

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 27 AUGUST 2018  
BY GOTOMEETING

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**  
Alan Martin, Pathways Manager  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

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

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

Vincent Bryson, Kevin Pringle and Judith McCleary noted that they were employed by other governing bodies.

3. APPROVAL OF MINUTES OF 25 JUNE 2018

It was agreed that the minutes of the meeting of 25 June 2018 were a true record.

4. MATTERS ARISING FROM THE MINUTES OF 25 JUNE 2018 BUT NOT ON THE AGENDA

- a) Para-Archers – Alan Martin reported that ArcheryGB currently don't have a para-Olympic programme as they are waiting to see what funding there is. The para-athletes are still involved in archery and are training in Scotland and there is also a junior para-archer coming through.
- b) SFAA/STAFFA– Vincent Bryson noted that he is working on arranging meetings with both SFAA/STAFFA. (*Action Vincent Bryson*)
- c) Risk Register – Vincent Bryson agreed to provide a link to the Risk Register for the new Directors. Vincent Bryson noted that he would be adding loss of key staff as a risk. (*Action Vincent Bryson*)

- d) Finance – Vincent Bryson reported that Karen Henderson is working on a Summary for the six months. He confirmed that the accounts had been submitted to Companies House in time for the 30 June deadline.
- e) Equality Policy – Bob Provan had circulated the draft Equality Policy to Scottish Disability Sport and it had also been circulated to Plan4Sport although no response had been received.
- f) Leadership Academy – it was noted that the bid for the Leadership Academy funding was not successful and Alan Martin had circulated the letter regarding this. Vincent Bryson agreed to liaise with Judith McCleary, Michael Mather and Laura Baxter on the funding.
- g) GDPR – Vincent Bryson confirmed that Scottish Archery had met the timescales and agreed to liaise with Moira Taylor regarding GDPR. (*Action Vincent Bryson/Moira Taylor*)
- h) Safeguarding – ArcheryGB have provided funding for Safeguarding and Jacqui Dunlop has now taken on this role.
- i) Coaching Conference – Moira Taylor attended the Coaching Conference, and also the Pride Glasgow Event. It was noted that good feedback had been received from the Glasgow Pride Event.
- j) 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*)
- k) Facebook – Victoria Barby suggested that the Facebook page be changed to a closed group, as Facebook had changed how newsfeeds are operated. Vincent Bryson and Victoria Barby agreed to discuss the implications. (*Action Vincent Bryson/Victoria Barby*)
- l) Backstops – Phyllis Pettett has bought some backstops, and these have gone to Argyll for testing and appear to be fine.

#### 4. CHAIR'S UPDATE

Vincent Bryson noted that a lot of his activity since the last meeting had been operational. There had also been engagement with Jennifer Griffin on the Strategic reviews. Kevin Pringle asked if there was enough support for the Strategic Review and it was agreed that Judith McCleary and Kevin Pringle would provide support on the metric information as independent directors to give a sense check. Vincent Bryson noted that he had also had support from sportscotland. Work is also being undertaken on Performance and it was agreed that Kevin Pringle would also support Alan Martin and Pip Tucknott on this.

The sportscotland Panel meeting takes place on 26 September and Michael Mather and Vincent Bryson will represent Scottish Archery. It was agreed that there would be a short Board update meeting on Friday, 28 September at 6.30 pm.

#### 5. JUDGES PROPOSALS

Bob Provan and Alan Martin had circulated a report. Work will be carried out with the Judging Liaison officer to establish how many events can be realistically held at UKRS and WA

level using our existing judges. Events will be identified for team selection, and when this is done a Scottish National Series will look to be formed using existing events on the calendar. Longer term work will be carried out to look at the judges qualification. It was agreed that a National series would be useful as it is not good when shoots are downgraded from a record status, although the number of events in the series would probably be about 3 outdoors. It was agreed that Bob Provan and Alan Martin would flesh out the report and Vincent Bryson would raise judging when he met with Archery GB in October.

It was agreed that Laura Baxter should also attend the ArcheryGB meeting as she was yet to meet their Development Staff. Alan Martin agreed to liaise with Laura Baxter on attending the meeting. *(Action Alan Martin)*

## 6. CUSTOMER COMMUNICATION MAPPING

Victoria Barby circulated a copy of the Scottish Archery Customer Experience Map which looked at the different stages of communication with various members and non-members of Scottish Archery. A rating is given for communication in different areas, and there are areas which Scottish Archery are doing well but it was agreed work needs to be done to ensure this keeps progressing. Kevin Pringle asked if the document had been sense checked with anyone in the Archery Community, and Victoria Barby noted that it was currently just her views. Vincent Bryson noted that it was an excellent document and very concise. It was agreed that Victoria Barby would meet with the Staff team to discuss the next steps. *(Action Michael Mather/Victoria Barby)*

## 7. RATIFICATION OF SCOTTISH ARCHERY POLICIES

The undernoted policies were circulated for approval:

Financial Management Policy  
 Financial Reserves Policy  
 Delegated Authority Policy  
 Social Media Policy  
 Equality Policy  
 Anti-Bullying Policy

It was agreed that Directors should confirm with Vincent Bryson that they approved the policies or provide comments by Monday, 3 September 2018.

## 8. FINANCES

In Steph Clason's absence Alan Martin had provided a budget update, including a projection of budgets for the next six and twelve months. It was noted that the Governance Budget was almost spent, but there may be some re-coding into operational areas and this will be discussed by the Chair, Michael Mather and Alan Martin. Alan Martin noted that he is liaising with Douglas Blyth regarding the Judges budget. It was noted that areas such as Coaching and Performance will have a bigger spend at the end of the year due to the Coaching Conference and the National Squads.

It was agreed that Directors would consider their remaining budget and inform Vincent Bryson if they have any large amounts of expenditure. *(Action All)*

## 9. COO FLASH REPORT

Alan Martin circulated the COO's Flash Report. The summary against strategic outcomes was noted as:

- Membership – 2941 – Still a few soft archery members to add.
- New Clubs – Target met
- Coaching – Performance coaching course potentially Jan/Feb
- Accessible Clubs – 11 clubs either working or on the radar to complete
- GDPR – Target met
- Equality – Workshops attended
- Safeguarding Standards – Action points being worked on
- Board to complete self-assessment Governance Framework check
- Board to complete development audit outputs
- Board to Governance framework action points

Vincent Bryson noted that he will be circulating correspondence about Board appraisals and Kevin Pringle agreed to share an on-line survey that does both Chair and Board Appraisals. *(Action Kevin Pringle/Vincent Bryson)*

One area of concern was noted as the Hardship Fund and Scottish Archery will continue to liaise with ArcheryGB on their stance on this.

## 10. SAFEGUARDING UPDATE

It was noted that Jacqui Dunlop has taken on responsibility for Safeguarding. She noted that Scottish Archery have met with Children 1<sup>st</sup> regarding the Safeguarding Standards and Scottish Archery is 62% compliant. An action plan has been produced and approved by Children 1<sup>st</sup> and this includes items such as producing an Anti-Bullying Policy, Jacqui Dunlop updating her training, providing packs for parents and juniors with information such as codes of conduct etc.

A large amount of PVGs are being processed and working within the current guidelines which Scottish Archery have previously been issued to Clubs all Coaches with will be PVG'd under Scottish Archery whilst all other regulated roles will be PVG'd under the Club using the secondary organisation route. Jacqui Dunlop and Michael Mather will liaise on this on his return from holiday as the current guidelines are due for an update. *(Action Jacqui Dunlop/Michael Mather)*

There was a discussion around Safeguarding and Victoria Barby agreed to produce a standard media response. *(Action Victoria Barby)*

## 11. PERFORMANCE UPDATE

Alan Martin circulated slides which outlined the Performance Programme. Pip Tucknott noted that things are moving slowly but they are moving in the right direction. Work is being carried out with ArcheryGB regarding accessing coaches for next year. Venues are also being considered for Squads. Bosses are currently being stored at Kilmarnock Outdoor Arena, however it is noted that the temperature of the facility made it unsuitable for Squad training. Alan Martin agreed to keep the Board updated with the proposed venue. *(Action Alan Martin)*

Victoria Barby noted that it was important that squad dates did not clash with other competitions. Pip Tucknott noted that these had been checked but there may be clashes with smaller events due to the number of these now on the calendar.

Moira Taylor noted that she will meeting with the Performance Team and noted the importance of the development opportunity for coaches.

Vincent Bryson noted that there had been issues with the kit and this is being worked on.

Pip Tucknott is working on the selection committee is being worked on with a representative from the North still to be appointed. (*Action Pip Tucknott*)

Pip Tucknott confirmed that there will be selection criteria published so that athletes can submit their applications, and this should be available by January.

## 12. MEMBERS' FORUM

- a) Masters Competitions – a request had been received regarding the promotion of Masters competitions and the incorporation of a Masters Championships into the Scottish Championships. It was agreed that there would be the promotion of Masters competitions.
- b) Junior Trophies – David Seez had submitted a query regarding the provision of Trophies for the Junior Championships. It was noted that the original trophies were missing and had been replaced with sub-standard trophies which had, in some cases, had the wrong inscriptions on them. It was agreed that an audit of the trophies would be carried out and Alan Martin would liaise with the Tournament Organisers Committee regarding this. (*Action Alan Martin*)

## 13. COACHING UPDATE

Moira Taylor provided the undernoted update:

### Coach Training Courses

Level 1 Courses: 1 course completed in Kilmarnock – 12 successful candidates (Director of Coaching acted as a Mentor for 2 candidates). 1 course scheduled in North Area starting on 16 September – 12 candidates. 1 course scheduled in West Area starting on 1 September with 12 candidates. 1 course scheduled in East Area starting on 1 December – still accepting candidates. Financial input has been offered to each area from Coaching budget.

- Level 2 course scheduled to begin in Armadale in February – not yet advertised.
- Coach Education programme in operation to ensure all new Course Tutors are supported by another Tutor to gain experience quickly. Support Tutor will be funded through the Coaching budget. This programme has been notified to AGB who support the programme fully.
- Assessors: we have a further 2 Assessors in Scotland which will ease the pressure of bringing other assessors from England.

### Coaching Conference

Conference is taking place in Inverclyde on 22 & 23 September – currently between 25 & 30 applicants. Good programme of Speakers has been scheduled.

### Coaching Committee:

Meetings held approx. every 6 weeks by Go to Meeting. Newsletter to Coaching network distributed approx. every 6-8 weeks – next one due September.

### Soft Archery:

- 7 Coaches have undergone training to deliver sessions in schools to teachers etc.
- Director Coaching has delivered 1 session in August & 2 Coaches are delivering in August & September with support from Director Coaching.
- Feedback from teachers etc is very encouraging as they see the potential for children using soft archery.

### SA Performance & Coaching Group:

This group consisting of Directors of Performance and Coaching Pathways Manager and CDO has been set up.

### Meetings etc:

- President of Disability Sport Fife to investigate progressing archery in Fife
- Director Coaching attended the two day UK Coaching conference in Edinburgh. Sportscotland offered two subsidised places to each NGB and 1 was taken up by Scottish Archery & funded through Coaching budget.
- Ongoing issues with PVG & Coach licences which are being worked on.

## 14. DIRECTORS REPORTS

It was agreed that the Directors Reporting would be looked at as part of the Chair's appraisal, as the reporting of targets was now done through the COO's Flash Report.

## 15. AOCB

- a) AGM – it was noted that bob Provan and Kevin Pringle are required to be ratified at the AGM. The Director for Coaching, Finance and Independent Director are due for election. It was noted that there is also a requirement for a Board member to have responsibility for Safeguarding and Vincent Bryson agreed to speak to Judith McCleary regarding a Job Description for this role. (*Action Vincent Bryson*)
- b) Sportscotland Awards – Jennifer Griffin noted that the sportscotland Officiating and Volunteer awards are now open with the closing date being Friday, 7 September. Victoria Barby agreed to publicise through the Scottish Archery media channels. (*Action Victoria Barby*)

Date of Future Meetings:

Monday 15 OCTOBER - FACE TO FACE – EAST  
Monday, 19 NOVEMBER – GO TO MEETING  
Saturday, 24 NOVEMBER AGM