



SCOTTISH ROWING BOARD MEETING

Zoom 6.30pm – 20th August 2024

Board Attendees	Initial
Laura Graham	LG
Sophie McCall	SM
Alastair Clarkson	AC
Jonny Logan	JL
Robert Gordon	RG

In attendance		
Lee Boucher	LB	Scottish Rowing
Gillian Stewart	GS	Scottish Rowing
David Johnson	DJ	Scottish Rowing

Item	Topic
1.	Welcome and Apologies SM welcomed everyone to the meeting as the acting Chair for the meeting. Apologies received from Alistair Neill, Mark Senter and Charlotte MacBeath.
2.	Conflicts of Interest No conflicts of interest.
3.	Approval of Minutes of previous meeting Approved by the Board
4.	AGM Business 4.1 Fees The Board confirmed that they were happy with the increase proposed by the Finance and Risk Committee and agreed that a 2% increase should also be applied to the event



registration fee to keep in line with the principle that small increases are preferable to clubs.

It was also agreed that the Regatta Levy should increase to £1 per seat as this had remained at its current level for many years.

Approved by the Board subject to adding 2% to the event registration fee.

4.2 Board composition and Chair

Paper previously circulated.

The Board confirmed that they wished to separate the role of Chair from the President's role and advice would be sought from Harper Macleod in respect of the required changes to the Articles. It was agreed that following the AGM, and subject to the changes to the Articles being supported by the member clubs, the Chair would be appointed by the Board from the existing Directors, ensuring that the person has the relevant skill set and time to commit to the role.

Other areas discussed were:

- Agreed minimum number of Board members should be changed to 5 including the SR CEO who would now become a Director.
- Safeguarding should become a named Director on the Board, leaving 2 Directors without portfolio.
- In light of the Rights of a Child Act recently brought into legislation, the Board agreed that there was now a requirement to have someone representing youth on the Board and they need to be mindful of this when advertising future roles.
- More flexibility required for Board to appoint directors whilst ensuring that the majority of directors are elected by the membership.
- No requirement for a Vice President on the Board if a Chair is appointed.

4.3 Review of Articles

Paper previously circulated.

AC advised that he would make the relevant changes to the Articles of Association from the discussions in item 4.2, to allow LB to pass on to Harper MacLeod to review. These changes will also be included in the AGM resolutions.

4.4 AOB



	<p>LB circulated details of the Director roles which he believes are due for re-election at the AGM and asked the Board to review.</p> <p>LB had proposed amending all director roles to a 3 year term which the Board supported and would be included in the review of the Articles.</p> <p>It was agreed that an explanation for the re-election of LG (Director of Coaching) and RG (Ordinary Director) roles would be communicated to the membership.</p>
5.	<p>Finance Items</p> <p>5.1 Finance and Risk Committee</p> <p>AC provided the Board with an update from the Finance and Risk Committee meeting.</p> <p>Areas to highlight were:</p> <ul style="list-style-type: none">• FRC had reviewed the proposed increase to membership fees and were supportive.• AC will carry out a workshop with LB and the staff team to determine risk appetites and follow up with a review of the risk register.• The SR insurance cover was renewed in April 2024. For the next renewal, the committee will consider moving to the same broker as BR who have offered a free review and have a membership portal which members can access to see what insurance is in place.• No risk event reports to consider. <p>5.2 August Finance Report</p> <p>No concerns arising since July Board meeting.</p> <p>DJ informed the Board that there was a reduction of £32k in the surplus however this was to be expected due to the sportscotland funding being distributed in 2 blocks, which can cause a shortfall.</p> <p>DJ advised that the red RAG rating in other expenses was a result of some allocations differing between budget and actuals. He will carry out further analysis to ensure that allocations to different categories are appropriate and will aim for completion by the November Board meeting.</p> <p>LB agreed at the Finance and Risk Committee meeting that he would carry out an assessment of event costs with a view to identify revenue opportunities.</p>



5.3 Scottish Rowing Ltd Directors Report and Summary Accounts
5.4 Scottish Rowing Ltd Supplementary Accounts (non-statutory)

The Board agreed that, rather than sending out the supplementary accounts with the AGM papers, they would only circulate the statutory accounts and DJ would give a finance presentation at the meeting instead.

Accounts will be circulated electronically to the Board for approval prior to 14th September.

6. Governance Items

6.1 Safeguarding Update

Discussed in pre-meeting.

6.2 sportscotland / Children 1st Case Management Support Service (Child Wellbeing & Protection in Sport Service)

Paper previously circulated.

The Board reviewed the letter of advice from Harper MacLeod and everyone was happy with the recommendations. LB confirmed that he would implement the changes.

Approved by the Board.

6.3 Water Safety

Paper previously circulated.

Martin Claxton and Jen Thomson conducted a review after a water safety issue was raised regarding the 2024 Scottish Championships.

LB advised that he is working through the actions from the review with the staff team and drafting a response to the individual who raised the concern to advise them of the outcome.

Although the complaint was also raised with BR, and Martin Claxton may discuss this at the next BR safety meeting, it is not under BR jurisdiction to investigate the complaint.



	<p>It was agreed that staff and volunteers present at SR regattas should be encouraged not to enter into informal discussions regarding regatta safety and are made aware that they should refer any complaints received during the regatta to the Senior Umpire or Event Director. LB advised that he would discuss with the SLT to ensure the correct procedures are in place for future regattas.</p> <p>Thanks were expressed to Martin Claxton and Jen Thomson for investigating.</p> <p>6.4 Policy Review</p> <p>AC circulated the list of policies that were due for review along with suggestions of how each policy should be grouped and who should review.</p> <p>LG and JL swapped one group with LG taking on Equality (sport/staff) and JL taking Code of Conduct, Ex-Offenders and Recruitment and Selection.</p> <p>It was agreed that the Complaints policy would be reviewed prior to the AGM. All other policies to be reviewed by the November Board meeting with the policies circulated no less than two weeks prior to the meeting to allow sufficient time for the Board to read.</p> <p>LB confirmed that he would arrange for the policies to be sent to the Board by the end of the week.</p>
7.	<p>Operational Reports</p> <p>7.1 CEO</p> <p>LB provided the Board with a verbal update.</p> <p>Areas to highlight were:</p> <ul style="list-style-type: none">• Iain Rice has left the organisation as Workforce Manager and GS is currently ensuring that the areas managed by Iain are being covered and spread across the Pathway Development team.• SR hosted the HIR Regatta at Strathclyde Park. LB expressed thanks to the Board members that were in attendance as well as the event organising team.• SR hosted a HIR dinner the evening before the event which was a success.• The volunteer award issued by the HIR management team went to Jo Pinder for her contribution to the sport over many years.



- BR Beach Sprint Championships ran at St Andrews a few weeks ago and they had two good days of competition. The Scottish Clubs did well with the Scottish athletes winning a significant portion of medals over the weekend.
- Rowan McKeller visited the rowing centre and took part in a Q&A session which will go out on social media this week. Rowan has agreed to be an ambassador for the Schools Indoor League/Championships and GS has recorded some content with her relating to this.
- LB is meeting with the CEO of British Rowing and Welsh Rowing in September to discuss common matters that affect them across the Home Nations. The meeting will be set up over two days and will involve the senior team to discuss how they can work better together.

7.2 Performance Pathway

LB provided the Board with a verbal update.

Areas to highlight were:

- Olympics – rowing was successful overall with eight medals won from ten medal opportunities. There were two Scots in the team, Rowan McKellar in the women’s eight who won bronze, and Sholto Carnegie in the men’s eight who won gold.
- HIR Regatta – The two senior teams did well across the board, both finished in second place in the team events. Both the men and women’s junior team came fourth. LB highlighted that it was unfortunate that there was a lot of illness in the junior camp in the week of HIR which could have had an impact on performance.
- GB Selections – The 2024 Mega Worlds event took place in Canada with U23 and U19 Championships. There was one Scottish U23 athlete – Josh Matthews (Edinburgh University BC), and two U19 athletes – Sophie Sinclair in the women’s eight and Penny Irvine in the women’s pair (both of Aberdeen Schools RA). There were also two coaches in attendance – Tom Young (SR) as part of U23 team, and Holly Reid (Aberdeen Schools RA) as part of U19 team, and umpire Gary Bain (Aberdeen Boat Club). LB highlighted that it was great to have Scottish athletes, coaches and umpires represented at world championships.
- Coupe de la Jeunesse – There were two Scottish athletes competing, both of which returned with medals. There was also a Scottish coach, umpire and coach developer in attendance.
- GB Beach Championships selections – LB highlighted that it has been a really strong year and thanked Iain Docwra and the programme for all of their hard work. Sam Scrimgeour (Glasgow RC) and Laura McKenzie (Glasgow University



BC) were selected for the European Rowing Beach Sprint Championships earlier in the season and there have been additional athletes selected for the World Rowing Beach Sprint Finals following a more recent round of trials. Heather Gordon (Inverness RC), Cameron Buchan (Edinburgh University BC) and cox Ryan Glymond (University of St Andrews BC) were selected to race in the Coastal Mixed Quad. Colin Wallace (Deeside Scullers) was also selected after racing in the Para Mixed Double. Six out of eleven seats on the senior team are Scottish athletes.

7.3 Pathway Development

GS provided a verbal update to the Board.

Areas to highlight were:

- Junior Technical Camp took place across two weeks at SRC, with one fully booked and one partially booked camp. Looking to review the requirements and demand based on age group and look at what else can be offered for future camps.
- Looking to offer additional days for juniors to attend camps with a more fun/competitive feel. GS informed the Board that they didn't make as much of a surplus from the camps as would have liked but will look to advertise better next year.
- Need for focus around opportunities for income generation/grant funding to ensure a sustainable future for SRC and to recognise the value it brings to the rowing community.

7.4 Community Outreach

No update as outreach activity halted over the summer break.

7.5 Scottish Rowing Centre

See item 7.3

7.6 Competition Group

Paper previously circulated.

The Board discussed and raised the following points:



	<ul style="list-style-type: none"> • What is meant by open criteria? • What is the difference between the Championship and Club criteria if both are open? • What measures are in place to prevent those at Championship level from competing at Club level? • Require clearer rules and guidance of level expected for Championship and Club category. • Would be beneficial for the Competition Group to present to the Board and answer any in-depth questions, either at the November Board meeting or prior to then if timescale needs to be shorter. <p>The Board agreed to forward any feedback to GS to pass on to the Competition Group.</p> <p>7.7 Scottish Rowing Awards</p> <p>LB assured the Board that the issues previously highlighted have now been addressed. The Board confirmed that they were happy to proceed on this basis.</p>
<p>8.</p>	<p>Matters Arising</p> <p>See actions.</p>
<p>9.</p>	<p>AOB</p> <p>9.1 Board Skills Matrix</p> <p>AC suggested creating a new Board Skills Matrix as they were having trouble locating the document previously used. It was agreed that AC would forward a template that he has to LB to review.</p> <p>9.2 Board Training</p> <p>LB advised that there are several training opportunities available to the Board and he plans to put together a training calendar, taking place outwith the Board meetings, after the AGM when any new directors will have been elected.</p> <p>It was suggested that anti-doping, safeguarding and EDI should be on the training calendar.</p>