



SCOTTISH ROWING BOARD MEETING

Harper MacLeod, Gordon Street, Glasgow
6.30pm – July 24, 2019

Attendees	Initial
Martin Claxton	MC
Caroline Parker	CP
John Gill	JG
Elizabeth Mitchell	EM
Dot Roberts	DR
Mark Barry	MB

In Attendance	Initial	
Mark Senter	MS	Scottish Rowing
Kevin Ferguson	KF	sportscotland
Carol Ann Ellis	CAE	Scottish Rowing

Item	Topic
1.	Welcome MC welcomed everyone to the meeting and introduced the new Finance Director, Mark Barry.
2.	Apologies Apologies received from Alistair Neill, Amanda Cobb and Lee Boucher.
3.	Declaration and Conflicts of Interest No conflicts of interest declared.
4.	Minutes of Previous Meeting Minutes of previous meeting approved subject to a minor change to wording on item 9.3. CAE advised that she would amend.



5.	<p>FOR APPROVAL Merchandise Agreement</p> <p>AC previously circulated a paper to the Board proposing that SR enter in to a one year merchandising agreement with Sabre Event Merchandise Ltd, which would cover the three major events running in 2020.</p> <p>The Board advised that they were happy with the proposal in principle but requested more information on the merchandise available and sale prices before approving. AC to circulate this information via email for approval.</p>
6.	<p>FOR APPROVAL Q1 Management Accounts</p> <p>There was no feedback or questions raised regarding the Q1 management accounts.</p> <p>Approved by the Board.</p>
7.	<p>SAFEGUARDING</p> <p><u>7.1. FOR INFORMATION</u> <u>Safeguarding Report</u></p> <p>MS presented two reports to the meeting, both relating to incidents that occurred at the Scottish Championships 2019, outlining the details of the incidents along with the actions taken and recommendations going forward.</p> <p>The Board advised that they were happy with the recommendations suggested. They requested that an additional action be included to carry out a safety briefing with all staff and volunteers prior to events to ensure that everyone is aware of the correct procedures.</p> <p><u>7.2. FOR APPROVAL</u> <u>Photographic Policy</u></p> <p>MS previously circulated the Recording Images of Children Policy to the Board with an additional section to cover talented young athletes with increased public profiles.</p> <p>The Board agreed that the policy should state that SR would seek permission prior to promoting the athlete on SR publications.</p> <p>Policy approved subject to this addition.</p>



8.	<p>FOR INFORMATION Operational Reports</p> <p><u>8.1. COO Report</u> AC provided MC with a brief update prior to the meeting and advised that she would circulate a report via email on return from annual leave.</p> <p>Areas highlighted were:</p> <ul style="list-style-type: none">• NLC advised that, due to budget cuts causing staff shortages, they are looking to reduce their opening hours which will have an impact on the SRC and water access. They are currently investigating alternative opening and closing options available through third party contractors and will feedback to SR.• Stevie Baxter, Workforce Development Manager (North), has resigned from his post. The Board agreed that it would be a great loss to the organisation and expressed their thanks for his efforts and endeavours over the past 3 years.• Andy Barton, Club Support Manager (West), will be taking over as Workforce Development Manager and his current role will be advertised. <p><u>8.2. Coaching & Development Report</u> Included in Item 8.4. Annual Plan Dashboard</p> <p><u>8.3. Performance Report</u> LB previously circulated a report to the Board.</p> <p>DR informed the meeting that she discussed the late announcement of the Scotland Rowing Team with LB who advised that there was a delay caused by an appeal that was raised which had to be resolved prior to the announcement.</p> <p>DR highlighted that the current Selection Policy complicates the process as it is such a lengthy document. She advised that the HPG will take on the task of rewriting the policy in order to simplify and ensure that there are timescales in place for appeals.</p> <p>It was agreed that the HPG would bring to the Board for review and approval once complete.</p> <p><u>8.4 Annual Plan Dashboard</u> Paper circulated prior to the meeting.</p> <p>No feedback or questions raised by the Board.</p>
9.	<p>FOR INFORMATION AGM Board Business</p>



	<p>CAE advised the Board that Caroline Parker was the only Board member up for re-election at the 2019 AGM.</p> <p>The Board requested that CAE check if any actions are required to be brought to the AGM and circulate details to the Board.</p>
<p>10.</p>	<p>FOR APPROVAL Recruitment and Selection Policy</p> <p>AC previously circulated the policy to the Board to review.</p> <p>The following changes to wording were requested:</p> <ul style="list-style-type: none"> • Item 4.3 – “...and information such as which university attended...” • Item 7.4 – amend wording to “The interview panel must be made up of a mix of male and female staff members.” • Item 7.6g - ...General Data Protection Legislation Regulation....” <p>Approved by the Board subject to changes.</p>
<p>11.</p>	<p>AOCB</p> <p><u>11.1. Board Planning Weekend</u> Not discussed at the meeting.</p> <p>As per MC email sent after the meeting, CAE will send out a Doodlepoll to organise a date for the Board planning weekend.</p> <p><u>11.2. Race Control Commission Report</u> Not discussed at the meeting.</p> <p>As per MC email sent after the meeting, a recommendation was put forward and approved regarding the Rules of Racing – junior age group restrictions, to adopt the same rules as the British Rowing rule 2.3(e):</p> <p><i>Juniors in age band J14 or below are not permitted to race in events that are more than one age band above their own age band nor in senior events (para-rowers, adaptive rowers and coxes excepted).</i></p> <p><u>11.3. Draft Competition Calendar 2019 – 20</u> Not discussed at the meeting.</p> <p>As per MC email sent after the meeting, no comments or feedback on the draft competition calendar.</p>



12.	FOR APPROVAL Redacted Minutes Approved by the Board.
13.	Actions from Previous Meeting See actions list.



Actions

Date	Action	To be completed by	Assigned to	Priority	Comments
01/19	AC to set up communications between JG and Karen Barton regarding the BR Audit and Risk Committee.	Ongoing	BOARD	2	
01/19	Circulate data from Club annual returns to Clubs for information and highlight implications membership numbers have on sportscotland funding.	March 2019	AC/MS	1	
03/19	Provide the Board with wording for the Rules of Racing amendments to status and points.	May 2019	NM	2	
05/19	Draft student Board vacancy advertisement and bring to the next Board meeting for approval.	September 2019	EM	2	
5/19	Review actions needed for AGM and circulate to the Board via email.	September 2019	CAE	1	



Actions Transferred to Operational Plans/Groups

Operational	MC & AC - Discuss Board skills audit and performance management.
Operational	MS - Create Wholesport Pathway Framework timescale and club questions and circulate to the Board to review
Operational	LB - Consider SR formal process for athletes to submit financial support claims
Competition Strategy Group	Competition Strategy Group to review full implications of the Scottish Championships becoming an aspirational event and feedback to the Board for approval

***Comms & Equality Group to report to the Board twice per annum or as required**

Actions completed since last meeting

07/17	BOARD - Identify suitable candidate for the Honorary Safety Advisor vacancy. AN to speak to Craig Twaddle about the possibility of taking on this role.
09/18	EM - Provide feedback and advice on reaching a resolution to the recent wellbeing incident report submitted to the Board by MS.
03/19	AC - Advise users that the refurbishment of the rowing tank has been deferred and will be reviewed in 6 months.
03/19	AC - Arrange meeting with MC, AC and NLC to discuss the park opening hours.