



## SCOTTISH ROWING BOARD MEETING

Zoom 6.30pm – 18<sup>th</sup> July 2024

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

In attendance		
Lee Boucher	LB	Scottish Rowing
Mark Senter	MS	Scottish Rowing
Gillian Stewart	GS	Scottish Rowing
Charlotte MacBeath	CM	<b>sportscotland</b>
David Johnson	DJ	Scottish Gymnastics

Item	Topic
1.	<b>Welcome and Apologies</b>  AN welcomed everyone to the meeting.  No apologies received.
2.	<b>Conflicts of Interest</b>  No conflicts of interest.
3.	<b>Approval of Minutes of previous meeting</b>  <ul style="list-style-type: none"><li>- 12<sup>th</sup> April 2024 Approved by the Board</li><li>- 8<sup>th</sup> June 2024 Approved by the Board subject to two minor changes regarding the SR awards policy (item 2) and the Transgender Policy action.</li></ul>



<p><b>4.</b></p>	<p><b>Resignation of Director of Performance</b></p> <p>Dot Roberts (DR) has stepped down as Performance Director and LB urged the Board to encourage anyone who may be interested in taking on the role to come forward.</p> <p>The Board agreed that communication regarding DR’s departure should be published on the SR website and social media.</p>
<p><b>5.</b></p>	<p><b>Weighing Athletes Guidance</b></p> <p>Paper previously circulated.</p> <p>The Board reviewed the draft guidance and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Conflicting statements in items ‘d’ and ‘e’ in Factors to Consider section. Would be beneficial to review and reword to avoid any confusion.</li> <li>• Coxes are generally encouraged to be heavier to allow them to reach weight restrictions however this is not mentioned in the guidance and should be included.</li> <li>• The guidance states that lightweight rowers are high risk but additional guidance should be provided on how to manage this risk. Recommendation for lightweight athletes to manage weight through consultation with a nutritionist to ensure it is managed in a healthy way.</li> <li>• The guidance advises that data should be stored appropriately but doesn’t define what is considered appropriate.</li> <li>• Suggestion to include the need to document the rationale for the requirement to weigh an athlete and the key controls of maintaining evidence of this.</li> <li>• The first three points in the weighing lightweight rowers or coxes section are already mentioned earlier in the guidance and should be removed from this section.</li> </ul> <p>Approved subject to changes.</p>
<p><b>6.</b></p>	<p><b>Rules of Racing Update</b></p> <p>Paper previously circulated.</p> <p>The Board discussed and all agreed that they were happy with the changes to the Rules of Racing.</p>



<b>7.</b>	<p><b>Finance Report</b></p> <p>Paper previously circulated.</p> <p>David Johnson, the new finance support now joining SR through a Service Level Agreement with Scottish Gymnastics, joined the meeting.</p> <p>DJ advised that he will continue to report in a similar way as Amanda Cobb has previously, but his reports will evolve over the next year with plans to introduce -</p> <ul style="list-style-type: none"><li>• A comparison of year-to-date budget</li><li>• 12 month forecast to compare to 12 month budget</li><li>• Balance sheet</li><li>• Cash flow forecast</li></ul> <p>DJ informed the Board that the red RAG rating in 'Other expenses' was due to the frontloading of some annual/half yearly expenses however, this should even out and come closer to budget over the coming months. Overall the figures are in line with what should be expected and there is nothing of concern.</p> <p>LB and DJ have been considering options to move some reserves to a deposit account to generate interest whilst ensuring that they don't compromise cashflow. LB and DJ will continue working on this.</p> <p>DJ left the meeting.</p>
<b>8.</b>	<p><b>Governance Items</b></p> <p><b>8.1 Equality</b></p> <p>No report</p> <p><b>8.2 Safeguarding</b></p> <p>Paper previously circulated.</p> <p><b><i>[Confidential minutes removed in accordance with SR's published policy on minutes of a confidential nature]</i></b></p> <p>MS informed the Board that the United Nations convention on the Rights of a Child Act 2024 came into law on 17<sup>th</sup> July and there are areas that they would need to consider</p>



	<p>and implement. This will be rolled out to clubs at an upcoming CWPO Group meeting. MS highlighted that one major change is the right for a child to be heard and he is looking to put together a Young Persons Panel.</p> <p>RG highlighted that he has previously witnessed juniors unattended at regattas and suggested that it may be beneficial for MS and the new Safeguarding Director to reach out to clubs to review their policies on chaperoning juniors at events.</p> <p><b>8.3 Anti-Doping</b></p> <p>LB advised the Board that they need a new anti-doping lead now that DR has stepped down.</p> <p>JL confirmed that he was happy to do so on an interim basis until a new Performance Director is appointed.</p> <p><b>8.4 Finance &amp; Risk Committee – Terms of Reference (Draft)</b></p> <p>Paper previously circulated.</p> <p>AC advised that they plan to have their first committee meeting prior to the next Board meeting.</p> <p>LB, AC and RG will be on the committee and welcomed any other Board members that would like to be involved.</p> <p>The Board discussed and agreed that the Finance and Risk Committee Terms of Reference would be used as a template across all the sub committees to ensure a consistent approach in how each group operates. It was also agreed that the membership across the committees should be reviewed once the Board skills matrix is in place to ensure an even split of workload.</p> <p>Terms of Reference approved by the Board.</p>
<p><b>9.</b></p>	<p><b>Operational Updates</b></p> <p><b>9.1 CEO Update</b></p> <p>Paper previously circulated.</p>



Areas to highlight were:

- LB advised that he spoke with Michael Cavanagh regarding the Board training and support and he has shared a copy of a presentation he carried out with Judo to give an idea of what would be included in the training. LB will circulate the presentation to the Board.
- Children 1st have offered to carry out Safeguarding training for the Board and LB suggested putting together a training timeline once the new Board Directors have been appointed.
- LG suggested using a buddy system to carry out the policy reviews where the policies are divided up within the Board/staff team and assigned to a pair of reviewers then pulled together for group reflection. This would allow the workload to be shared and a faster process.
- LB advised that he would circulate a list of the current policies for the Board to screen for priorities and any gaps.
- LB and AN thanked the Board and staff members involved in the SR reception held at Henley Royal Regatta. LB advised that he has received good feedback from the SR community and they will build on this experience to improve for next year.
- SM suggested hosting some kind of reception at Scottish events to connect with the SR membership and the Board agreed that there were opportunities there to do so.
- ***[Confidential minutes removed in accordance with SR's published policy on minutes of a confidential nature]***
- LB advised that there have been discussions with the CRA and BR to consider if a proposal should be put forward for a Commonwealth Beach Sprint Championships in Scotland in 2026. The Board advised that they were keen to support this.

### **9.1.2 Harper Macleod Correspondence**

Email from Harper MacLeod previously circulated regarding a new case management service being piloted by **sportscotland** and Children 1<sup>st</sup> regarding wellbeing and safeguarding.

MS advised that SR, along with a few other SGBs, have been involved in phase one of the pilot and are currently in discussions as to how the service will be used and what value it will bring to SGBs. Phase 2 will be rolled out soon with a few other SGBs coming onboard.

MS highlighted that Harper MacLeod have issued a letter of advice with recommendations to policy and articles that will need to be considered. LB advised that he would work with MS to agree the actions from these recommendations and when the new Safeguarding Director is appointed they can continue to work on this with MS.



## 9.2 Performance and Pathways

LB advised that the Performance update was not included with the Board papers in error. He gave a brief overview of activity and advised that he would circulate the paper to the Board after the meeting.

Areas to highlight were:

- Four U19 athletes have been selected for the GB Junior Teams this summer.
- One U23 athlete has been selected for the World Championships.
- Tom Young and his team have been working hard with the athletes to prepare for HIR which will take place on 27<sup>th</sup> July at Strathclyde Park.
- LB thanked all staff and volunteers involved in the selection process for HIR.

## 9.3 Development

Pathways Development paper previously circulated.

The Board discussed and agreed that there was a need to review the format of the operational reports being submitted to the Board as it would be beneficial for the SR activity to have a clear objective that is in line with SR priorities, with progress and measure of success being reported against that and for it to align with the business plan.

Areas to highlight were:

### Scottish Rowing Comms

RG highlighted that there was a need for SR to inform clubs that they can assist them with comms on their activity.

GS advised that they are keen to reach out to clubs and build relationships so that they can engage more and stimulate interest. If SR are publicising club activity this should hopefully encourage other clubs to come forward with their activities to share.

GS suggested having a system or process in place for clubs to let SR know what they would like put out on comms and if this was something they thought clubs would be interested in. It was agreed that there was a need to have a channel available and known to clubs to send through the content that they would like to be shared.

### Scottish Rowing Awards

GS advised that the awards process is currently under review and she will share the awards criteria with the Board once the SMT have had a chance to discuss and review the criteria used last year.



	<p><u>Marketing and Communications Report</u></p> <p>GS advised the Board that engagement on Instagram is growing but has taken a dip on Facebook and they aren't sure why but, as they have only just started to gather these statistics, they will hopefully have more of an insight over time.</p> <p><u>Membership Trends and Analysis</u></p> <p>LB informed the Board they are keen to start collating monthly membership data and utilising this more regularly to inform decision making and also to highlight any trends that they should be aware of.</p> <p>He advised that they are restricted by the data currently available on the membership system as, due to the complex nature of the competition set up and points system, they are on an earlier version of the software and unable to utilise a lot of the functions that are available on the current software. They hope to move on to an updated version and feel the benefits of this by tidying up some of the competition and pathway categories and points system.</p> <p>Cara O'Donnell is a member of the JustGo working group and is currently working on this.</p> <p><b>9.4 Scottish Rowing Centre</b></p> <p>The Board were informed that JL and GS have planned a meeting to discuss costs and benefits of the various activities in the centre.</p>
<b>10.</b>	<p><b>Matters Arising</b></p> <p>See actions.</p>
<b>11.</b>	<p><b>AOB</b></p> <p>AC highlighted that there were some actions from the KMPG audit that was carried out last year and it would be beneficial to review the current status of those actions prior to the year end.</p> <p>The Board agreed that this would be brought to the November meeting for review.</p>



AC queried if there was a plan to maximise the impact of the Olympics for rowing and GC confirmed that the Performance Development team were looking at the resources used for Rio to see how they could re-utilise them.

MS informed the Board that **sportscotland** are filming the activity being carried out at River Ayr on Wednesday and Children 1<sup>st</sup> are doing a promotion piece which will be filmed at Firhill.