

## Minutes of the Board

Date/Time	17 January 2025	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	DR		Peter Jardine	PJ	Head of Communications
Helen Fallas	HF		Francesca Snitjer	FS	Executive and Equalities Officer
Alistair Aitchison	AA				
Jill O'Neil	JO'N				
Chuxx Onyia	CO				
Michael Johnston	MJ				
Alison Lunn	AL	<b>sportscotland</b> Representative			
Terry O'Hare	TO'H				
Eilidh Doyle	ED				
Graeme Oudney	GO	Chair of Audit and Risk Committee			

Apologies	Initials	
Julie Mollison	JM	
Ally Love	ALO	

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 18 <sup>th</sup> November 2024 and matters arising	All
5.	CEO Report – with updates and discussions on critical items and sub-strategy	CH
6.	National Records Ratification	DR
7.	New Club Applications	DF
8.	Auditor	DO/DA
9.	Board Appointments	JR/CH/DO
10.	BACOS – Coaching and Welfare	JM
11.	Grangemouth Stadium	DO/CH
12.	Commonwealth Games	CH/MP
13.	UK Athletics	DO
14.	Finance Update	DA
15.	EDI Update	FS/CH
16.	AOB	All
17.	Date of next meeting: Monday 17 <sup>th</sup> March 2025	All

Ref	Discussion/Resolution	Action	Update
1, 2	<b>Welcome, Introductions and Apologies.</b>		
	DO welcomed everyone to the meeting.  Apologies were received from JM and ALO.		
3.	<b>Declarations of Interest</b>		
	There were no declarations of interest.		
4.	<b>Minutes of previous meeting and matters arising</b>		
	The minutes of the previous meeting held on 18 <sup>th</sup> November 2024 were approved.  Matter arising:  Item 10 - An update on Grangemouth Stadium is on the agenda. Item 13 – The review of the Nominations Committee is still ongoing.		
5.	<b>CEO report</b>		
	CH updated on the circulated report highlighting the following:  Item 1: The agreement to provide our new CRM system has been signed with JustGo following the Board approval in November.  In late December, the <b>scottishathletics</b> YouTube channel went through the one million views threshold. To demonstrate the growth on the channel, our reach in 2023 was 397,000.  <b>scottishathletics</b> moved into our new office at Peffermill, University of Edinburgh at the beginning of December.  Item 2: Club affiliation has now topped 18,000 members for the first time with a few clubs still to declare affiliation number for 2024/25.  Item 4: The EAP meet is taking place on the 2 <sup>nd</sup> February. The event has sold just under 1000 tickets to date. Thanks were relayed to MP, PJ and other staff involved in the organisation.  Item 6: Stephen Wallace (Cumbernauld AAC) has been appointed as the Vice President of UK Athletics.  After almost four years at Athletics Trust Scotland, Kyle Greig has concluded his contract and role as Fundraising Manager. Thanks from <b>scottishathletics</b> were extended to Kyle.  Item 8: 20 Officials were recognised in our service awards at the National Officials Conference in November, for either five, ten, 15- or 25-years' service. Thanks and congratulations were noted to all.		

	<p>Item 10: Congratulations were relayed to Samantha Kinghorn and Sandra Hardacre who were both recognised in the New Year's Honours list with an OBE and MBE respectively.</p> <p>Item 11: An update on welfare and disciplinary matters was provided.</p> <p>CH advised that the only red item on the tracker is around the volunteer recruitment from the World Indoor Championships. JO'N said she is happy to help with this, and will pick up with CH after the meeting.</p> <p>DO enquired about the first meeting of the Coaching Advisory Group. CH advised that this had gone well with the next meeting taking place at the end of March.</p> <p>CO relayed thanks to PJ and other staff members for their role in the increase in membership numbers. CO also asked about the low entry numbers for U17 athletes at the Scottish Championships. PJ advised that the Competitions Team keep him updated with regards to entries and will do targeted comms where required.</p> <p>GO enquired about the decision to no longer produce PB magazine. PJ advised that the money will be redirected to different projects including short documentary films etc. Articles and feature will continue to be written and will be pushed out through our social media channels and on the website.</p>	<p><b>JO'N to pick up with CH with regards to volunteer recruitment.</b></p>	
<p><b>6.</b></p>	<p><b>National Records Ratification</b></p>		
	<p>The following records were approved by the Board:</p> <p>Outdoor</p> <p>1. Under 15 Girls Hammer Throw (existing record: 57.83m, Kirsty Costello, 2017) 58.04m Sophie Robertson (Cumbernauld AAC) Wrexham 28 September 2024 Event: The Final Fling Meeting</p> <p>Indoor</p> <p>2. Under 17 Women 60 metres hurdles (existing record: 8.61, Catherine Murphy, 1990) 8.44 Holly Whittaker (Aberdeen AAC) Glasgow 16 November 2024 Event: SIAB Pentathlon.</p>		
<p><b>7.</b></p>	<p><b>New Club Applications</b></p>		
	<p>DF presented on three new club applications from Caledonia Pentathlon and Athletics Club, Edinburgh University Athletics Club, and Robert Gordon University.</p> <p>The Board approved the applications.</p>		
<p><b>8.</b></p>	<p><b>Auditor</b></p>		
	<p>GO advised that following a tendering process for new auditors, it is being proposed by the Audit and Risk Committee that <b>scottishathletics</b> move to auditors MHA for the next three years. Thanks were relayed to DA for her work on this.</p> <p>The Board approved this proposal.</p>		
<p><b>9.</b></p>	<p><b>Board Appointments.</b></p>		

	<p>JR advised that approval from the Board is being sought to nominate DO to serve a second term on the UK Athletics Board as the representative of Scottish Athletics. The Board approved this proposal.</p> <p>TO relayed thanks to DO for his work on the Board of UK Athletics to date.</p> <p>CH advised that the recruitment process for a new Board member has commenced. In terms of the role description, besides the general duties, we are looking to recruit a new Board member with the skills to take on the Board Equality Champion role, and particularly with knowledge and experience around disability sport.</p>		
<p><b>10.</b></p>	<p><b>BACOS – Coaching and Welfare</b></p>		
	<p>CH presented on Coaching and Welfare highlighting the following:</p> <ul style="list-style-type: none"> <li>• Working with Clubs</li> <li>• Licensing and Governance</li> <li>• Education and Development</li> <li>• Coach Development</li> <li>• Effective Coaching Map to support coaching to be confident at what they do</li> <li>• New Coaching Focus Group</li> <li>• Opportunities within the new CRM System.</li> </ul> <p>There are quarterly meetings between the Development and Coaching teams which aim to improve the collaboration and feedback between the National Club Managers and coaches. This has resulted in programs such as a mentoring workshop designed to upskill club coaches, creating a network of mentors which can support new coaches.</p> <p>A new assessment tool was developed to help clubs assess coaching structures and performance. This tool ties into a broader framework that supports clubs and coaching teams with data-driven insights.</p> <p>The Find a Coach tool is in development and currently being piloted with clubs.</p> <p>There's a push to strengthen partnerships, including with the University of Edinburgh, to integrate athletics training into teacher education. Additionally, work is being done to offer CPD (Continuing Professional Development) that aligns with coaches' needs and supports growth in various performance areas.</p>		

	<p>A new coaching focus group has been established to help deliver strategic objectives. The group aims to ensure that coaching development aligns with the overall strategy and the sport's needs.</p> <p>DO enquired about the effective coaching map and our CRM system. CH advised that the current system has some limitations, particularly in terms of the depth of information available about coaches. While qualifications and course details are accessible, more specific data like the event groups that coaches are involved with is not currently available. There have been discussions around integrating with other organisations, such as UK Athletics and England Athletics, to pull additional data from their systems, which could be possible in the future.</p> <p>MJ asked about being able to track how active coaches are. There are a lot of coaches who have done qualifications but are not active. CH advised that the system doesn't currently provide us with that information, but there is an opportunity to improve this by having clubs feeding training session details into the system. The overall aim is to get a better insight into how active coaches are and how their contributions impact the sport.</p>		
11.	<b>Grangemouth Stadium</b>		
	<p>CH provided an update on Grangemouth advising Falkirk Council commissioned a condition report on the stadium about 16-17 months ago. A new, updated report was recently reviewed, and it highlights worsening cracking in the stadium. This may have developed over time or was overlooked previously. Other issues have also been identified in the stadium. DO and CH have been looking at the financial situation and implications and hope to have a clear outline on this by next week.</p> <p>Conversations are ongoing with various stakeholders, including clubs, proposed trustees, Sport Scotland, and the consulting surveyor. These discussions aim to align on finances, risks, and the viability of the project. There is a focus on assessing risks and getting a clear understanding of the situation before making a final decision.</p> <p>The major point of contention is the structural risks of the stadium. Significant capital expenditure is needed in the next few years to address the stadium's condition, as outlined in the condition report. The new community organisation cannot take on this risk, and it is expected that Falkirk Council would retain responsibility for the required structural work. The community organisation are happy in principle to proceed with a one-year licence to test the business plan on an operational level. This will not involve taking on the liability for structural repairs. However, entering into a long-term lease could change that situation.</p>		
12.	<b>Commonwealth Games</b>		

	<p>MP provided an update on the 2026 Commonwealth Games highlighting the following:</p> <p>The selection window for athletes opens with performances from 1<sup>st</sup> January being considered. The selection process will likely close by early June 2026. The policy is set to be finalised by the end of February 2025 and will be circulated to the Board for approval.</p> <p>The number of available spots for Scottish athletes in athletics is still unclear.</p> <p>There are ongoing discussions about which events will be included in athletics, such as the relays and race walking, which some final decisions still pending.</p> <p>CH advised that Scottish Athletics are meeting with Glasgow Life and Glasgow Warriors. We would like a post Games plan to enable us to use the track and field at Scotstoun on a more regular basis.</p>		
<b>13.</b>	<b>UK Athletics</b>		
	<p>DO provided an update to the Board on an incident that took place in 2017 at the Para World Championships, where a para-athlete was killed due to an accident with a throws cage. UK Athletics have been charged with corporate manslaughter over the incident. A senior official has also been charged. The focus is now on understanding why UK Athletics and the official have been charged instead of the organiser of the event, London Championships Ltd.</p> <p>Further information is expected following the UK Athletics Board meeting next week and any updates will be shared with the <b>scottishathletics</b> Board.</p>	<b>Provide update to the Board on incident.</b>	
<b>14.</b>	<b>Finance Update</b>		
	<p>DA provided a finance update advising that the management accounts are currently being worked on. The papers will be sent to the Board in due course.</p> <p>The draft budgets and the <b>sportscotland</b> return are due by the end of this month. DA has met with all the budget holders over the past couple of weeks and is just waiting for the senior managers to come back with final details.</p> <p>A review meeting with CH is scheduled for next week to assess progress and a draft budget will likely be available for approval in March.</p>		
<b>15.</b>	<b>EDI Update</b>		
	<p>CH provided an updated on the Transgender policy. The policy is still being reviewed, and UK Athletics have been engaging with different parties, however there is no consensus on the policy yet. UK Athletics are now developing a paper based on previously agreed-upon key principles and will present the options outlining different possibilities and the implications of the options to the home country Boards for their review and feedback.</p> <p>The paper will be circulated to the Board in due course.</p>	<b>Policy to be circulated to the Board</b>	
<b>16.</b>	<b>AOB</b>		
	The next meeting will take place face to face with the venue still to be confirmed.		
<b>17.</b>	<b>Date of next meeting</b>		
	Monday 17 <sup>th</sup> March 2025.		