



SCOTTISH ROWING BOARD MEETING

Glasgow Caledonian University, Glasgow
6.30pm – November 7, 2017

Attendees	Initial
Martin Claxton	MC
Caroline Parker	CP
Alistair Neill	AN
John Gill	JG
Kirstene Feenan	KF

In Attendance	Initial	
Amanda Cobb	AC	Scottish Rowing
Lee Boucher	LB	Scottish Rowing
Carol Ann Ellis	CAE	Scottish Rowing

Item	Topic
1.	<p>Welcome</p> <p>MC welcomed everyone to the meeting.</p>
2.	<p>Apologies</p> <p>Apologies were received from Dot Roberts and Lindsay MacKenzie.</p>
3.	<p>Declaration of Conflict of Interest</p> <p>None</p>
4.	<p>Minutes of Previous Meeting and Matters arising</p> <p>Previous Minutes approved.</p>
<u>5.</u>	<p><u>FOR DISCUSSION</u> <u>Rowing Centre – Equipment Investment</u></p> <p>Paper previously circulated.</p> <p>The Board were advised that a review of the SRC facility and its assets was carried out by AC, LB and John Blair (SRC Manager). Two proposals were put forward to the Board in the hope to ensure that the centre continues to serve the</p>



	<p>rowing community's needs and generate income to offset the cost of operations:</p> <ul style="list-style-type: none">• Create a dedicated strength and conditioning area within the gym by investing in new, more currently used, training equipment and removing less used apparatus to allow more space. This will hopefully make the facility more attractive to both the rowing community and the general public and attract new business to the centre. Extra space within the gym would also allow for bookable stations to be reserved for special user groups/events. To fund this project the working group has suggested allocating £10k from the SR performance budget and £5k from the SRC budget, and are also in talks with sportscotland regarding the possibility of applying for a small capital grant fund to contribute to this. <p>The Board were advised one quote has been sourced for this work to be carried out but they will collect an additional two quotes to ensure that the organization is getting a competitive rate.</p> <ul style="list-style-type: none">• To sell both eights in the SRC fleet as they are hard to maintain, largest to store and are the least popular for hire. This would free up funds to put towards repairing the remaining boats which, going forward, would no longer be for hire and solely for SR programmes and camps and to assist clubs in exceptional circumstances. This will allow SR more control of the fleet and also reduce the cost of insurance. The estimated cost to SR is £4k and it was recommended to the Board that this be spread across the 2017-18 and 2018-19 financial year. <p>The Board advised that they were happy with both proposals subject to the additional two quotes being sourced for the SRC refurbishment.</p>
<p>6.</p>	<p>FOR INFORMATION <u>COO Update</u></p> <p><u>6.1 COO Report</u> Paper previously circulated.</p> <p>AC advised the Board that plans for the SR event in January were progressing well, with the Annual Awards being held on the Saturday evening followed by a ceilidh. Once speakers are confirmed the event will be advertised to clubs. AC advised that she is currently working on various pricing options for the different aspects of the event and once finalised it will be communicated to clubs with the assistance of REJ.</p> <p>AC advised the Board that she met with Andy Parkinson and Helen Tan and discussed a wide range of topics:</p>



	<ul style="list-style-type: none">• All agreed to follow up on recommendations made in Laura Jenning's report from her role as safeguarding officer at HIR 2017. AC advised that a call has been scheduled to discuss further.• The requirement for a service level agreement to be implemented between BR/SR and BR/WR to put guidelines in place for services provided by BR. AC informed that she was keen to look at the possibility of SR adopting BR's RowSafe resources and will follow up on this and feedback to the Board.• AC advised the Board that, with the retirement of Annamarie Phelps, there are impending BR governance changes which will have big implications.• BR have submitted a proposal to their Board to pilot a City Centre sprint series next year which will be more performance and event based that SR's pilot this year. <p>AC also advised that the membership consultation was run at the end of the recent AGM with a low attendance. Three further consultations are being carried out in each region and she will feedback from those meetings.</p> <p>AC advised that she attended two data protection workshops with CAE as preparation for new legislation coming in next year. A review of staff data management has been completed by CAE which will assist with implementing internal staff guidelines for storage and retention of data going forward.</p> <p><u>6.2 Annual Plan Tracker</u></p> <p>Wholesport Pathway – AC advised that this was discussed with LM at the 6 month review meeting and is becoming part of a joint working group. sportscotland is mobilising the working group to carry this forward.</p> <p>Organisational Values – AC advised that the completion date is March 2018 and suggested bringing in someone from Plan4Sport to the next Board meeting. The Board approved and AC confirmed she would organise for the January Board meeting.</p>
7.	FOR APPROVAL <u>7.1 Disciplinary Policy (for discussion only)</u> Paper previously circulated. AC requested feedback from the Board to provide clarity around the disciplinary & grievance procedures. The Board advised that there was a requirement for additional levels in the process for grievances/complaints against SR. These levels should include an alternative option to an internal review and an appeals process with clear guidelines in place for anyone wishing to raise a grievance.



	<p>The Board advised that they were happy with the broad principles and AC confirmed that she would bring a draft policy to the January Board meeting for approval.</p> <p><u>7.2 IT Policy</u> Approved</p> <p><u>7.3 Maternity Leave</u> Approved</p> <p><u>7.4 Paternity Leave</u> Approved</p> <p><u>7.5 Shared Parental Leave</u> Approved</p> <p><u>7.6 Adoption</u> Approved</p> <p><u>7.7 HPG Terms of Reference</u></p> <p>The Board approved the Terms of Reference subject to the following changes:</p> <ul style="list-style-type: none"> • Change 'Invitees' to 'Any other by invitation' • Change Team Manager to be an ex-officio appointment • Change reporting to the Board to quarterly
<p>8.</p>	<p><u>FOR APPROVAL</u> <u>Glasgow Academy sub-affiliation for approval</u></p> <p>The Board approved the sub-affiliation of The Glasgow Academy to Glasgow Schools Rowing Council.</p> <p>CAE confirmed she would communicate this to them, outlining that this would be the final year they would be permitted to do so until a lapse of three years has occurred.</p>
<p>9.</p>	<p><u>Governance Matters</u></p> <p><u>9.1 Child Protection</u></p> <p>The MOR audit carried out by Children 1st resulted in an amber rating as Mark Senter requires training to carry out his recently appointment role of SR CPO. AC advised that MS is attending an In Safe Hands course which will rectify this</p> <p>.</p>



	<p>AC advised the Board that the new safeguarding standard for sport will launch on 6th December and she is attending with MS. She recommended that one Board member also be in attendance.</p> <p>AC advised that Laura Jennings drafted a report providing feedback from her experience as the safeguarding officer at HIR which has been reported back to BR and WR. A conference call has been set up with AC, BR and WR next week to discuss. Being the first time feedback has been provided, AC advised she believes this to be a positive step forward.</p> <p><u>9.2 Water Safety</u> Nothing to report</p> <p><u>9.3 Equality</u> Nothing to report</p> <p><u>9.4 Risk Register</u></p> <p>JG presented a corporate risk presentation to the Board and emphasised the importance of their attention to corporate focused risk management. The Board agreed for JG to bring to the upcoming planning day and go through specifics of risks Board members are required to be focused on.</p>
<p>10.</p>	<p><u>Finance Reports</u></p> <p><u>10.1. Scottish Rowing Q1 Management Accounts</u></p> <p><u>10.2. Scottish Rowing Centre Q1 Management Accounts</u></p> <p>The Board were happy with both sets of accounts.</p>
<p>11.</p>	<p><u>FOR INFORMATION</u> <u>Operational Updates</u></p> <p><u>11.1. Performance Report</u> LB advised the Board that the first round of the GB trials was encouraging with a good number of Scottish athletes from Scottish programmes taking part. The majority participating were lightweight rowers and LB intends to address this at the next I.D Training Camp. LB advised he was confident of another good year.</p> <p><u>11.2. Coaching & Development Report</u> AC advised the Board that the Development Team are looking to run an umpiring programme, with the purpose of staffing the Student Head Race in 2019 and provide additional support to the umpires. It was agreed that umpiring should have the same structure and principles as coaching.</p>



	<p>The Board agreed this should be reviewed at their upcoming planning day to create a new framework for umpires.</p> <p><u>11.3. 2018 European Championships</u> The Board agreed that it was important to ensure that there is a Scotland Team representing at next summer's Commonwealth Regatta. Due to the huge implications this could have on the performance strategy it was agreed that it was important to support this for the long term future of rowing as a sport.</p>
12.	<p><u>AOCB</u></p> <p><u>12.1. Planning Day 2017 Agenda</u> Not discussed due to time</p> <p><u>12.2. Meeting Schedule 2018</u> Not discussed due to time</p> <p><u>12.3. Scottish Coastal Rowing/Rules of Racing</u> Not discussed due to time</p>