

Minutes of the Board					
Date/Time	09 September 2024	Location	Online		
Attendees	Initials		Attendees	Initials	
David Ovens	DO	Chair	Dawn Allan	DA	Head of Operations
John Rodger	JR	President	Mark Pollard	MP	Head of Performance
Colin Hutchison	CH	Chief Executive Officer	David Fallon	DF	Head of Development
Diane Ramsay (from item 7)	DR		Peter Jardine	PJ	Head of Communications
Eilidh Doyle	ED		Julie Mollison	JM	Head of Coaching and Welfare
Alistair Aitchison	AA		Ally Love	ALO	Head of Competition
Jill O'Neil	JO'N		Francesca Snitjer	FS	Executive and Equalities Officer
Chuxx Onyia	CO				
Michael Johnston	MJ				
Alison Lunn	AL	<b>sportscotland</b> Representative			

Apologies	Initials	
Terry O'Hare	TO'H	
Jo Butterfield	JB	
Helen Fallas	HF	
Graeme Oudney	GO	Chair of Audit and Risk Committee

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 10 June 2024 and matters arising	All	
5.	CEO Report – with updates and discussions on critical items and sub-strategy	CH	
6.	Age Groups	ALO	
7.	National Records Ratification	DR	
8.	Finance Procedures	DA	
9.	BACOS sub strategy - Performance Environments update	MP	
10.	BACOS sub-strategy – Competition update	ALO	
11.	Grangemouth Stadium	DO/CH	
12.	Risk Register Report	GO	
13.	Finance Update	DA	
14.	EDI update	CH/FS	
15.	Auditors	DO/GO	
16.	AOB	All	
17.	Date of next meeting: Monday 18 <sup>th</sup> November 2024	All	
Ref	Discussion/Resolution	Action	Update

1, 2	<b>Welcome, Introductions and Apologies.</b>		
	<p>DO welcomed everyone to the meeting.</p> <p>Apologies were received from TO'H, HF, JB and GO.</p>		
3.	<b>Declarations of Interest</b>		
	<p>There were no declarations of interest.</p>		
4.	<b>Minutes of previous meeting and matters arising</b>		
	<p>The minutes of the previous meeting held on 10<sup>th</sup> June 2024 were approved.</p> <p>Matter arising:</p> <p>Item 5 – an update on Grangemouth Stadium is on the agenda. Item 7 – an update on the Risk Register is on the agenda.</p>		
5.	<b>CEO report</b>		
	<p>CH updated on the circulated report highlighting the following:</p> <p>Item 1: Recruitment for the Coaching Focus Group has now taken place with six members forming the Group alongside ED and JM.</p> <p>CH updated the Board on the new office location, advising that various options are being considered and a further update to the Board will be given at a future meeting.</p> <p>Item 2: Mid-term review meeting is taking place next week with <b>sportscotland</b> with regard to our investment.</p> <p>Item 5: Thanks were relayed to Wil Grimsey who announced his retirement from competitive athletics.</p> <p>Item 7: The new MOU with SAMH was signed last month. <b>scottishathletics</b> and the HCAFs have agreed a Heads of Terms with Gameplan Financial to offer our members private health insurance at a reduced rate.</p> <p>Item 8: Liz McColgan has been announced as the guest speaker for the 4J Studios Annual Awards Dinner.</p> <p>Item 9: The <b>jogscotland</b> Strategy 'Keep Moving Forward' has been finalised and will be launched publicly in the coming weeks.</p> <p>Item 10: Jasmine Paris was recognised in the King's Birthday Honours receiving an MBE for Services to Fell and Long-Distance Running.</p> <p>CH invited any questions. DO asked about the breadth of applications for the Coaching Focus Group. JM advised that there was a good variety of applicants and all who applied were successful. The first face to face meeting takes place in October.</p>		
6.	<b>Age Groups</b>		
	<p>ALO updated on the circulated document highlighting the following:</p>		

	<p>Further consultation on the proposals with the <b>scottishathletics</b> membership took place over the summer of 2024. Following a webinar, a brochure was produced for athlete and coach members, which included a link to gather opinion on the method of age group calculation. From the responses, the majority voted to adopt a cut-off date of 31<sup>st</sup> December.</p> <p>Board approval is now being sought to propose to the <b>scottishathletics</b> AGM later this month that we adopt a 31<sup>st</sup> December calculation for age groups within Scotland.</p> <p>If approved by the AGM, then the Competitions Team will draft rule change proposals for submission to UK Athletics for implementation into the next edition of the UKA Rule book from 1st April 2026.</p> <p>Following discussions from the Board, ALO advised that the changes would be reviewed annually, and any potential impact would be carefully monitored.</p> <p>The Board approved the changes.</p>		
7.	<p><b>National Records Ratification Update</b></p>		
	<p>The following records were approved by the Board:</p> <p><b>OUTDOOR</b></p> <p>1. Discus Throw – Senior Men - National (existing record 65.00 – Nick Percy, 2022) 67.73 Nicholas Percy (Shaftesbury Barnet H) Ramona OK, USA 6 Apr 2024 Also 66.17 in series: x, 62.11, 57.18, 66.17, 67.73, x Oklahoma Throws Series</p> <p>2. 800 metres – Under 17 Men (existing record 1:50.42 – Ben Greenwood, 2015) 1:49.87 Joshua Mungin (Kilbarchan AAC) Trafford, Manchester 14 May 2024 BMC Grand Prix</p> <p>3. 4 x 100 metres Relay – Under 17 Women (existing record 46.96 – Scottish Schools, 2002) 45.91 Scottish Development Team Loughborough 19 May 2024 Team: Tehillah Ikechukwu-Okonkwo, Sophie Thomas, Emma Clark, Kishi Aremu Loughborough International Note: This is also superior to the under-20 record (46.27) but we have always kept age records within their own age category. In addition, the event was a mixed-sex race but we allow records to be set in mixed competition at U17, U15 &amp; U13 age levels, but not senior or U20.</p> <p>4. One mile – Senior Men National (existing record 3:50.30 – Jake Wightman, 2022) 3:45.34 Josh Kerr (Edinburgh AC) Eugene OR, USA 25 May 2024 Prefontaine Classic/Diamond League.</p> <p>5. 3000 metres – Under 20 Men (existing record 8:00.7 – Graham Williamson, 1978) 8:00.01 Corey Campbell (Team East Lothian) Nembro, ITA 19 Jun 2024 Nembro International Meeting. (World Athletics Continental Tour - Challenger)</p>		
8.	<p><b>Finance procedures</b></p>		

	<p>DA presented on the finance procedures highlighting the changes under Item 8 Purchase Orders, Item 12 Payments, and Item 17 Debtors and Invoicing.</p> <p>The changes were approved by the Board.</p>		
<b>9.</b>	<b>BACOS (Performance Environments)</b>		
	<p>MP presented on Performance Environments, providing an update on the Paris Olympic and Paralympic performances.</p> <p>He also advised on the Performance Pathway structure explaining what the pathway currently looks like and the work going on within the Performance Team.</p> <p>The key parts of the Performance Pathway are the National Academy, Performance Foundations – run in partnership with the Scottish Institute of Sport – and the World Class Plan.</p> <p>The University Hub programme is a key area of development, looking at opportunities to retain and develop U18 and U20 athletes to continue on the pathway to senior success. Event group projects are also seeing continued development.</p> <p>The aim of national and event group projects is to develop athletes and coaches into the main performance pathway.</p> <p>MP also advised on the competitions and championships that each of the stages would take compete in.</p> <p>The Board were updated on the current staff members within the Performance Team, including Jason Kelly who is now the new Performance Administrator.</p> <p>MJ asked how retention is being measured within the performance pathway? MP advised that retention means being involved in the sport as a competing athlete. Not necessarily at the Olympics/Paralympics but at some level.</p>		
<b>10.</b>	<b>BACOS (Competitions)</b>		
	<p>ALO provided an update on Competitions highlighting the following:</p> <p>An update on entry numbers for age groups, gender split and competitions.</p> <p>The year ahead for competitions – the Emirates will be the venue again this year for the indoor winter season.</p> <p>With entries into track and field championships increasing, various options are being considered including individual championships for athletes aged 11/12 and 13/14 and if entry standards be introduced for senior championships.</p> <p>U12 Regional SUPERteams continued to increase participation, with positive feedback from clubs, who see it as a good community outreach and athlete recruitment vehicle.</p> <p>ALO updated on the proposed formats for competition for the various age groups for the year ahead.</p>		
<b>11.</b>	<b>Grangemouth Stadium</b>		

	<p>CH updated the Board on developments of Grangemouth Stadium advising that the working group has now been formed with local clubs and other key partners including <b>sportscotland</b>. The group is overseeing the creation and submission of a business plan with a deadline of the 1<sup>st</sup> October.</p> <p>Discussions with Falkirk Council are continuing and they are being updated on any progress.</p> <p>CH will update the board further at the November meeting.</p>	<p><b>CH to update the Board on Grangemouth at the November meeting.</b></p>	
<b>12.</b>	<b>Risk Register Report</b>		
	<p>CH advised that the new template proposed at the June meeting has now been applied across the full document. He asked for any feedback from the Board to be emailed to him.</p> <p>A Risk Register Report has now been created to identify the key risks to the organisation and to highlight any changes that have been made to the register since it was last approved.</p>		
<b>13.</b>	<b>Finance Update</b>		
	<p>DA provided an update on the finance, noting that the items highlighted in the report are down to timing differences and should even out during the course of the remainder of the year.</p> <p>The reserves position is still pending the final sign off of the accounts from the auditors for the last financial year.</p>		
<b>14.</b>	<b>EDI Update</b>		
	<p>The board were advised that following a recruitment process, Cara Shearer has been appointed as the new Chair for the EDI Advisory Group.</p>		
<b>15.</b>	<b>Auditors</b>		
	<p>DO advised that as part of the AGM process, we will be seeking approval to go out to tender for the auditors.</p>		
<b>16.</b>	<b>AOB</b>		
	<p>Thanks were relayed to JB who is standing down from the Board after serving her two terms.</p>		
	<b>Date of next meeting</b>		
	Monday 18th November 2024		