



## SCOTTISH ROWING BOARD MEETING

Zoom 7.30pm –24<sup>th</sup> April 2025

***Confidential minutes removed in accordance with SR's published policy on minutes of a confidential nature***

Board Attendees	Initial	Role
Mike Martin	MM	President
Laura Graham	LG	Chair / Coaching Director
Sophie McCall	SM	Development Director
Ian Munro	IM	Performance Director
Alastair Clarkson	AC	Finance Director
Jonathan Logan	JL	Commercial Director
Fiona Armit	FA	Safeguarding Director
Robert Gordon	RG	Ordinary Director
Fiona Rennie	FR	Ordinary Director
Lee Boucher	LB	Chief Executive

In attendance	Initial	Role
David Johnson	DJ	Scottish Rowing Management Accountant
Neil MacFarlane	NM	Scottish Rowing Race Control Commission Chair
Charlotte MacBeath	CM	<b>sportscotland</b> Partnership Manager

Item	Topic
1.	<b>Welcome and Apologies</b>  LG welcomed attendees and introduced Ian Munro, attending his first meeting as Performance Director.  No apologies were received.
2.	<b>Conflicts of Interest</b>  No conflicts of interest were declared.
3.	<b>Approval of Minutes of previous meeting and previous actions</b>



	The minutes of the previous meeting were approved.
<b>4.</b>	<p><b>Matters Arising</b></p> <p>The Board reviewed progress on outstanding actions. Key updates included:</p> <ul style="list-style-type: none"> <li>• FA advised that Safeguarding policy discussions are ongoing.</li> <li>• LB confirmed that the Weighing Athletes Guidance has been published.</li> <li>• LG has updated and circulated the Board Skills Matrix.</li> <li>• SM advised that the competition proposals are under review, with a second draft expected at the July Board.</li> <li>• LB advised that work continues on aligning with British Rowing's Transgender Policy and that a communication to clubs was expected imminently.</li> <li>• PVG Scheme guidance is being monitored pending further <b>sportscotland</b> updates.</li> </ul> <p>Several actions were marked complete and removed from the list.</p>
<b>5.</b>	<p><b>Finance and Risk Committee (FRC) Items</b></p> <p><b>5.1 Finance Report/Q4 Management Accounts</b></p> <p>The Board received the Q4 financial update. A final review is pending, but no significant changes are expected to the reported deficit. Key points discussed:</p> <ul style="list-style-type: none"> <li>• Legal fees impacted budget variance.</li> <li>• Focus is shifting from cost savings to income generation.</li> <li>• Membership income is recorded as received, with adjustments made for anomalies.</li> </ul> <p>AC provided an update from the FRC meeting:</p> <ul style="list-style-type: none"> <li>• An action has been agreed to put in place a new purchase order system.</li> <li>• The credit risk from holding money in only 2 banks was viewed as acceptable given the size of the organisation, the monitoring of credit ratings in place, and the overheads of spreading over more banks.</li> <li>• Insurance renewal and fire alarm system upgrade were approved.</li> </ul>
<b>6.</b>	<p><b>Risk Management</b></p> <p>AC informed the Board of the following:</p> <ul style="list-style-type: none"> <li>• No risk events occurred in the last quarter.</li> <li>• Operational risk controls remain effective.</li> </ul>



	<ul style="list-style-type: none"> <li>• Risk exposures are within agreed appetites.</li> <li>• A new risk reporting framework is being developed for implementation in June.</li> <li>• A reduction in Spring Regatta entries was noted as having an adverse financial impact.</li> </ul>
7.	<p><b>Annual Operational Plan</b></p> <p>The Board reviewed the operational plan for April 2025–March 2026.</p> <p>Highlights included:</p> <ul style="list-style-type: none"> <li>• Departmental outcomes aligned with sportscotland investment.</li> <li>• Further refinement needed to ensure deliverability and resource alignment.</li> <li>• Suggestions included clearer objectives for coaching development and commercial growth.</li> <li>• The plan will be reviewed by committees and updated accordingly.</li> </ul>
8.	<p><b>Strategic Plan 2026 – Progress/Actions</b></p> <p>A summary of proposed objectives from the Strategy Planning Weekend was circulated.</p> <p>Board members will provide feedback and meet with sub-groups to refine the plan before wider consultation with member clubs.</p>
9.	<p><b>Child Wellbeing and Protection Standards</b></p> <p><b>9.1 Recruitment and Selection Policy</b></p> <p>The Board approved the policy in principle, subject to minor amendments for clarity and inclusivity.</p> <p>A revised version will be circulated for final feedback.</p> <p><b>9.2 Review of the Management of Child Wellbeing and Protection Concerns</b></p> <p>The Board approved the updated policy based on a Children 1st template.</p>



<b>10.</b>	<p><b>Operational Reports</b></p> <p><b>10.1 CEO Report</b></p> <p>The Board acknowledged the significant time spent on disciplinary processes and thanked LB for his efforts.</p> <p><b>10.2 Wellbeing and Protection Report</b></p> <p>Paper circulated for information.</p> <p><b>10.3 Rules of Racing Update</b></p> <p>The Board reviewed proposed updates to the Rules of Racing. Key points included:</p> <ul style="list-style-type: none"><li>• Clarification on heel restraints and terminology.</li><li>• Alignment with RowSafe and World Rowing standards.</li><li>• Consideration of external coaching support during races.</li><li>• Proposal to rename “Unrestricted” events to “Championship”.</li><li>• Annual review process to be established.</li></ul> <p>The revised rules will be circulated to clubs and brought back for approval in July.</p>
<b>11.</b>	<p><b>AOB</b></p> <p>The Board noted that the date for the August meeting will be confirmed following agreement on the accounts timeline.</p>