

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 15 OCTOBER 2018
CALEDONIA HOUSE, EDINBURGH

Present

Board Members

Vincent Bryson, Chair
Moirra Taylor, Director of Coaching
Pip Tucknott, Director of Performance
Kevin Pringle, Independent Director
Judith McCleary, Independent Director
Victoria Barby, Director of Communications

Non Board Members

Jennifer Griffin, Partnership Manager, **sportscotland**
Michael Mather, Chief Operating Officer
Alan Martin, Pathways Manager – Items 1-4
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Steph Clason (Finance Director) and Bob Provan (Board Member without Portfolio).

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

Vincent Bryson, Kevin Pringle and Judith McCleary noted that they were employed by other governing bodies. Alan Martin reported that he had taken up a Board position with Scottish Women's Football.

3. PATHWAYS MANAGER UPDATE

Pip Tucknott reported that the Squad weekend had gone well and that the relationships with Stirling University would need bedded in. Feedback from the Archers and Coaches was good. Alan Martin confirmed that the partnership with Stirling University was key and that they are not charging for the use of the facilities, although the next Squad will be held at Strathclyde University due to a graduation. Alan Martin confirmed that feedback forms had been completed and this will allow data to be collected for analysis. There are currently 14 squad members, of which 7 are juniors and 5 coaches. Future dates are 25 November; 16 December; 13 January to which Directors were invited.

Alan Martin confirmed that he is working on the Athlete Contract as some of the wording needs to be slightly amended. (*Action Alan Martin*)

The Performance pages of the website require to be updated and Alan Martin will start work on this. He also confirmed that there will be a full launch of the new Performance Squad on the website and social media. (*Action Alan Martin*)

There were questions about Commonwealth Games and athletes need to understand the

criteria for GB and Commonwealth Games representation should archery be included in the Games in 2022. Vincent Bryson noted that both he and the COO have been liaising with Archery GB on supporting any bid to get archery into the Birmingham games. Guidance on what events archers should be attending will be provided once we have received clarity on inclusion into the Games. Judith McCleary noted that in Curling they provide a parent/athlete handbook which has proved useful. Vincent Bryson agreed to speak to ArcheryGB regarding selection criteria when he meets with them in October. *(Action Vincent Bryson)*

Vincent Bryson reported that he and Alan Martin will be meeting with ArcheryGB on 29/30 October and any Director would be welcome to attend. Pip Tucknott indicated that he would be interested in attending.

There was a discussion on an Athlete Management System, with Kevin Pringle noting that they have one in Basketball, but it mainly used for sleep, nutrition etc but would liaise with Alan Martin on this. *(Action Kevin Pringle/Alan Martin)*

Alan Martin also suggested that a partnership with Stirling University on this may be worth looking into and other options such as Wakelet; sharepoint, One Eye; Coaches Eye were also discussed. Alan Martin agreed to look into these products. *(Action Alan Martin)*

3. APPROVAL OF MINUTES OF 27 AUGUST 2018

After one change it was agreed that the minutes of the meeting of 27 August 2018 were a true record.

4. MATTERS ARISING FROM THE MINUTES OF 27 AUGUST 2018 BUT NOT ON THE AGENDA

- a) Equality Questionnaire – Judith McCleary and Bob Provan agreed to discuss the membership survey as Scottish Curling had recently undergone the same process. *(Action Judith McCleary/Bob Provan)*
- b) Facebook – Victoria Barby noted that there was a closed Facebook Group; Judith McCleary noted caution about such groups and staff and Directors should be careful not to comment; Pip Tucknott suggested that a specific closed group would be a good vehicle for the Areas to use for engagement with Archers and Victoria Barby agreed to consider the best way of facilitating this. *(Action Victoria Barby)*
- c) Policies – Vincent Bryson confirmed that that the undernoted revised policies had been approved by the Board:
 - Financial Management Policy
 - Financial Reserves Policy
 - Delegated Authority Policy
 - Social Media Policy
 - Equality Policy
 - Anti-Bullying Policy
- d) PVG/Safeguarding- Michael Mather confirmed that the Child Protection and associated policies and procedures would be reviewed as an integral part of our overall Action Plan for achieving compliance with the Standards For Child Wellbeing and Protection In Sport.

- e) Selection Panel – Pip Tucknott confirmed that Mike Alexander from the Northern Area has agreed to be on the Selection Panel and the selection panel now has representatives from all three Areas.
- f) Junior Trophies – Alan Martin confirmed that he is liaising with Phyllis Pettett on the Junior Trophies. (*Action Alan Martin*)
- g) Safeguarding Job Description – Judith McCleary confirmed that she had provided the job description, however it was noted that there had been no nominations for the Director with responsibility for Safeguarding post.

5. CHAIR'S REPORT

- a) KPMG Audit – Vincent Bryson confirmed that the KPMG Audit took place on 10 October with all documents being provided in advance to KPMG. A Skills Matrix for the Board is required, and Michael Mather will be working on this. Michael Mather confirmed that KPMG seemed to be happy with the meeting and he would expect Scottish Archery to retain their Satisfactory with Comments rating.
- b) STAFAA – Vincent Bryson reported that he, Pip Tucknott, and Laura Baxter had met with representatives from STAFAA who were keen to engage in dialogue with Scottish Archery and understand the benefits of affiliation with Scottish Archery which Vincent Bryson noted as a positive move. It was noted that it was not a merger and the representatives from STAFAA were speaking to their clubs about this. Pip Tucknott noted that it is hoped that the Field and 3D pathways can be developed as a consequence of this positive engagement.

6. FINANCE

Alan Martin updated the Board on what was left in each of their budgets until the year end in March. It was noted that there may be an underspend in Performance due to there being no venue fees for the squads due to the partnership with Stirling University; there is a potential overspend in the staffing budget. It was agreed that Directors would indicate to Vincent Bryson whether they felt they would over or underspend the remainder of the budget. (*Action All*)

7. COMMONWEALTH GAMES AND COMMONWEALTH CHAMPIONSHIPS FOR EUROPE

Victoria Barby reported that there had been a meeting with English Archery regarding a bid for Archery to be included in Birmingham 2022. They aim to submit three bids – recurve only; recurve and para; recurve, para and compound; they have requested quotes from other home nations to be included with the bid to show that they are behind the bid and Victoria Barby has provided these.

Victoria Barby also noted that she is part of the working group on the Commonwealth Championships for Europe (previous Euronations) with the aim being to demonstrate that archery should be included in the Commonwealth Games. The aim will be to reduce the competition to every two years due to the costs involved and ensuring that it fits into the Commonwealth Games and Olympic cycles. England ran it last year, but it is hoped to run it 2019 to ensure that it fits into the cycle and a country may be needed to run it. Pip Tucknott noted that the format of the competition may change to reduce costs and have a better

pathway into the Commonwealth Game so there may be smaller teams. Sottish Archery has provided a note of support and Pip Tucknott agreed to put together a paper on the format and if Scotland could host the competition next year, for the Board to consider. (*Action Pip Tucknott*)

Kevin Pringle noted that Commonwealth Games Scotland have a £5K event fund which may be worth investigation and Michael Mather and Vincent Bryson agreed to follow this up. (*Action Michael Mather/Vincent Bryson*)

8. SUPPORTING A SCOTLAND LEG OF THE NATIONAL TOUR

Ged Laing had submitted a bid for Scotland to host a leg of the national tour, but this has been rejected. Michael Mather is contacting ArcheryGB to find out on what basis the bid was rejected, and it was agreed that Alan Martin would raise with ArcheryGB when he visits them in October. (*Action Alan Martin*)

9. APPROVAL OF POLICIES

Michael Mather circulated an updated Disciplinary Policy, and this was duly approved.

10. SAFEGUARDING UPDATE

Michael Mather had submitted a paper to the Board providing an update on Safeguarding and PVG issues.

11. COO Flash Report

Michael Mather distributed the COO Flash Report. Summary against Strategic Targets was noted as:

- Membership – 3008 – Target met.
- New Clubs – Target met
- Coaching – Performance coaching course March, L2 Feb
- Accessible Clubs – 11 clubs either working or on the radar to complete
- GDPR – Target met – no follow up to SAR
- Equality – Initial meetings held with Plan4Sport & attendance at CEO & Board Members Training (Michael Mather & Bob Provan) Working on survey
- Standards for Child Wellbeing – Initial score of 62% on self assessment against Standards- Action points being worked on with Anti-Bullying Framework and Policy now in place.
- Development Audit – COO and Pathways Manager hosted meeting with KPMG on 10/10. A few policies and documents to be provided to auditor, but 95% completion of requirements
- Board to complete self-assessment Governance Framework check
- Board to complete development audit outputs
- Board to complete Governance framework action points

12. RISK REGISTER

Vincent Bryson highlighted the concerns on the Risk Register regarding Safeguarding.

13. PERFORMANCE UPDATE

Pip Tucknott noted that he is having discussions regarding the 3D pathway. The Selection for the Indoor Championships will be done shortly with the selection committee adjudicating if there are any ties.

14. COACHING

Moira Taylor provided the undernoted update:

- a) Coaches Mailing List – reports from AGB CRM system are coming through although not on a regular basis. We have in the region of 105 coaches although there are some issues around PVGs which means that Coaches do not appear on the AGB list.
- b) Coach Educators – we currently in Scotland have 8 Coach Educators and 4 Course assessors.
- b) Coach Training – the L1 course in the North has 12 candidates and the assessment will take place on 9 December; the L1 course in the West also has 12 candidates and the assessment will take place on 25 November. A L1 course will start in the East on 1 December with assessment on 9 March. There are currently eight candidates for this course.

A new Level 2 course has been arranged starting in February 2019 and costs for the course need to be done and then the course advertised. A recent communication to Coaches asked for anyone interested in L2 to get in touch – only three people have come forward to date. Hopefully once the course is advertised this will increase the numbers.

- c) Coaching Committee – this meets via GoToMeeting approximately every six weeks. A newsletter was produced in September (and quarterly thereafter) to all Coaches.
- d) Coach Renewals – Many coaches are withdrawn from the AGB Coaches list as they fail to renew their licence. This is an issue that Moira Taylor would like the coaching committee to address.
- e) Soft Archery – We have undertaken 3 training days for soft archery for local authorities, active schools and young leaders totalling 66 people. One more is scheduled for November.
- f) Scottish Coaches Network Conference – the Conference took place at Inverclyde on 22/23 September with 29 coaches attending and feedback has been very positive. 71% of respondents said they would like the conference held annually.
- g) Performance and Coaching Group – we have held two meetings of the Performance and coaching Group.

15. ANNUAL GENERAL MEETING

Vincent Bryson noted that the AGM will take place on 24 November in Perth. Information had gone out to the membership on the AGM and nominations for Directors had been advertised. Unfortunately, there had been no nominations for the Director with responsibility for Safeguarding.

16. MEMBERS FORUM

Various topics had been received via the Facebook page and Alan Martin agreed to answer these. (*Action Alan Martin*)

There were two queries regarding membership fees and these will be looked at in relation to the AGM. (*Action Michael Mather*)

A query had been received regarding Scottish Records and this will be dealt with separately. (*Action Michael Mather*)

17. AOCB

- a) Sportscotland Review – Vincent Bryson noted that the review had been well received and there had been positive feedback from sportscotland who had been impressed with the turnaround in the organisation over the past few years.
- b) Annual Report – Directors were reminded to submit their contribution to the Annual Report. (*Action All*)

Date of Next Meeting:

19 November – GoToMeeting

24 November – AGM