



SCOTTISH ROWING BOARD MEETING

Glasgow Caledonian University, Glasgow
6.30pm – May 15, 2018

Attendees	Initial
Martin Claxton	MC
Caroline Parker	CP
Alistair Neill	AN
Dot Roberts	DR
John Gill (via telephone)	JG

In Attendance	Initial	
Amanda Cobb	AC	Scottish Rowing
Lee Boucher	LB	Scottish Rowing
Carol Ann Ellis	CAE	Scottish Rowing
Lindsay MacKenzie	LM	sportscotland

Item	Topic
1.	<p>Welcome & Apologies</p> <p>MC welcomed everyone to the meeting.</p>
2.	<p>Declaration of Conflict of Interest</p> <p>No additional conflicts of interest were declared.</p>
3.	<p>Minutes of Previous Meeting and Matters arising</p> <p>Previous Minutes approved.</p>
4.	<p>For Approval/Minuting (from previous meeting)</p> <p>As the Board meeting held in March was not quorate, there were five agenda items approved in principle. These items have now been brought to this Board meeting to be officially approved and minuted.</p> <p><u>4.1. SRC Paper</u> Approved by the Board</p>



	<p><u>4.2. Heart of Scotland Boat Club Application for Affiliation</u> All member clubs were given 28 days to register any objections to the Heart of Scotland Boat Club sub-affiliating to SR and none were received. The Board confirmed that they were happy to approve subject to the club adopting their own water safety policy rather than being covered under HWUBC. CAE will communicate this to them.</p> <p>Approved by the Board subject to the water safety point raised.</p> <p><u>4.3. SR Budget</u> Approved by the Board</p> <p><u>4.4. Scotland Team Plan/HIR Budget</u> Approved by the Board</p> <p><u>4.5. Anti-Bullying Policy</u> Approved by the Board</p>
<p><u>5.</u></p>	<p>FOR APPROVAL</p> <p><u>5.1. Crichton Campus University Boat Club Application for Affiliation</u> The Board discussed the need for the club to review and refine their constitution and three year plan. It was agreed that a template constitution document would be sent to the club as a guide and support offered from their regional RDM to assist in developing a more robust constitution and forming a future plan for the club.</p> <p>The Board were advised that CAE contacted all member clubs to inform them of the application and provide 28 days' notice to register any objections, which expires on 30th May.</p> <p>Approved by the Board subject to the points raised and no club objections being registered.</p> <p><u>5.2. Competition Strategy Group Terms of Reference</u> Paper previously circulated.</p> <p>Approved by the Board.</p> <p>LB also advised that Fiona Rennie had previously circulated a competition survey to all member clubs which received over 200 responses. These responses will be discussed at the next Competition Strategy Group meeting and LB will feedback their findings to the Board.</p>



	<p><u>5.3. Development Group Terms of Reference</u> Paper previously circulated.</p> <p>CP advised the Board that creating the Development Forum emerged from work Mark Senter had initiated and led to them both meeting to discuss what SR are aiming to achieve from the development side of the sport and how best to achieve this. The forum will be made up of representatives assigned to appropriate areas within the sport to provide their expertise and bring in fresh ideas with the aim to increase the size and diversity of the membership while ensuring a quality experience. It will also allow a more balanced relationship between SR and its members by encouraging wider participation with all members having the right to bring development proposals to the forum for consideration.</p> <p>CP confirmed that they currently have a few people in mind to be a part of the forum and also requested that the Board put forward any representative recommendations. The Board agreed that with a good variety of people and knowledge involved this should create some beneficial discussions and outcomes which will filter back in to the regional groups. CP will report any activity back to the Board.</p> <p>The Board approved in principle with the agreement to review and feedback by next week. Once the feedback is received CP will make any necessary amendments and re-circulate.</p>
<p>6.</p>	<p><u>FOR DISCUSSION</u> <u>Aberdeen Boat Club</u></p> <p>The Board had a discussion regarding Aberdeen Boat Club and agreed that no further action would be taken at this time.</p>
<p>7.</p>	<p><u>PRESENTATION</u> <u>Pathway Overview</u></p> <p>AC delivered a presentation to the Board outlining the progress made on the pathway since the previous update in April 2017. She advised that it has grown in scope and ambition with the opportunity arising to be part of a pilot with sportscotland to develop a process for defining a whole sport pathway.</p> <p>Areas of the pathway that have been reviewed through the pilot are:</p> <ul style="list-style-type: none"> • An assessment of what SR already had in place • Vision and direction of travel of the organisation • How will WSP align to operational plans and resources • What business intelligence we have to inform of the pathway and wider decision making



	<p>AC advised the Board of the progress made to date:</p> <ul style="list-style-type: none"> • Defined a high level 'public facing' pathway • Designed a framework for the WSP with around 50% of it populated. This will evolve and develop over time • Clear understanding of where the WSP fits within the Strategic/Operational Framework – critical document for the sport • Beginning to map other operational documents/plans/resources on to the framework <p>The next steps going forward are:</p> <ul style="list-style-type: none"> • Align staffing to structure which has previously been discussed • Complete detail reflecting current position of the sport • Complete document mapping • Consultation/communication with HPF, Development Group, Competition Strategy Group, Wider focus Group • Agree wider communications plan for sport and beyond <p>The Board agreed that this was positive progress and that the pathway will be beneficial in identifying gaps within the sport which will then allow focus to be put into those areas. It was highlighted that how this is communicated to the clubs would be a key factor and it should be made clear that it represents the organisation's long term values.</p>
<p>8.</p>	<p>Governance Matters</p> <p><u>8.1. Child Protection</u> Paper previously circulated by Mark Senter providing the Board with details of a club safeguarding incident that occurred. The paper provided an anonymised overview of the situation along with the actions taken and support provided and advised that the matter was rectified with a successful outcome.</p> <p>The Board agreed that MS handled the situation well and requested that this be communicated back to him.</p> <p><u>8.2. SR Disciplinary Policy</u> MC highlighted that the SR disciplinary policy currently only relates to individuals and that there should also be procedures in place that relate to club misconduct. All agreed that there was a requirement for this along with a process to be implemented for issues to be dealt with at club level in the first instance, then brought to the Board if a solution is not met.</p> <p>It was suggested that Elizabeth Mitchell assist with the framework for this and also to seek input from sportscotland in order to create a robust policy. LM suggested governance training for the clubs and confirmed that other sports currently have club focused disciplinary policies in place. She advised that she</p>



	<p>would investigate what help and support could be provided and feedback to the Board.</p> <p>The Board agreed that they would aim to have a draft policy in place by the AGM however, as this will be a large project, it may go to an EGM if required.</p> <p><u>8.3. Water Safety</u> The Board were advised that there have been a few incident reporting forms submitted through the online form on the Scottish Rowing website. It was agreed that this was encouraging that clubs were beginning to use this new method of reporting.</p> <p><u>8.4. Equality</u> No Report.</p>
<p>9.</p>	<p><u>Finance Reports</u></p> <p><u>9.1 Year End Management Accounts for SR/SRC</u> AC advised the Board that adjustments have been made to the accounts due to income being deferred to next year's figures and also the reallocation of insurance figures between SR and SRC. The accounts presented at the meeting reflect these changes.</p> <p>The Board confirmed that they were happy with the adjustments.</p>
<p>10.</p>	<p><u>Operational Updates</u></p> <p><u>10.1. COO Report</u> AC provided the Board with an update on the following items:</p> <p><u>Scottish Rowing Centre</u> Clubs and gym members have been informed of the gym closure and John Blair's consultation and redundancy process is now complete. AC advised that JB has been professional throughout the process and has expressed that he is keen to leave the centre in good order for his departure. The new access system is progressing and a cleaning contract has been agreed and is due to begin on 1st June. NL Leisure have proposed taking over manning the centre and whilst the Board agreed that discussions and options should be kept open, the main objective is to use the centre as a rowing facility which may not be attractive to NL Leisure.</p> <p><u>Strathclyde Park</u> AC is meeting Vicky Abernethy and Jim Aitken, NLC, to negotiate the current water charges.</p>



	<p><u>GDPR</u> Work is continuing on the membership and entry system to ensure that SR are compliant with the new GDPR regulations. Information and guidance has also been circulated to the clubs and AC is currently in the process of arranging an online training workshop which will be available to all clubs.</p> <p><u>Glasgow 2018</u> Sport Development Legacy funding has been secured from Glasgow 2018 towards the continuation of the outreach activities at Firhill. AC is meeting with Glasgow 2018 this week to discuss opportunities for Clyde based clubs to get involved with the GoLive! project.</p> <p><u>British Rowing</u> The Commonwealth Beach Sprints is going ahead however as this does not form part of our recognised performance programme, SR are unable to provide financial support through the performance programme. In line with other home nations, a selection document has been published on the SR website with a request for expressions of interest for a self-funded team.</p> <p>AC and LB are meeting with the Home Nations on the 24th May to review the current format and events offered and identify any improvements that could be made going forward.</p> <p>AC advised that SR did not attend the School Games which has resulted in the funding arrangement changing. BR have been advised that that we will not be attending going forward.</p> <p><u>10.2. Coaching & Development Report</u> Report was previously circulated to the Board who confirmed that they were happy with the update.</p> <p><u>10.3. Performance Report</u> Report previously circulated to the Board.</p> <p>LB requested approval from the Board to replace one of the High Performance boats in line with the wider replacement programme circulated. LB highlighted that given the likely Scottish selections for the GB Rowing team this season it would be beneficial to the athletes by them having access to the best equipment possible.</p> <p>Approved by the Board.</p>
11.	<p><u>Annual Plan</u> AC advised the Board that she will circulate the Annual Plan, for information purposes, prior to the next Board meeting.</p>



12.	<u>Risk Register</u> AC advised the Board that she will circulate the Risk Register, for information purposes, prior to the next Board meeting.
13.	<u>AOCB</u> JG congratulated Mark Senter on pushing for the British Rowing Source Group Terms of reference to be published. This group has become the strategic forum for coaching in the UK. He advised that the meetings have now become more valuable with progress now being made in this area. MC requested that CAE resend the 2018 Board meeting dates to him to verify prior to resending to the rest of the Board for information purposes. The Board agreed that a joint staff and Board meeting should be set up to discuss the closure of the gym facility at the rowing centre and the implications of this. CAE will contact all involved to arrange a suitable date. LM suggested that AC have a pre-meeting discussion with Steven Lytham, sportscotland Partnership Manager, prior to the meeting.