



SCOTTISH ROWING BOARD MEETING

Glasgow Caledonian University, Glasgow
6.30pm – March 27, 2019

Attendees	Initial
Martin Claxton	MC
Caroline Parker	CP
Dot Roberts	DR
Alistair Neill	AN
John Gill	JG

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

Item	Topic
1.	Welcome MC welcomed everyone to the meeting.
2.	Apologies Apologies received from Elizabeth Mitchell and Lindsay MacKenzie.
3.	Declaration and Conflicts of Interest CP declared conflict of interest relating to item 12 Holiday Entitlement.
4.	Minutes of Previous Meeting and Matters arising Minutes of previous meeting approved.



<p>5.</p>	<p>FOR DISCUSSION Relationship with British Rowing</p> <p>The Memorandum of Understanding between British Rowing, Scottish Rowing and Welsh Rowing was previously circulated.</p> <p>The Board agreed that there were certain areas within the MoU that needed to be addressed and reviewed.</p>
<p>6.</p>	<p>Scottish Rowing Centre Plans</p> <p>AC presented an overview of the plans for the rowing centre. The Board made a number of suggestions around ways to increase opportunities for Scottish Rowing member clubs to access the facility including:</p> <ul style="list-style-type: none"> • training of club coaches to deliver activity • sourcing sessional coaches. <p>The PR for the centre was also discussed, including the need to update the website, the identification of a high profile ambassador and a formal launch during Scottish Championships.</p> <p>The refurbishment of the rowing tank was also raised. MC/AN had identified additional work that was required over and above the chemical dosing and filtration system. AC noted that there had already been significant spending on the rowing centre and that while the tank was a unique asset, the business case for investing an additional £13,000 at this point in time was poor as the tank had never covered its operating costs. The Board agreed to defer this expenditure but review the situation in 6 months.</p> <p>AC to inform users and explain the reason for the deferral.</p> <p>AC also notified the Board of NLC's proposal to reduce the opening hours in the evening and the difficulties that presents. MC agreed that a meeting should be set up between AC/MC and representatives of the Council to discuss this.</p>
<p>7.</p>	<p>Competition Update</p> <p>Lee Boucher presented an overview of a proposed high level framework for competition which the CSG wishes to start consulting more widely on. This is a 3 tier approach which is aligned to the wider participant pathway.</p> <p>The proposal for Tier 2 is a more focused form of the current calendar, with Tier 3 being a broad base of competition which is aimed at beginners, younger</p>



	<p>juniors and more recreational rowers with a focus on local, fun, lower cost, innovative formats.</p> <p>The Board agreed to wider consultation on this proposal.</p>
8.	<p>FOR APPROVAL Equality Action Plan and Equality Audit</p> <p>AC previously circulated a paper outlining the requirements and action plan for Scottish Rowing to achieve the Preliminary Level of Equality Standard which is a sportscotland requirement.</p> <p>The Board agreed to review and provide any feedback within two weeks.</p>
9.	<p>FOR DISCUSSION SR Draft Annual Plan</p> <p>AC previously circulated the draft annual plan which provided an update on current plans and working.</p> <p>The Board were advised that there is still work to be done in certain areas of the plan and AC requested that they review and provide feedback.</p> <p>Agreed by the Board.</p>
10.	<p>FOR APPROVAL SR Budget Update Including Detailed Events Budget</p> <p>AC provided the Board with a draft budget for approval which reflects the changes previously discussed at the January Board meeting to reduce the budget deficit by £10,000. The updated figures also reflect the approved sportscotland funding.</p> <p>Approved by the Board.</p>
11.	<p>FOR APPROVAL SRC Restructuring and VAT</p> <p>AC previously circulated a paper to the Board seeking approval to begin the process of winding down activities in the legal entity Scottish Rowing Centre Limited.</p> <p>The Board of Scottish Rowing agrees to transfer the net assets of the Scottish Rowing Centre Ltd into Scottish Rowing Ltd with the creation of an exceptional net loss, following the write off of the build cost, intercompany balances and release of all the related historic deferred income. After the 1stApril, the Board</p>



	<p>approves applying to HMRC to deregister SRC Ltd for VAT and in due course apply for the company to be struck off the register at Companies House.</p> <p>While informal advice has been sought that indicates that there should be no VAT implications of these actions, given the negligible market value of the remaining assets, the Board recognises that given the history of the building and group structure (albeit some 19 years ago) there is a small risk that HMRC might take an interest.</p> <p>The Board also proposes a future formal valuation of the lease between Scottish Rowing Ltd and the Council at fair value, in accordance with the FRS102 accounting standard, once this is legally established.</p> <p>Approved by the Board.</p>
12.	<p>FOR APPROVAL Holiday Entitlement</p> <p>AC previously circulated a paper to the Board seeking approval to increase the holiday entitlement of Scottish Rowing staff from 22 days plus 9 public holidays to 25 days plus 10 public holidays. A further proposal was also included that the basic entitlement be enhanced by an additional two days leave after five years' unbroken service and a further two days leave after 10 years' unbroken service.</p> <p>Approved by the Board with effect from 1st April 2019 with the agreement that the additional days after 5 and 10 years unbroken service be accrued to date.</p>
13.	<p>FOR APPROVAL Changes to the Rules of Racing</p> <p>Neil MacFarlane previously circulated a paper to the Board for approval of changes to the status and points at the Scottish Championships.</p> <p>The Board approved the changes in principle but requested that NM provide specific wording to amend the Rules of Racing.</p>
14.	<p>FOR INFORMATION Safeguarding Report</p> <p>Mark Senter previously circulated a report to the Board outlining an incident that took place on the River Dee in February.</p> <p>The Board discussed and agreed on actions going forward.</p>
15.	<p>FOR INFORMATION Safety Report</p>



	<p>MC informed the meeting that there was a capsized incident that occurred in Ireland which had similar circumstances to the incident on the River Dee.</p> <p>Rowing Ireland have issued an alert regarding the incident in Ireland.</p>
16.	<p>FOR INFORMATION Operational Reports <u>16.1 COO Report</u></p> <p>AC previously issued a paper to the Board and provided a brief summary of updates to the meeting.</p> <p>There were no issues to highlight and the Board had no questions.</p> <p><u>16.2 Coaching and Development Report</u></p> <p>Mark Senter previously provided a paper to the Board.</p> <p>There following points were raised:</p> <ul style="list-style-type: none">• Provide more specific details on what strategic support is required from the Board with regards to the East Regional Development Group• May be beneficial to target specific areas/departments for the Firhill Youth Project Lead Coach vacancy <p>AC agreed to pass this information to MS to consider and feedback to the Board.</p> <p><u>16.3 Performance Report</u></p> <p>LB provided a verbal update to the Board, advising that the majority of his time has recently been focussed on competition matters and the Scottish Rowing Centre.</p> <p>LB informed the meeting of the following:</p> <ul style="list-style-type: none">• He will be meeting with Brendan Purcell, BR Director of Performance, in Hammersmith and will take this opportunity to make him aware of the issues raised with the MoU and provide feedback from this conversation.• The Junior Development Camp held in Inverness was a success however it did highlight the need for more coaches to attend and assist at these events.• Currently in a good position with regards to the junior women, with two ASRA athletes invited by GB to row in Munich.• The Performance Coach Forum now has 6/7 coaches involved with Iain Somerside chairing the meetings. Both LB and Mark Senter have been



	<p>working with the group to agree core themes with the aim to provide clubs with resources.</p> <p>DR advised the Board that there has been no update provided from the survey previously circulated to all Commonwealth rowing nations but will provide an update once received.</p>
17.	<p>AOCB</p> <p>JG advised that the most recent Source Group meeting went well with a presentation on the coaching and athlete pathway.</p> <p>It was highlighted that British Rowing may move away from the UKCC courses currently provided which could cause a drop in the number of coaches.</p>
18.	<p>Actions from Previous Meeting</p> <p>See actions list below.</p>