



SCOTTISH ROWING BOARD MEETING
Zoom call 6.30pm – 23rd November 2022

Board Attendees	Initial
Matt Taylor	MT
John Gill	JG
Alistair Neill	AN
Neil MacIver	NM
Sam Winton	SW
Chris Woods	CW

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 MT welcomed everyone to the meeting. Dot Roberts sent apologies.
2.	Declaration and Conflicts of Interest None
3.	Minutes of Previous Meeting Approved by the Board subject to one minor change.
4.	For discussion and approval of principles to allow us to progress. 4.1 Proposed changes to Membership requirements to strengthen Club Governance Paper previously circulated outlining the proposed changes to allow SR to take a more proactive role in promoting and monitoring standards of governance in member clubs.



	<p>AN highlighted that, as someone who is currently a committee member for Strathclyde Park RC, it can be difficult to recruit new committee members and putting a time limit on how long people can serve could be an issue for smaller clubs.</p> <p>SW suggested that clubs having an EDI Policy (whether it be their own or adopting SR's) and having to evidence this be made a condition of membership to SR.</p> <p>Board approved in principle.</p> <p>AC noted that there would be a period of communication and discussion with clubs and confirmed that any changes to policies or operating practices needed would come back to the Board for approval.</p>
<p>5.</p>	<p>5.1 The Board is asked to approve the updated Scottish Rowing Health and Safety Policy. This policy excludes water safety.</p> <p>The key points raised were:</p> <ul style="list-style-type: none"> • JG - first point in the Statement of Intent should read 'mitigate against' instead of 'prevent'. • MT - last bullet point is inconsistent with the final paragraph regarding reviewing the policy. • SW - would be beneficial to have the policy reviewed externally to allow some legal oversight. <p>Approved subject to points raised and AC confirmed that she would arrange an external review of the policy.</p> <p>5.2 The Board is asked to approve the proposal to mandate use of the Scottish Rowing Playwaze entry system for all competitions in the Scottish Rowing calendar.</p> <p>Paper as circulated.</p> <p>AN advised that, although there were a few glitches to begin with, Playwaze worked well for Spring Regatta and Scottish Championships.</p> <p>Approved by the Board.</p> <p>5.3 Performance Funding Proposal 2023-25</p> <p>Paper as circulated.</p> <p>LB gave a brief overview of the report which outlined a proposal to be presented to sportscotland regarding the performance programme and future structure.</p>



	<p>Areas to highlight were:</p> <ul style="list-style-type: none"> British Rowing Start Programme – UK Sport funding for the programme will cease in April 2023 and be taken over by Sport England funding. SR have made a proposal, seeking support from sportscotland and British Rowing, which should hopefully allow them to protect the future of the Start programme in Scotland. Commonwealth Games – with the Commonwealth Games Federation confirming the inclusion of coastal rowing (beach sprint format) in the 2026 Commonwealth Games programme, a proposal has been made to fund a beach sprints pathway coach which will help create training opportunities and grow the depth of quality of talented athletes in this discipline. <p>Areas discussed were:</p> <ul style="list-style-type: none"> Para rowing coach – SW queried if there would be a coach specifically focused on Para rowing. LB advised that they wouldn't be solely focused on para rowing but he would ensure that they have the required knowledge and support to carry out the role. Rebranding of Start programme – LB advised that BR are looking to rebrand the programme which will remain under the BR banner. SR would seek to “buy” a share of national camps to allow them to have a proportionate stake in the new look programme. Pathway Coordinator – LB advised that the Performance Pathway Coordinator would be an additional admin role to ensure that there is sufficient support in place for the increased coaching team. <p>The proposal will be presented to sportscotland on 24th November 2022.</p>
<p>6.</p>	<p>Commonwealth Rowing Association AGM To agree the position on the following agenda items: Item 1 – Approval of new members Item 2 – Nominations for exec Item 3 – AOB</p> <p>AC advised the Board that she will be attending the CRA AGM but they will not be made aware of who the candidates are until the meeting.</p> <p>Approved – the Board advised that they were happy for Amanda to vote accordingly on their behalf at the meeting.</p>
<p>7.</p>	<p>Governance Reports 7.1 Equality – For Approval EDI Group Terms of Reference</p> <p>Paper as circulated.</p>



	<p>MT queried if the Chair of the group would be revolving. SW clarified that the Chair would be fixed however each member of the group would take turns at chairing the meetings. SW advised he would make the relevant changes to wording to reflect this.</p> <p>Approved by the Board subject to minor changes to wording.</p> <p>7.2 Safeguarding Report</p> <p>Paper as circulated.</p> <p>MS provided the Board with an update on two ongoing investigations.</p> <p>MS also highlighted the work being done to produce a policy for reporting low level concerns. MS advised that he also looking into ways clubs can report securely and confidentially to allow an open environment and culture where people feel that they are able to raise concerns. He is hoping that this will be drafted early next year and will bring to the Board for approval.</p> <p>There was a general discussion regarding what would be classified as a low level concern – generally defined as a feeling of unease regarding a person’s behaviour or action-where that falls below the level that would be considered a breach of policy or code of conduct. He highlighted that reporting low level concerns would allow patterns of behaviour to be recognised.</p> <p>7.3 Anti-Doping</p> <p>JG informed the Board that the anti-doping work is moving along steadily and the next step is to create a working group.</p> <p>JG advised that he would keep the Board updated.</p>
<p>8.</p>	<p>Operational Updates</p> <p>8.1 Annual Operational Tracker</p> <p>Paper as circulated.</p> <p>AC advised that the Annual Tracker is now complete and up to date and presents a current assessment of progress against their action plan and objectives.</p> <p>8.2 COO Update</p> <p>Paper as circulated.</p> <p>Areas to highlight are:</p>



	<ul style="list-style-type: none"> • sportscotland Development Audit – AC advised that the audit took place in October but they have yet to receive the report back. She believes that there will be a number of comments/recommendations within the report as we have moved from “small” to “medium” and therefore the requirements increase. • sportscotland presentation – AC and LB are presenting a strategy update to sportscotland. AC will be presenting on progress in general and specifically at the SRC while LB will be covering the performance programme and future structure. • Staffing – AC advised that Erin Wyness and Kim Murray are leaving the organisation. MT requested their personal email addresses to send on best wishes and thanks. <p>8.3 Performance Update Paper as circulated.</p> <p>No questions or comments raised by the Board.</p> <p>8.4 Development Update</p> <p>MS advised that the numbers at Firhill have dropped during a staff change-over. The new Project Coordinator, Cara O’Donnell, has made contact with previous participants to encourage them back and will also have a stand at the upcoming Schools Indoor Championships to promote the project in the hope of attracting new participants.</p> <p>8.5 Pathways and Membership Updates</p> <p>Paper as circulated.</p> <p>AC advised the Board that the Indoor Championships was cancelled due to low entries and there is a requirement to review the event in order to make it more appealing and pull in a wider range of participants.</p> <p>AN highlighted that it was important to keep running the Indoor Championships as a SR event.</p>
<p>9.</p>	<p>Finance Report The Board is asked to adopt the H1 management accounts as presented below.</p> <p>9.1 H1 Management Accounts Paper as circulated.</p> <p>NM advised the Board that he reviewed finance paper and management accounts with AC in advance of the meeting and has no additional comments to add.</p>



	<p>There was a discussion regarding how staff pay grades are determined and it was agreed that this would be discussed offline with a need to look at a more formal pay structure.</p>
<p>10.</p>	<p>Matters Arising</p> <p>No matters arising.</p> <p>See actions list.</p>
<p>11.</p>	<p>AOB</p> <p>11.1 Agree process and timeline for appointment of SR President</p> <ul style="list-style-type: none"> I. Put a call for nomination out to clubs (closing date early Jan) II. If nom received, give notice of EGM in accordance with articles as competitive election III. If no nom received could a) Co-opt until AGM or b) call a meeting with a single candidate <p>The Board agreed that they were happy to go ahead with the process and that provided communicated clearly and transparently would suggest co-opting if no other nominations.</p> <p>11.2 Proposed calendar of meetings 2023</p> <p>CAE advised that she would put together some proposed dates for the 2023 Board meetings and circulate for review.</p> <p>See actions list.</p>