



SCOTTISH ROWING BOARD MEETING

Glasgow Caledonian University, Glasgow
6.00pm – January 16th 2018

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

In Attendance	Initial	
Amanda Cobb	AC	Scottish Rowing
Lindsay MacKenzie	LM	sportscotland

Item	Topic
1.	Welcome MC welcomed everyone to the meeting. He proposed that the Membership paper be deferred to a separate meeting as given its significance, it merited more time to discuss than the agenda would allow. The Board agreed.
2.	Apologies Apologies were received from Dot Roberts due to illness.
3.	Declaration of Conflict of Interest None
4.	Minutes of Previous Meeting and Matters arising Previous Minutes approved.



<p>5.</p>	<p>Scottish Rowing Values</p> <p>The session run by Louise Tideswell of Plan4Sport with the Board and possible next steps was discussed. All agreed there was more work to do to firm up a set of values that staff, Board and key volunteers buy into. CP circulated the CGU material which has a high level document which communicates the organisation's values and a more detailed operational statement of how the values and behaviours determine how people in the organisation carry out their roles.</p> <p>The Board also discussed the need to ensure the values link back into and influence the strategy.</p>
<p>6.</p>	<p>Relationship with SCRA.</p> <p>AC updated the meeting on the feedback received from the SCRA as part of the membership consultation. This, coupled with some comments from key members of the SCRA on social media, seems to come from an apparent suspicion that Scottish Rowing is setting out to steal members from the SCRA, fears which AC had tried to allay at the meetings and in correspondence with the Convener of the SCRA following the consultation meetings.</p> <p>The Board agreed that Coastal rowing should have a place within Scottish Rowing, however recognized that at present coastal clubs see little value from the governing body, particularly given the cost of affiliation.</p> <p>CP pointed out that there might be some value to Coastal rowers from being able to access individual membership of Scottish Rowing membership which would offer subsidised coach education, workshops etc.</p>
<p>7.</p>	<p>FOR APPROVAL</p> <p><u>7.1 VAT & Lease Paper</u> The paper seeking approval to progress the work on the VAT structure, transfer the SRC property to Scottish Rowing and have the building valued was discussed. MC asked whether the registration of SR for VAT would restrict the organisation's ability to make structural changes in the future e.g. registering for Charitable Status but AC explained that it shouldn't have any implications.</p> <p>The paper was approved as presented.</p> <p><u>7.2 Membership Paper</u> Deferred to separate meeting. AC pointed out that at present the articles require fees to be approved each year at an AGM and suggested it might be more efficient to have this amended so that only changes need approval.</p>



	<p><u>7.3 2018-19 Budget & Forecast</u> This was presented for information prior to the sportscotland submission being submitted. MC asked that a provision for membership changes be included until a decision was made. Also queried the sum included for safeguarding. AC explained that with the upcoming changes to Safeguarding and Wellbeing Guidelines which would also be applied to clubs, there may be the need to provide support to clubs. Exactly what might be required was not known at this stage but AC wanted to budget for some additional support in case needed.</p> <p><u>7.4 Finance Procedures</u> AC explained that there was a need to review the approval limits and procurement process as the limits were set low when first introduced and this is causing some problems in terms of being able to operate efficiently within the policy. Revised procedures to be circulated.</p>
<p>8.</p>	<p><u>COO Update</u></p> <p><u>8.1 COO report</u> Paper circulated for information.</p> <p><u>8.2 Annual Plan</u> MC asked about the amber/red items in the plan. AC explained that there were three big pieces of complex work which are all connected and at the time of producing the plan, the timescales were estimates. As the work progresses we are getting a clearer view of the priorities and as a result some pieces of work have been deferred. However the message is that work is progressing well on all 3 pieces of work. LM also added that she had seen huge progress in the key workstreams and emphasised the number of “moving parts” currently being managed.</p> <p>MC asked again what is slowing progress on Umpires Training. AC suggested she work with MS to define what is needed to bring umpires education in-house.</p>
<p>9.</p>	<p><u>Governance Matters</u></p> <p><u>9.1 Aberdeen Boat Club</u> MC updated the Board on the recent correspondence from a number of members of ABC. He noted that while there is clearly an ongoing issue at the club, it appears to be a matter between the club and its members and it is not at Governing Body matter at this stage.</p> <p><u>9.2 Safeguarding</u> AC highlighted the publication of the new Safeguarding and Wellbeing Guidelines as set out in the COO update. AC also informed the Board that following</p>



	<p>discussions with British and Welsh Rowing as well as internal conversations at the HPG, the decision has been taken that the junior teams from Scotland will not attend the HIR banquet this year.</p> <p><u>9.3 Water Safety</u> MC noted that an incident report had been received for an incident on the Clyde. A reminder re. the need to adhere to local circulation patterns had been sent out in response to this.</p> <p><u>9.4 Equality</u> The need for Board members to evidence equality training was discussed (whether via Scottish Rowing or in the workplace). MC suggested that setting minimum requirements for Board Members would be desirable – CG suggested that this could perhaps linked to the SR values work.</p> <p><u>9.5 Risk Register</u> The risk register was noted. JG asked that he run a session on risk management at the next Board meeting.</p>
<p>10.</p>	<p><u>Finance Reports</u></p> <p><u>10.1. Scottish Rowing Q3 Management Accounts</u></p> <p><u>10.2. Scottish Rowing Centre Q3 Management Accounts</u></p> <p>These will be tabled at the next meeting as there was not sufficient time between the bookkeepers visit on the 12th January and the meeting to prepare and circulate a paper.</p>
<p>11.</p>	<p><u>AOCB</u></p> <p><u>11.1. Competition Strategy Group</u> LB's paper proposing the formation and composition of a Competition Strategy Group in line with the Annual Plan was presented. The proposal was approved as in print.</p> <p><u>11.2. British Rowing NCC</u> JG updated the Board on recent personnel changes on the British Rowing National Coaching Committee.</p>