



SCOTTISH ROWING BOARD MEETING
Zoom call 7.30pm – 22nd November 2023

Board Attendees	Initial
Alistair Neill	AN
Dot Roberts	DR
Neil MacIver	NM
Laura Graham	LG
Sophie McCall	SM

In attendance		
Amanda Cobb	AC	Scottish Rowing
Lee Boucher	LB	Scottish Rowing
Mark Senter	MS	Scottish Rowing
Carol Ann Ellis	CAE	Scottish Rowing

Item	Topic
1.	Welcome and apologies AN welcomed everyone to the meeting. No apologies received.
2.	Declaration and Conflicts of Interest No declaration and conflicts of interest.
3.	Minutes of Previous Meeting Approved by the Board.
	Safety Update (not on agenda) Martin Claxton (SR Safety Advisor) joined the meeting to provide a safety update to the Board – slides presented. Areas to highlight were: <ul style="list-style-type: none">• SR remains a member of Water Safety Scotland. Their strategy includes encouraging people to join clubs/organisations that can impart safety



	<p>guidance/education/training. MC highlighted that SR have a role to play and should ensure that they have a voice within these working groups.</p> <ul style="list-style-type: none">• MC currently representing SR on the BR National Rowing Safety Committee.• Recent fatalities have raised discussions on who should be made aware on the SGB Board of incidents that occur and at what point should the SGB step in to ensure appropriate action is being taken to prevent future incidents.• Number of reports on the SR online reporting system are increasing but could still be better. Recurrent issue is people not conducting proper pre-boating checks.• SR have issued 4 safety alerts this year.• SR Rules of Racing require updating which Neil MacFarlane is aware. LB and Helen Lawrance met with Neil to discuss and offered staff support.• RowSafe Scotland is going live on 1st January. 6 clubs attended a briefing with MC and it was well received. Staff briefing date still to be announced and it was agreed that MC would also conduct a Board briefing at the next Board meeting.• Safety at SCP guidance is ready to publish.• Safety Audit form updated for 2023 but need to find new location for sanctioning powers. <p>AN thanked MC for the update.</p>
4.	<p>Playwaze Update</p> <p>Paper previously circulated providing the Board with an update on the current position regarding Playwaze. AC recommended that they continue to use Playwaze and involve clubs who would be willing to use the system to test it over the winter season, with a view to make it available as a non-mandatory system if stable.</p> <p>Areas to highlight were:</p> <ul style="list-style-type: none">• AC and Helen Lawrence had a productive meeting with Playwaze and were reassured that the issues which occurred during the summer were caused by a large system update however they now have additional automated testing in place to flag any issues quickly.• They intend to work with smaller clubs to run dummy events and carry out internal testing. AC advised that a couple of clubs have confirmed that they would be happy to use the system over the winter season and SR will commit resource to help.• A longer entry window for events would be beneficial to allow issues to be identified, raised with Playwaze and rectified. <p>Approved by the Board.</p>



5.	Annual Plan 2024-25 – Priorities Paper AC presented slides to the Board outlining the Operational Plan priorities to March 2025. AC talked the Board through the annual outcomes, long term outcomes, progress and remaining priorities for each strategy – Extending our Reach, Supporting our People, Pathways for All, Performance, Thriving Home and Strong Organisation. No questions or comments were raised.
6.	6.1 Policy Review Summary Paper previously circulated. AC advised that she has begun the process of reviewing SR policies, which was one of the audit recommendations. AC recommended small amendments to be made to the Sponsorship Policy and Complaints Policy. Approved by the Board. 6.2 Health & Safety Policy Paper previously circulated outlining a change to the Health and Safety Policy which Martin Claxton has reviewed and is happy with. It was suggested to have responsibilities allocated to job titles rather than a named person. AC advised that she is currently working on risk assessments for all locations where there is regular SR activity. Approved by the Board.
7.	Overview of disciplinary/complaints/CWP policies AC provided the Board with an overview of what policies are currently in place and advised that each policy has an appeals process written in to them and they are also well signposted on the SR website. ASRA raised a motion at the AGM in October where they raised timeline concerns in relation to an ongoing Safeguarding investigation. MS provided the Board with a detailed timeline of the investigation to date which the Board were happy with. The Board were assured that the relevant procedures have been followed and Harper MacLeod have been consulted on every step of the investigation with additional input from Children1st and sportscotland.



<p>8.</p>	<p>Scottish Rowing President – next steps</p> <p>Matt Taylor has stepped down as President and AN has taken over the role as acting President.</p> <p>The Board agreed that, as MT was only nominated by the membership at the AGM one month ago, they should put out to clubs for nominations and if none are received AN should continue as acting President until next year’s AGM.</p> <p>Update – see AOB.</p>
<p>9.</p>	<p>Governance Items</p> <p>9.1 Equality – Annual EDI Report – on standing item list</p> <p>No report.</p> <p>AN asked if anyone on the Board would be willing to step in to this role as Sam Winton has now stepped down. SM and LG both put themselves forward to support in certain areas but advised that they wouldn’t have the capacity to take on the full role.</p> <p>LG and SM agreed to get up to speed on the progress made on the Transgender Policy so far and provide an update at the next Board meeting.</p> <p>9.2 Safeguarding Update</p> <p>Paper previously circulated.</p> <p>No questions or comments raised.</p> <p>9.3 Anti-Doping</p> <p>No report. LB advised that he would provide a detailed report around April next year.</p>
<p>10</p>	<p>Operational Updates</p> <p>10.1 COO</p> <p>Paper previously circulated.</p> <p>No questions or comments raised.</p> <p>10.2 Performance</p> <p>Paper previously circulated.</p>



	<p>LB advised that having a full team who are motivated and working well has made a huge difference. He highlighted that they require some support and there is work to be done on the development side but this will be discussed in more detail when he meets with SM.</p> <p>10.3 Development Paper previously circulated.</p> <p>MS advised the Board of the following:</p> <ul style="list-style-type: none"> • River Ayr Project – the pontoon has now been constructed. • Firhill Youth Project – Alex has resigned from his role and they are interviewing next week to hopefully start someone new in January. • Making progress with Clydesdale in community unit to attract additional funding. <p>10.4 Pathways and Membership Discussed in item 10.2.</p> <p>10.5 Scottish Rowing Centre No report.</p>
<p>11</p>	<p>Finance Update Paper previously circulated.</p> <p>AC advised the Board that the key concern remains to be the ongoing upward pressure of costs at the Rowing Centre.</p> <p>AC also advised that the rowing tank is now back up and running after the replacement of one of the drives.</p>
<p>12</p>	<p>Matters Arising</p> <p>See Actions List</p>
<p>13</p>	<p>AOB</p> <p>13.1 Weighing Athletes Guidance Not discussed due to time.</p> <p>13.2 2023 Draft Pre-AGM Minutes Not discussed due to time.</p>



13.3 2023 Draft AGM Minutes (approval of draft version to be published on SR website)

Not discussed due to time.

13.4 2024 Draft Board Meeting Schedule

Board to review draft schedule and feedback. AN advised that the first meeting of the year would be held online however he would like a couple of the meetings to be in person at some point throughout the year.

13.5 Scottish representative on Home Nations committee

AC advised the Board that she attended a Commonwealth Games Scotland meeting and that there should be an update in early 2024.

See item 8 - After some reflection, the Board agreed not to take this course of action as there is no requirement to do so under the Articles of Association. AN will continue as acting President until the member clubs vote at the 2024 AGM.