



**SCOTTISH ROWING BOARD MEETING**  
Emirates Arena 6.30pm – 12<sup>th</sup> April 2024

| Board Attendees | Initial |
|-----------------|---------|
| Alistair Neill  | AN      |
| Dot Roberts     | DR      |
| Laura Graham    | LG      |
| Sophie McCall   | SM      |

| In attendance |    |                 |
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| Amanda Cobb   | AC | Scottish Rowing |
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| Item | Topic   |
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| 1.   | <p><b>Welcome and apologies</b></p> <p>AN welcomed everyone to the meeting.</p> <p>Apologies received from Charlotte MacBeath</p>   |
| 2.   | <p><b>Declaration and Conflicts of Interest</b></p> <p>No declaration or conflicts of interest.</p>   |
| 3.   | <p><b>Minutes of Previous Meeting</b></p> <p>Approved by the Board subject to requested amendments.</p>   |
| 4.   | <p><b>COO Update</b></p> <p>Paper previously circulated.</p> <p>The key items to be handed over on ACs departure were discussed. In particular there was some discussion around the ongoing investigation/disciplinary process and the need to ensure this was managed appropriately. LG asked whether it would be appropriate to make a redacted or abridged summary report available to the Board at some point. Advice to be sought on this.</p> |



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|                  | <p>AN updated the Board on the progress on the advertised Board vacancies and the next steps were agreed.</p> <p>AC noted that since circulating the papers, there had been an announcement from Commonwealth Games Scotland regarding the possibility of Glasgow hosting a scaled back Commonwealth Games 2026 Games should an alternative host not be found.</p> <p>The logistics for the CEO recruitment were discussed and agreed. SM asked AC to produce a template to be used for shortlisting and propose an interview task</p>  |
| <p><b>5.</b></p> | <p><b>Transgender Policy</b></p> <p>A short update was presented to Board following the more detailed review at the August Board.</p> <p>Generally, the Board highlighted a concern that the resources and expertise to manage such a policy were lacking in a small organisation such as Scottish Rowing. More specifically, the following points were made regarding the two options highlighted at the August 2023 meeting:</p> <ol style="list-style-type: none"> <li>1. Adopt BR policy:<br/>SM noted that she had met with British Rowing around the process undertaken to develop the British Rowing policy and that a robust process had been followed.</li> <li>2. Adopt a hybrid approach which prioritises inclusion. The Board was concerned that any attempt to categorise some competitions as recreational and others as competitive would be difficult.</li> </ol> <p>It was agreed in principal the Scottish Rowing would adopt the British Rowing policy with additional work being undertaken to consider how the policy would be implemented in Scotland.</p> |
| <p><b>6.</b></p> | <p><b>Weighing Athletes Policy</b></p> <p>The Board requested that this policy be circulated for discussion.</p>  |
| <p><b>7.</b></p> | <p><b>Policy Review</b></p> <p>The following updated policies were tabled for approval as follows:</p> <ul style="list-style-type: none"> <li>• Grievance (HR)</li> <li>• Disciplinary Policy (HR)</li> <li>• Attendance Management (HR)</li> <li>• Secure Handling (PVG)</li> </ul>  |



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|                   | <ul style="list-style-type: none"> <li>• Flexible working policy</li> <li>• Anti-Bribery policy</li> <li>• Anti-Fraud policy</li> <li>• Conflict of Interest policy</li> </ul> <p>All were approved.</p>  |
| <p><b>8.</b></p>  | <p><b>Competition Paper</b></p> <p>The Board thanked Fiona Rennie for her paper and made the following points:</p> <ul style="list-style-type: none"> <li>• The timetable for the racing calendar development was felt to be too long and asked if it could be shortened with a view to having a new system in place for 2025/26</li> <li>• AN stated that it was important that we do not lose sight of the strategic plan commitment to explore alternative racing formats. SM agreed that this should be kept on the radar but also noted the volume of work currently being undertaken and that this may need to be carried forward into the strategic review.</li> </ul> |
| <p><b>9.</b></p>  | <p><b>Coach Academy</b></p> <p>The Board welcomed the paper by Ronan Welch and congratulated him on the work done to deliver this programme.</p>  |
| <p><b>10.</b></p> | <p><b>Finance Report</b></p> <p><b>Paper Circulated</b></p> <p><b>10.1 Management Accounts to 29/2/24</b><br/>Points to note:</p> <ul style="list-style-type: none"> <li>• Currently reviewing Scottish Rowing’s VAT position as we may be approaching the VAT threshold. This will depend on the treatment of certain items such as event entry fees and athlete contributions which may be subject to exemptions.</li> <li>• Costs at rowing centre continue to be the primary cost risk in the forecast with energy and maintenance cost the main concerns.</li> </ul> <p><b>10.2 2024-25 Budget</b></p>   |



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|            | <p>The key assumptions in the budget were discussed and the budgeted cash outflow this coming year was highlighted. Upward pressure on costs continues and there is a need to closely monitor costs going forward.</p>  |
| <b>11.</b> | <p><b>Governance</b></p> <p>11.1 Safeguarding verbal update:</p> <ul style="list-style-type: none"> <li>• AC updated the Board on the status of the ongoing investigation/disciplinary matter.</li> <li>• MS currently undertaking Lead Safeguarding training</li> <li>• Scottish Rowing signed up to Case Management Support Service offered by Children1st as a pilot sport. Have spent some time looking at governance and in particular clarity of roles and responsibilities of club and the SGB.</li> </ul> |
| <b>12.</b> | <p><b>Operational Updates</b></p> <p>No questions were raised on the previously circulated papers.</p>  |
| <b>13.</b> | <p><b>Matters Arising</b></p> <p>N/A</p>  |
| <b>14.</b> | <p><b>AOB</b></p> <p>N/A</p>  |