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| **Minutes of the Board** | | | | | | |
| Date/Time | 22 January 2024 | | Location | Online | | |
| **Attendees** | | **Initials** |  | **Attendees** | **Initials** |  |
| John Rodger | | JR | President | Dawn Allan | DA | Head of Operations |
| Colin Hutchison | | CH | Chief Executive Officer | Mark Pollard | MP | Head of Performance |
| Eilidh Doyle | | ED |  | David Fallon | DF | Head of Development |
| Helen Fallas | | HF |  | Peter Jardine | PJ | Head of Communications |
| Jo Butterfield | | JB |  | Ally Love | ALO | Head of Competitions |
| Chuxx Onyia | | CO |  | Julie Mollison (from item 5) | JM | Head of Coaching and Welfare |
| Michael Johnston | | MJ |  | Graeme Oudney | GO | Chair of Audit and Risk Committee |
| Diane Ramsay | | DR |  | Francesca Snitjer | FS | Executive and Equalities Officer |
| Alistair Aitchison | | AA |  |  |  |  |
| Jill O’Neil | | JO’N |  |  |  |  |
| Alison Lunn | | AL | **sport**scotland Representative |  |  |  |

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| **Apologies** | **Initials** |  |  | **Circulation List** |
| David Ovens | DO |  |  |  |
| Terry O’Hare | TO’H |  |  |  |

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| **Ref** | **Agenda** | | **Led by** |
|  | Welcome and Introductions | | JR |
|  | Apologies | | All |
|  | Declarations of Interest | | All |
|  | Minutes of previous meeting held 20 November 2023 and matters arising | | All |
|  | CEO Report – with updates and discussions on critical items and sub-strategy | | CH |
|  | Data Protection Policy | | DA |
|  | Disciplinary and Complaints Policies | | CH/DA |
|  | Hill Running Commission Terms of Reference | | CH/HF |
|  | Risk Register | | CH/DA/GO |
|  | Building a Culture of Success (Partnerships and Commercial Pillar) | | CH/PJ/TO’H |
|  | Building a Culture of Success (Competition and Membership trends update) | | ALO/DF |
|  | UK Athletics Update | | CH |
|  | Facilities Strategy and Grangemouth Stadium | | CH/DF |
|  | Finance Update | | DA |
|  | Equality and transgender inclusion update | | FS |
|  | AOB | | All |
|  | Date of next meeting: Monday 18th March 2024 | | All |
| **Ref** | **Discussion/Resolution** | **Action** | **Update** |
| **1, 2** | **Welcome, Introductions and Apologies.** |  |  |
|  | With apologies received from DO, it was advised at the beginning of the meeting that President JR would chair the meeting.  JR welcomed everyone to the meeting.  Apologies were received from DO and TO’H. |  |  |
| **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 20th November 2023 were approved.  Matters arising:  Item 4: CH advised that there is still no further update on the insurance costs, but discussions with UK Athletics will take place ahead of the next financial year. An update will be given to the Board at a future meeting.  The other items are on the agenda. | **CH to provide update on insurance costs at future meeting.** |  |
| **5.** | **CEO report** |  |  |
|  | CH referred to the circulated report, highlighting the following:  **Item 1**: The Senior Management Team and other relevant staff are continuing to consider potential future options for the delivery of our CRM system, with the aim to move to another provider in 2025. A proposal will be brought back to the Board later in 2024.  **Item 2:** Congratulations were relayed to Megan Keith who won gold at the European cross country championships and Laura Muir on her upgrade to bronze in the 3,000m at the 2015 European Indoor championships in Prague.  Thanks and congratulations were relayed to Jack Lawrie and Lynsey Sharp following the announcement of their retirement.  **Item 5**: The indoor events have commenced, with the first heats taking place at Ayr. We are still awaiting confirmation if the Emirates will be available for the finals weekend on the 17/18th February. If the Emirates is unavailable, then Grangemouth Stadium will host the finals.  CH advised that the sentence in the CEO report under item 5 ‘the following **scottish**athletics events and Championships are planned for November-February 2023’, should read ‘November 2023 – February 2024’.  **Item 6:** Congratulations were relayed to the Scottish Athletics Officials who have been selected to officiate at the World Athletics Indoor Championships in Glasgow. |  |  |
|  | **Item 7:** Congratulations were relayed to the athletes and coaches who have won awards at recent sports awards.  **Item 8:** CH provided an update on welfare and disciplinary matters. The Board were invited to provide feedback on the structure.  CH provided an update on the circulated sub strategy paper highlighting the following:   Competition - the proposed age groups changes have now been agreed by the UK Athletics Board. Further updates will be given in due course.  Leadership and Culture - CH advised that it is not expected that a review of the membership structure to be submitted to the Board before March 2024.  Senior Management Team to submit draft sub strategy by the 23rd February to Board. The Board will be invited to feedback no later than 8th March ahead of the next Board meeting.  JR asked if the age group changes are per 1st January 2026. ALO advised that the proposal will be implemented by 1st April 2026, but that the proposal is for a change of labels only. The cut off dates will remain 1st September – 31st August.  JM joined the meeting. |  |  |
| **6.** | **Data Protection Policy** |  |  |
|  | DA spoke on the proposed amendments to the Data Protection Policy and advised that approval is being sought for the changes made.  The revised policy was approved by the Board. |  |  |
| **7.** | **Disciplinary and Complaints Policies** |  |  |
|  | CH advised that the presented policies are being reviewed in line with our timelines and highlighted the main changes. It was advised that both policies required revising to reflect our responsibilities now within coaching and officiating due to the transition of coaching and officials’ education to the HCAFs.  The revised policies were approved by the Board. |  |  |
| **8.** | **Hill Running Commission Terms of Reference** |  |  |
|  | CH referred to the circulated paper, advising that following the internal governance review last year, it was recommended to align the structure of the Terms of References across the subgroups and commissions.  CH advised that the paper was being presented to the Board for provisional approval, to ensure that the Board are happy with the structure of the document.  A meeting is to be scheduled with the President and Commission Convenors ahead of the next meeting to discuss the Terms of Reference for each Commission in further detail. A paper will be brought back to the March meeting for final approval.  Thanks were relayed to HF and DA for their work on this.  The Terms of Reference was provisionally approved by the Board. | **Paper on Terms of Reference to be brought back to March meeting for final approval.** |  |
| **9.** | **Risk Register** |  |  |
|  | GO presented the proposed changes to the Board for approval.  CO and HF advised that they will email their feedback/additional comments on the risk register to CH.  The changes were approved by the Board. | **CO/HF to email CH feedback on the risk register.** |  |
| **10.** | **BACOS – Partnership and Commercial** |  |  |
|  | CH updated the Board on the Commercial Committee, highlighting the following:   * The sub-group was set up last year, with TO’H as the Chair, and CH, DO and PJ as the other members. * As noted in the Terms of Reference, there is a plan to recruit additional members (independent representatives) to the group over the next couple of months. * Discussions are ongoing around the creation of a marketing strategy. A draft proposal will be brought back to Board sometime in 2024. * The current main focus is creating a proposition for jog**scotland** and Let’s Go, that we can take out to potential commercial partners. An outline of the jog**scotland** proposition has been shared with SAMH and should hopefully be market ready in the next four weeks. * CH updated on our exisiting commercial partnerships. * The effective partnerships with **sport**scotland, Scottish Government and UK Athletics. Efforts to obtain a UK wide commercial partnership with UK Athletics and the HCAFs are still ongoing, but Scottish Athletics are continuing to seek partnerships independently for our recreational running programmes. * Partnership with WAIC who are working together with the Community Impact Team. Four online engagements events have been planned around the championships, with the main aim of trying to engage people and get them involved in athletics. * Looking to recruit a Chair for the Coaching Strategy group.   PJ presented an update on Communications.  A short documentary with Zoey Clark was played with PJ advising that the video was launched in mid-December with three national newspapers picking it up. The video was made by a third party for a small fee to Scottish Athletics. There are more videos in the pipeline.  It was reported that YouTube views in 2023 reached 397,000 up from 325,000 in 2022. The number of subscribers is also increasing steadily on a daily basis.  HF asked if there was a clear idea how to target increased diversity and income for communications. CH advised that this has been touched on with the Commercial Committee and will be looked at in further detail with the drafting of the Marketing Strategy. | **Bring draft marketing strategy to Board at future meeting** |  |
| **11.** | **BACOS – Competitions and Membership** |  |  |
|  | DF updated the Board on membership advising that the jog**scotland** membership is above 7,000 for the first time since March 2022.  Club affiliation has now closed for the year, with 146 clubs reporting a final number of 17,744 members, which is a growth of 3.3% up on last year.  There has been a growth in the U11 membership for both boys and girls, and U13 boys has shown an increase from last year. There is also strong sustained growth in seniors and masters.  AL provided an update on Competitions. |  |  |
| **12.** | **UK Athletics Update** |  |  |
|  | CH provided an update on UK Athletics advising that the European Championships are looking likely to go ahead in Birmingham in 2026, with funding now in place.  Jack Buckner and Paula Dunn are hosting a series of performance road shows across the UK, and they will be in Glasgow on the 7th February. There will also be an option to join online.  There is a strategy planning meeting next week which CH and DO will be attending. An update on this will be provided at the March meeting. | **CH/DO to provide update on UK Athletics Strategy meeting at March Board.** |  |
| **13.** | **Facilities Strategy and Grangemouth Stadium** |  |  |
|  | CH updated the Board on Grangemouth Stadium. As previously communicated, consultants are carrying out some work on behalf of **scottish**athletics to look at the operation of the facility, its future viability, and potential operational models.  Further updates will be provided to the Board in due course.  On the wider facilities strategy, **scottish**athletics are working closely with **sport**scotland to look at the whole facility infrastructure, using data that has been collected through the Development Team to help look at prioritisation of facilities. | **Further updates on Grangemouth to be given to Board in due course.** |  |
| **14.** | **Finance Update** |  |  |
|  | DA advised that meetings have taken place with the budget holders and now in the process of pulling all the areas together so that a master budget can be produced. The draft budget will be circulated to the Board before the March meeting for approval at the meeting. |  |  |
| **15.** | **Equality and Transgender Inclusion in Sport** |  |  |
|  | FS reminded the Board to complete the Equality Monitoring Survey by the 29th January.  It was advised that the consultation work around transgender inclusion is still ongoing and we are awaiting further updates. | **Board members to complete Equality Monitoring Survey** |  |
| **16.** | **AOB** |  |  |
|  | FS reminded the Board to complete the Safeguarding Course and email their completion certificates to her. | **Board members to complete Safeguarding course and email FS certificate** |  |
| **17.** | **Date of next meeting** |  |  |
|  | Monday 18th March 2024 – (face-to-face at CH) |  |  |