



SCOTTISH ROWING BOARD MEETING

Glasgow Caledonian University, Glasgow
6.30pm – July 25, 2018

Attendees	Initial
Martin Claxton	MC
Caroline Parker	CP
Alistair Neill	AN
John Gill	JG
Elizabeth Mitchell	EM

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

Item	Topic
1.	<p>Welcome & Apologies</p> <p>MC welcomed everyone to the meeting.</p> <p>Apologies were received from Dot Roberts and Lindsay MacKenzie.</p>
2.	<p>Declaration of Conflict of Interest</p> <p>No additional conflicts of interest were declared.</p>
3.	<p>Minutes of Previous Meeting and Matters arising</p> <p>MC highlighted that the wording in item 10 relating to the school games and funding was misleading and should be amended. CAE confirmed that she would amend.</p> <p>Previous Minutes approved subject to the changes agreed.</p>
4.	<p>FOR APPROVAL</p> <p>SRC Short Term Funding Request</p> <p>LB presented a paper to the Board requesting an additional £3,000 of funding, on top of the £15,000 agreed at the November Board meeting, to upgrade the Scottish Rowing Centre. He advised that he intends to submit a funding request</p>



	<p>to sportscotland later in the year and, if successful, will replace the extra funding then. This will allow the required training equipment to be purchased and upgrades to be made in time for the centre reopening after the European Championships.</p> <p>LB confirmed that he would circulate a revised plan for review prior to proceeding.</p> <p>Approved by the Board.</p>
<p>5.</p>	<p>FOR DISCUSSION Scottish Rowing Centre</p> <p>AC advised the Board that, as the Scottish Rowing Centre is no longer generating income, she intends to liquidate the account and close the company. This will result in Scottish Rowing funding the expenditure for the centre and all future transactions would be processed as inter-company transactions.</p> <p>AC assured the Board that, apart from possibly having to carry out a VAT reclaim, there would be no long term VAT implications.</p> <p>The Board confirmed that they were happy with this.</p>
<p>6.</p>	<p>PRESENTATION Values</p> <p>AC delivered a presentation to the Board outlining the results of the values workshops previously carried out with staff and Board members.</p> <p>Four key values have now been developed in draft, each with an agreed definition:</p> <ul style="list-style-type: none"> • Respect We value the rights of everyone and operate with integrity • Drive We are determined, focused and ambitious • Innovation We embrace change and new ideas • Collaboration We work openly [with everyone] – sharing knowledge and experience <p>The values are linked with an overarching statement: One team committed to [working with] respect, drive, innovation and collaboration to [shape a successful future for rowing in Scotland.]</p>



	<p>The Board confirmed that they were happy with the values but there was work to be done on the definitions. AC advised that she would review and report back to the Board.</p> <p>AC and MC agreed to meet to discuss Board behaviours in relation to the values and following that, consultations will be set up to communicate these to each individual group - Board, staff, umpires, coaches and clubs coaches, umpires and clubs. It was agreed that it might be beneficial for a third party to deliver these consultations and emphasis should also be put on the fact that SR are not imposing the values on to them, but providing them with a template that they can adjust to suit their structure to allow them to align with SR.</p> <p>The Board confirmed that they were happy to move the values forward to the next step.</p>
<p>7.</p>	<p>Scottish Rowing Annual Plan</p> <p>AC presented the Board with an annual plan which she intends to report on at every Board meeting to provide visibility on the progress of outcomes agreed with sportscotland. This will allow the Board to monitor and keep track of objectives and highlight any areas that need focus.</p> <p>The Board advised that they were happy with the annual plan and this method of reporting.</p> <p>It was agreed that this would also be communicated to clubs through the regional development groups, and eventually published on the website once the clubs are familiar with its content, to allow them visibility of the work and progress being carried out by Scottish Rowing.</p> <p>The Board agreed to review the annual plan and feedback to AC.</p>
<p>8.</p>	<p>Governance Matters</p> <p><u>8.1. Child Protection</u></p> <p>AC advised that the photography policy is not yet complete. EM confirmed that she had previously made some amendments and provided feedback to Mark Senter and the policy now covers everything noted in the Harper MacLeod guidelines. EM advised that, now clarification has been received on the process of handling breaches, she will add this information and send the completed document to MS.</p> <p>The Board agreed that they were happy with the policy subject to these changes.</p>



AC also advised the Board that MS is running a club CPO day this weekend with 14 people attending.

8.2. Water Safety

MC expressed that he was encouraged by the fact that clubs were continuing to submit incident reports, with a report recently received involving juniors at the Clyde. The Board were concerned that there did not appear to be a responsible adult supervising the juniors at the time and MC advised that he would contact the person who reported the incident to follow up and feedback to the Board.

8.3. Equality

No update.

8.4. Financial Procedures

AC advised the Board that the financial procedures were last updated in 2013 and a review was required to ensure that they are in line with good practice and relevant to the organisation as it currently stands. A paper was presented with the proposed changes

It was highlighted to the Board that staff and volunteers are sometimes in the position where they are required to cover large company expenses through their personal accounts and then claim back at a later date through an expenses claim form. All agreed that this was not good practice and there should be a review to investigate alternative methods to prevent this, such as issuing an additional company credit card to cover camp/regatta expenses that require upfront payment or ensuring an earlier view of invoices to allow payments to be made in advance through the organisation.

The Board were happy with the suggested updates in principle. AC will amend the Financial Procedures and circulate to the Board for approval.

9.

UPDATE

Competition Strategy Group

A paper was submitted to the Board by Fiona Rennie providing feedback from the Competition Survey issued to the clubs. There were almost 200 responses and LB advised that this has allowed them great insight into the club's views on competitions and how they can improve future events.

The Board discussed the requirement to upgrade SR's current entry system and LB agreed to explore the options available and feedback to the Board.

MC requested that a summary of the competition survey findings be circulated to clubs and LB agreed to issue this.



10. Operational Updates

10.1. COO Report

AC advised the Board that there are now access controls in place at the SR Centre and CCTV has been installed but will not be activated until a policy is implemented, which she is currently working on. Glasgow 2018 have provided funding for use of the centre, some of which will be allocated to the draining and cleaning of the tank. Eagle Leisure have agreed to provide details of processes and procedures to allow SR staff to run and maintain the tank internally.

Glasgow 2018 have also advised that they will handover some of the equipment used at the European Championships to Scottish Rowing and it was suggested that this equipment should be distributed to the clubs.

AC informed the Board that a team has now been formed to attend the Beach Sprints. Adam Hardy reached out to clubs to pull a team together and sponsorship secured by British Rowing has helped to reduce the cost of competing for the athletes. Adam will attend the event as Team Manager. All agreed that this Olympic/Commonwealth level event was important for the sport and it is positive that SR will have a presence.

MC advised that he received an email from Annmarie Phelps regarding Commonwealth Rowing which he will circulate to the Board for information. He highlighted that it is extremely important for SR to have a presence at Commonwealth Rowing Federation meetings.

The Board discussed the confusion around British Rowing and English Rowing at HIR and Commonwealth events.

MC informed the Board that Jason Foster is leaving his post as Head of Rowing at George Watson's College and all agreed that he would be greatly missed at the club. LB highlighted that this now leaves an opening which would be a great opportunity for whoever fills the role and, having contacted the club to discuss, they have expressed that they are keen to improve links with SR.

10.2. Coaching & Development Report

No points were raised on the Coaching and Development Report.

10.3. Performance Report

MC expressed thanks to all involved in making it possible for a Scotland Rowing Team to compete at HIR.

LB also expressed thanks to everyone involved and advised that there was a huge effort and contribution from everyone who pulled together to make sure it happened and good results were produced at the event. It was agreed that it was



	rewarding to see the results from the team's hard work and encouraging that there were a variety of clubs in the team.
11.	Risk Register The risk register was circulated to the Board for information prior to the meeting. JG highlighted that a full review of the register should be carried out twice a year. MC requested that CAE make this a lead agenda item at the next Board meeting.
12.	BR Audit and Risk Committee Paper provided to the Board prior to the meeting for information. JG advised the Board that being on the committee has been informative and highlighted in his paper certain areas of risk that should be considered.
13.	Fellow of Scottish Rowing AN issued a paper to the Board suggesting that Katherine Dame Grainger DBE be awarded with Fellowship of Scottish Rowing. He advised that he reached out to her prior to submitting the paper to seek confirmation that she would be open to this. Approved by the Board and will be announced at the AGM.
14.	AOCB No other current business to report.