution**  | **Action**  | **Update**  |
| **1, 2** | **Welcome, Introductions and Apologies.**  |  |  |
|  | The Chair welcomed everyone to the meeting. Apologies were received from JB, JO’N, AL and JM.   |  |  |
|  **3.** | **Declarations of Interest**  |  |  |
|  | There were no declarations of interest.  |  |  |
|  **4.** | **Minutes of previous meeting and matters arising** |  |  |
|  | The minutes of the previous meeting held on 11th September 2023 were approved. Matters arising: Item 4: DA advised she is still waiting on a detailed breakdown of insurance costs from UK Athletics. CH has a meeting with UK Athletics next week and agreed to chase. Item 6: DF advised that this would be picked up at a future meeting in the new year.  | **CH to chase insurance costs with UK Athletics.** |  |
|  **5.**  | **CEO report**  |  |  |
|  | CH referred to the circulated report, highlighting the following: **Item 1**: A reminder was issued to all Board members and senior managers to complete the SGB Child Wellbeing and Protection in Sport online training and email FS a copy of the certificate after completion. **Item 2: scottish**athletics membership reached 13,010 in October 2023, which is the first time it has been over 13k since the start of the pandemic. The final few club affiliations are still being chased. **Item 3**: The National Community Impact Officer vacancy has been filled. Chandler Richardson joined the organisation in October. Following a review of the endurance roles within the Performance Team, Robert Hawkins will now take on the role of National Endurance Manager (Olympic) and Angela Mudge the role of National Endurance Manager (Off-Track) from November 2023. **Item 4:** Congratulations were relayed to the athletes who have been selected for the Paralympic World Class Programme and the Olympic World Class Programme. |  |  |
|  | **Item 5:** **scottish**athletics have confirmed a new three-year extension to our sponsorship agreement with Lindsays. Thanks to PJ for his work on this. SAMH have changed their name to Scottish Action for Mental Health. **Item 6**: **scottish**athletics has commissioned a consultant to conduct an efficiency review and options appraisal for Grangemouth Stadium – to look at the current operating deficit and to see what options there are to reduce the significant expenditure; to look at income generating opportunities within the venue and to look at potential operating models for the facility moving forward. It is expected that we will receive the final report in February 2024. A further update on this will be provided at the January meeting. **Item 8**: Over 40 applications were received for Cohort two of the ATS Young People’s Forum. Three members of Cohort one have reapplied, and six members are staying on as Mentors. The Development Team recently re-launched the Club Leaders Academy with the new programme starting this weekend at Glenmore Lodge.**Item 9:** Congratulations were relayed to all the nominees at the 4J Studios Annual Awards Dinner, which was held at the end of October. **Item 10:** CH updated the Board on welfare and disciplinary matters.  | **Update on Grangemouth to be provided at the January meeting.** |  |
|  **6.**  | **National Records Ratification Update**  |  |  |
|  | The following records were approved by the Board: Outdoor: 1. Under-15 Girls – 200 Metres 24.54 Emma Clark (Whitemoss AC) Grangemouth 9 Jun 2023 Scottish Schools Championships. Previous record: 24.63, Dawn Flockhart, 1981 2. Senior Women National – 4 x 100 Metres Relay 44.56 Scotland Geneva, SUI 10 Jun 2023 (Rebecca Matheson, Alyson Bell, Sarah Malone, Georgina Adam) AtleticaGeneve. Previous record: 44.75, Scotland, 2022 3. Senior Men National, Native and All-Comers – 3 x 800 Metres Relay 5:44.48 Cambuslang Harriers Scotstoun 25 Jun 2023 (Christopher McLew, Gavin Smith, Jamie MacKinnon) Scottish Championships Previous record: 5:47.21, Giffnock North AAC, 2012 4. Under-13 Girls – Pentathlon 2,857 Dionne Maguinness (Airdrie Harriers) Grangemouth 9 Jul 2023 Scottish Championships. Previous record: 2805, Stroma Fraser, 2018 5. Senior Women National – One Mile 4:15.24 Laura Muir (Dundee Hawkhill) Monaco, MON 21 Jul 2023 Herculis Metting/Wanda Diamond League Previous record: 4:18.03, Laura Muir, 2017  |  |  |
|  | 6. Senior Men National – 400 Metres Hurdles 50.04 Jack Lawrie (Woodford Green) Chelmsford 23 Jul 2023 England Athletics Championships Previous record: 50.07, Jack Lawrie, 2022 7. Under-20 Women – Javelin Throw 48.77 Dawn Russell (Kilbarchan AAC) Grangemouth 30 Jul 2023 Scottish League Previous record: 47.80, Dawn Russell, 2023 8. Under-13 Boys – Shot Put 12.17 Murray Robb (Pitreavie AAC) Grangemouth 2 Aug 2023 Open Graded Meeting Previous record: 12.04, Andrew McLaughlan, 2005 9. Senior Men Native – Discus Throw 61.14 Nicholas Percy (Shaftesbury Barnet) Scotstoun 5 Aug 2023 National Athletics League Premiership Previous record: 59.90, Nicholas Percy, 2016 10. Under-15 Girls – 200 Metres 24.25 Emma Clark (Whitemoss AC) Grangemouth 13 Aug 2023 Scottish Under-17 Championships. Previous record: 24.63, Dawn Flockhart, 1981 (and 24.54 per 1 above) 11/12. Senior Men Native – Long Jump 7.84 Stephen MacKenzie (Pitreavie AAC) Grangemouth 13 Aug 2023 8.00 Alessandro Schenini (Giffnock North AC) Grangemouth 13 Aug 2023 Scottish Championships Previous record: 7.80, Darren Ritchie, 2000 13. Senior Men Native – Discus Throw 62.93 Nicholas Percy (Shaftesbury Barnet) Grangemouth 13 Aug 2023 Scottish Championships Previous record: 59.90, Nicholas Percy, 2016 (and 61.14 per 9 above) 14. Under 20 Men – 4 x 100 Metres Relay 40.69 Scotland Cardiff 26 Aug 2023 (Rory Voss, Dean Patterson, Euan Cunningham, Rory Brogan) Welsh Athletics U20 International. Previous record: 41.14, Scotland, 1992 15. Senior Women Native – One Mile 4:28.40 Sarah Calvert (Edinburgh University Hare & Hounds) Stirling 26 Aug 2023 Monument Mile Classic Previous record: 4:28.64, Yvonne Murray, 1985 |  |  |
|  **7.** | **UK Athletics Adult Safeguarding Policy**  |  |  |
|  | CH spoke on the updated Adult Safeguarding policy presented in the papers.The policy was approved.  |  |  |
|  **8&9**  | **BACOS – Competition** **UK Athletics Rules** |  |  |
|  | ALO presented an update on the Competitions Pillar of the strategy and age group proposals. The revised timeline for the proposal changes to be implemented is 1st of April 2026. England Athletics have already announced this proposal on their website. A decision on the 2026 implementation will be made by the UK Athletics Board in December. The proposal would mean that there would be no change to the competition year or the cut off dates.  |  |  |
|  | ALO suggested that this potential delay in age-group changes presents an opportunity for **scottish**athletics to consider alternative options for Scotland – the possibility from 1st January 2025 to move to World Athletics Age Groups with one competition year for all disciplines running from January to December. ALO outlined what the competition pathway could potentially look like from 2025 if this was implemented. ALO invited questions. An extensive discussion took place on the pros and cons of U13 Championships; what age do athletes start competing in other sports; what are the reasons for the decline in participation and membership numbers across the younger age groups, and what is the coaches’ perspective on this; the impact of COVID-19 on membership and participation within the sport across the age groups; what are the trends across Scottish schools. DF advised that **scottish**athletics contributed to two pieces of research nationally about the impact of COVID-19 on young people. The YPF also carried out a survey which indicated that a lot of young people are feeling pressured into competing, with clubs prioritising athletes who want to compete when considering their waiting lists. CH advised that a survey was carried out in 2019 pre-pandemic, which asked coaches and clubs for their feedback on some of the challenges around the competition structure, which can be compared with the more recent data. It was agreed to bring a paper back to a future meeting detailing feedback from coaches and clubs, and the full affiliation data. Slides attached.  | **Bring a paper to a future meeting detailing feedback on coaches and clubs on the competition structure.** |  |
|  **10.** | **UK Athletics Update**  |  |  |
|  | CH provided an update on the transitioning of licencing from UK Athletics back to the HCAF’s highlighting that 79% of Officials and 84% of Coaches have now accepted the new licencing terms and conditions. DO updated on discussions about the future delivery of major events.  |  |  |
|  **11.** | **WAIC Update**  |  |  |
|  | AL provided an update on the Indoor programme, which will comprise of a roadshow over three weekends at Ayr, Pitreavie and Aberdeen. Entries will open on the 18th December, with the finals weekend taking place the weekend of the 16th February. The venue for the final is still to be decided. DF advised that the new Community Impact Team are part of the steering group for the WAIC together with the Championship Director. The Social Impact Plans focus on three key areas – Community activation, active travel and sustainable environments, and the mental health and well-being of the workforce.  |  |  |
|  | DF spoke on the three key areas, highlighting that the work being done under Community Activation links in with the work already being done by the Community Impact Team, working in five socially deprived areas of Glasgow. CH advised that alongside the championships, there is a plan to deliver a series of mostly online sessions with high profile athletes to engage not only the athletics community, but also appealing to a wider audience to reach people who might not have the opportunity to go to the Championships.  |  |  |
| **12.** | **Honorary Life Member** |  |  |
|  | CH advised that legal advice had been sought and any disciplinaries involving Honorary Life Members would be dealt with through the same process as any other members. The Disciplinary Policy and Complaints Procedure outline the process that should be followed for any member. Where an interim suspension concerns an HLM, the Nominations Committee and the Board will be informed by the CEO. Permanent revocation of HLM status will be a matter for the Board to confirm.  |  |  |
|  **13.** | **Q2 Management Accounts** |  |  |
|  | DA updated the Board on the finances for quarter 2 accounts. The original budget has been updated to reflect the £30,000 accounting adjustment requested by the auditors in September 2023. The budget position to the end of the year (31st March 2024) is a deficit of £82k. Quarter 2 has performed slightly worse overall, around £14k behind expectations. The majority of this is down to a difference of timings. The second funding installment from **sport**scotland has now been received.  |  |  |
|  **14.** | **Disciplinary and Complaints Policies**  |  |  |
|  | CH advised that the policies are being reviewed by the Company Secretary and we expect to have them back early December. They will be circulated to the Board in due course for approval.  | **Reviewed policies to be circulated to be Board in due course** |  |
| **15.**  | **Equality Update**  |  |  |
|  | FS updated on the new ‘Moving to Inclusion’ Framework, advising that **scottish**athletics are in the first cohort of this programme with the first meeting taking place last week. CH advised that we will be looking to schedule an ED&I session with the Board during 2024.  |  |  |
| **16.** | **Transgender Inclusion in Sport**  |  |  |
|  | CH advised that the tender process for a consultation on transgender inclusion in sport by UK Athletics has now been completed. The University of Gloucester will be leading the consultation. An update will be provided to the Board at a future meeting.  | **Update the Board on the consultation at a future meeting.** |  |
| **17.** | **AOB** |  |  |
|  | There was no other business.  |  |  |
| **18.**  | **Date of next meeting**  |  |  |
|  | Board meeting dates for 2024:* Monday 22nd January
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