



SCOTTISH ROWING BOARD MEETING
Zoom call 6.30pm – 15th September 2021

Board Attendees	Initial
Martin Claxton	MC
Caroline Parker	CP
John Gill	JG
Dot Roberts	DR
Alistair Neill	AN
Elizabeth Mitchell	EM
Sam Winton	SW
Matt Taylor	MT

In attendance		
Amanda Cobb	AC	Scottish Rowing
Lee Boucher	LB	Scottish Rowing
Mark Senter	MS	Scottish Rowing
Carol Ann Ellis	CAE	Scottish Rowing
Lindsay Booth	LB	Safeguarding in Sport

Item	Topic
1.	<p>Welcome and apologies</p> <p>MC welcomed everyone to the meeting.</p> <p>Lindsay MacKenzie sent apologies.</p>
2.	<p>Declaration and Conflicts of Interest</p> <p>SW advised the Board that he has worked closely with Rival Kit who are mentioned in the Performance update (item 10).</p>
3.	<p>Minutes of Previous Meeting</p> <p>Approved by the Board</p>
4.	<p>Safeguarding Investigation</p> <p>MS introduced Lindsay Booth, an independent investigator and safeguarding in sport specialist, to the meeting.</p>



	<p>An interim recommendation report drafted by Lindsay was previously circulated, outlining recommendations against current SR working practices, policies and procedures. Lindsay talked the Board through each recommendation.</p> <p>MC thanked Lindsay for the report and expressed that he would like to start working on all recommendations as soon as possible. Lindsay advised that she would liaise with MS and AC to ensure the report was ready to use in a final version.</p>
<p>5.</p>	<p>Strategic Planning Update</p> <p>AC previously circulated slides of the draft Strategic Plan to the Board and advised that she was seeking approval/feedback to proceed prior to formal discussions with sportscotland.</p> <p>Approved by the Board.</p> <p>AC also requested input from the Board in creating a Values statement. The Board advised that they were happy for AC to continue with this as long as the vision aligns with the organisation values.</p>
<p>6.</p>	<p>Agree Board AGM Business</p> <ul style="list-style-type: none"> a) Affiliation and Membership Fees 2022 – 23 Approved by the Board b) Notice of Meeting The Board agreed that Safeguarding and Anti-Doping should be included in the AGM business and AC confirmed that she would include this in her report. Approved by the Board. c) Approval of draft Statutory Accounts Approved by the Board
<p>7.</p>	<p>Finance Update</p> <p>AC presented slides to the Board.</p> <p>AC advised that they have been successful in applying for a Kickstart Scheme Grant which will allow them to recruit two new posts for 6 months – Digital Communications Assistant and Gym Instructor/Facilities Operative. AC confirmed that they have a plan in place to provide support and the relevant training for these roles.</p>



8.	<p>Other Matters</p> <p>a) Equality Update Paper previously circulated.</p> <p>SW provided an update to the Board outlining a few changes made to the Rowers for Change framework.</p> <p>It was highlighted that, although there have been changes made to the framework, nothing has been taken away from the original plan and the focus remains on extending reach and ensuring the health of not just the clubs but also the sport.</p> <p>MC thanked SW for the update.</p> <p>b) Anti-doping JG and LB provided an update to the Board and advised that they have both now attended the UKAD certification course and been accepted by UKAD as staff and Board lead.</p> <p>They provided key dates for the assurance framework –</p> <ul style="list-style-type: none">• Education and Strategy Plan submitted by 31st October 2021• All evidence uploaded to Clean Sport Hub by 31st December 2021• All governing bodies to be fully compliant by 1st April 2022 <p>LB advised that they already have an Education and Strategy Plan in place which needs approval from the Board prior to submitting at the end of October. It was agreed that this would be circulated to the Board early to mid-October and approved in writing.</p> <p>JG encouraged the Board to take advantage of the Board specific training available through UKAD and advised that he would keep them updated on future course dates.</p> <p>MC thanked JG and LB for their update.</p>
9.	<p>COO Update</p> <p>AC presented slides to the Board providing an update on various aspects of the business.</p> <p>The Board confirmed that they were happy with the overall direction of travel that AC and the staff team were taking.</p>



10.	Performance Update Paper previously circulated to the Board. LB talked the Board through the update and there was a discussion regarding the proposal of a partnership with Rival Kit to supply the Scotland Rowing Team kit, staff kit and any other kit requirements across the business for a 3 year period. CP advised that they would require more detail on the agreement prior to approving. LB confirmed that Rival Kit will be providing a written offer which he will share with the Board. MT expressed that it was refreshing to see the SR Performance Programme athletes attending the Firhill Youth Project. LB advised that they received positive feedback from the athletes who enjoyed the experience and would be keen to do again in the future.
11.	Coaching and Development Update Paper previously circulated. It was highlighted that clubs should be informed of the dates and event plan for the Indoor Championships and MS confirmed that he would arrange for the information to be circulated.
12.	Matters Arising See actions list.
13.	AOB MC thanked EM for her time on the Board as she prepares to step down at the AGM.