

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 3 JUNE 2024
BY MICROSOFT TEAMS

Present

Board Members

John Nicholson, Co-opted Chair (JN)
Craig Lindsay, Finance Director (CL)
Gary Grieve, Director of Coaching and Development (GG)
Moira Taylor, Co-opted Director of Equality (MT)
Jules May, Director of Digital (JM)
Ainsley Ward, Co-opted Director
Angela Hunter, Co-opted Safeguarding Director (AH)

Non-Board Members

Lindsay-Anne Kendal, Company Secretary (LAK)
Lyndsay Noon, Chief Executive Officer (LN)
Jacqui Dunlop, Safeguarding and Operations Manager (JD)
Sarah Birrell, sportscotland Partnership Manager (SB)

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Angela Hunter was welcomed to the Board.

2. CONFLICT OF INTEREST

There were no conflicts of interest noted.

3. MINUTES OF MEETING OF 22 APRIL 2024 AND 26 APRIL 2024

It was proposed by MT and seconded by AW that the minutes of the meetings of 22 April 2024 and 26 April were a true record.

4. MATTERS ARISING FROM MINUTES OF 22 APRIL 2024

It was noted that all actions had been completed with the exception of:

- a) Brand Guidelines – LN reported that she is in discussions with Napier University regarding a placement who could support this work and will update at the next meeting. (*Action LN*)
- b) Review revised Complaints and Grievance Policy - JM agreed to co-ordinate a meeting with JN and LN to discuss. (*Action JM*)

5. CEO FLASH REPORT

LN circulated the CEO Flash report, the summary was noted as:

- Director of Safeguarding recruited and inducted. Welcome Angela Hunter.
- Recruitment for National Development Manager ongoing.

- Meet the Mentor session for new SportsScotland Moving to Inclusion Framework took place on 29th April. Moira Taylor will update.
- 4th meeting held with Strategic plan working group – developing key pillars for the strategy and values.
- U21 Open Mic session organised for 13th June
- 3 Focus Groups arranged to consult with members in more detail on the strategy: 6th June, Wed 12th June and Monday 17th June.
- Member engagement survey has concluded, and results analysed. This will feed into the development of the strategy.
- Working with Napier University to host Student Placement who will be starting with us on Tuesday 3rd June. The role will be to support with membership engagement report as part of strategy development, and support of additional programmes to gain oversight of SGB.
- Selection Policy review has been shared with the members involved in the process and wider via the Member newsletter.
- Attended Official Opening of High-Performance Centre in Lilleshall on Monday 22nd April. Connected with CEO and staff from UK Sport.
- Membership structure/fee working group convened and 2 meetings have taken place. Draft plan to be discussed with board.
- Contributed to AGB Competitions and Events Consultation process.
- Working with Ainsley to launch Home Nations Selection information.

JN asked for an update on the Membership Fee Working Group and LN noted that this would be tabled for the next Board meeting. (*Action LN*)

JN requested information about the AGB Competition Consultation. LN explained that she and Fiona Hirst had met with the consultant, as Fiona Hirst leads on competitions. LN agreed to circulate a brief summary to JM, JN and AW. (*Action LN*)

LN updated that work is ongoing to support Clubs with the affiliation process.

Work is ongoing with the Staff Handbook and JN asked if dates could be put against items. LN explained that due to staff shortage, there are other priorities at the moment. SportsScotland HR expert resource are supporting with the process.

LN reported that the recruitment is ongoing for the National Development Manager, with the position being readvertised and interviews to take place week commencing 23 June. GG, LN and a representative from sportsScotland will form the panel.

6. FINANCE UPDATE

Financial Reports were circulated. CL reported that income was budgeted for £74,000 but only £10,000 was received and this was due to sportsScotland investment being received in May rather than April, otherwise everything was on budget. There is a small variance on expenses which is to be expected. The biggest difference is on the CEO's salary as she is covering part of the vacant NDM position until an appointment has been made and this has been agreed with sportsScotland.

CL reported that the deadline for filing the accounts with Companies House is 31 December, and he will aim to get the paperwork to the Accountants mid-summer, with draft accounts being ready for the August Board meeting.

CL summarised that after making adjustments for the late income from sportscotland Scottish Archery were on budget for income, and costs were marginally up but there was nothing of concern. The finance sub-group will next meet in May and CL is happy with the cash forecasts.

7. MEMBERSHIP FEE WORKING GROUP UPDATE

LN reported that the second meeting of the Membership Working Group had been held and a report will be tabled at the next meeting with the aim of having a proposal to go to the AGM.

8. YOUTH DEVELOPMENT

An U21 Open mic session is being held on 13 June and this will look at how Scottish Archery engages with young people which is a key priority for the new strategy.

9. HOME NATIONS TEAM SELECTION

AW reported that team selection had been announced for the Home Nations and positive feedback had been received. Lessons were taken from the Selection Review and support was also given by Rikki Bingham. AW noted that there is a clear appeals process which is open and transparent.

10. STRATEGY UPDATE

LN updated that four meetings had been held with the Strategy Sub-Group, there had been a members survey and discussions with staff. A draft document was shared which will be used as the basis for discussion for the Focus Groups which are taking place. GG asked about the logo which was being used on the slides and SB noted that sportscotland have support available on this. LN explained work will be done on the Brand, hopefully with support from the Napier University Placement. It was agreed that the original branding should be used for Focus Group.

JN note that the strategy has five pillars and if it approved the Board will be restructured so that there are Directors responsible for each of the pillars. GG noted that the Board needs to be reflected of the current strategy and for future recruitment this should be considered as there is not an automatic marry-up on strategy, skills and experience. JN noted that a Board Away Day will be held later in the year and this will be on the agenda for consideration.

SB explained that once the Strategy is agreed a draft Strategy will be presented to sportscotland in October/November which is linked to investment. She noted that this should be draft as any investment decisions would not be made until February so she would encourage sports to have a Plan B in case investment was not as expected. JN confirmed that this would be taken on board and work will be done to get a strategy that the Board thinks is right, considering member feedback.

Thanks were expressed to AW, GG and LN for their work on the strategy.

11. EQUALITIES UPDATE

MT reported that there had been a couple of sub-group meetings, and LN and MT had met with mentors through sportscotland. LN has completed the self-diagnostic tool which will support the equality work. LN and MT will meet to put together an action plan which will be presented to the sub-group.

LN note that the new framework replaces the previous Equality Standard and it is about the practical implications and how equality runs through the sport. The Action Plan will be shared with the Board

12. DISCIPLINARY PROCESS FEEDBACK UPDATE

JM noted that he has yet to consider the Board feedback and will recirculate and get this done as soon as possible. LN noted that this version has not been shown to the solicitor as it was waiting on JM incorporating the Board feedback. (*Action JM*)

13. BOARD AWAY DAY

It was agreed that there would be a Board Away Day in August and LN agreed to circulate a doodle poll. (*Action LN*)

14. AGM

After some discussion it was agreed that the AGM would be held online. It was noted that it makes the AGM more inclusive as if it is online but it was recognised that that member recognition/awards is not possible. Consideration will be given over the next few months of how member achievements and awards could be recognised and there will be a review for subsequent years on how the AGM should be held.

It was agreed that the AGM motions would be a discussion topic for the away day. JD agreed to provide an update on Directors' terms of office and who was up for re-election. (*Action JD*)

JN agreed to contact Inspiring Scotland regarding Directors vacancies. (*Action JN*)

15. ATTENDANCE AT EVENTS

LN circulated a list of events where there would be opportunities for Directors to meet members and asked that Directors consider which events they could attend.

16. RISK REGISTER

LN has updated the risk register and agreed to issue to the Board. (*Action LN*)

She noted that it on the agenda for the Staff meetings and will be included as a standing Board agenda item.

17. SPORTSCOTLAND UPDATE

SB provided an update on the process for investment. In October/November Scottish Archery will be invited to present a draft four-year strategy at a strategic review meeting. An investment decision will be communicated at the end of February once sportscotland has its budget confirmed by the Scottish Government. She noted that governing bodies should have various version of their strategy to accommodate any investment changes. SB agreed to share the sportscotland document on how they invest in governing bodies. (*Action SB*)

sportscotland have appointed Maureen Campbell as their new Chair.

18 SAFEGUARDING UPDATE

LN reported that the Safeguarding Sub-Group will have its first meeting on 10 June and include ArcheryGB, LN, AH and JD. The new PVG requirements are being implemented and a support package will go to Clubs. Scottish Archery has now moved from Volunteer Scotland to Disclosure Scotland to process PVGS.

Scottish Archery has submitted a response to the PVG Consultation and encouraged clubs and members to do so, as the proposal is that there will no longer be free PVGs for volunteers. LN agreed to put this on the Risk Register. (*Action LN*)

LN also agreed to raise concerns about the removal of free PVGs with the CEO Group including consideration being given to writing MSPs and Councillors. (*Action LN*)

Scottish Archery will sign up to Globocol through the newly created Case Management Support Service which is being supported by Children 1st and sportscotland.

14 DECISIONS TO BE RATIFIED AT BOARD MEETING

LN reported that the Whistleblowing policy has been out to members for consultation. The recommendation is that the Board approve the Whistleblowing policy. JM noted he would like more time to consider it and it was agreed that this policy would be approved at the next meeting.

15 DIRECTOR UPDATES

Directors Updates were taken as read.

16. AOCB

- a) Disciplinary Appeal – JM noted that a member who was previously asked for and been given the option of an appeal being heard by an independent panel. After securing a panel, at a cost of £1,000, the member has decided they do not wish to have their appeal heard by an independent panel and withdrawn their consent for this. This means that the appeal will be held by Directors who have had no involvement in the case.
- b) Volunteer Week – LN expressed her thanks on behalf of the staff team and members, to all Directors who are volunteers, and all volunteers in our archery community.
- c) Companies House – LN noted that following the AGM Companies House will be updated with Directors, currently those who are co-opted will be required to stand at the AGM.

17. Date of Future Meetings

Monday, 26 August 2024

Monday, 14 October 2024

Saturday, 23 November 2024 – AGM

ACTION LOG

Name	Action	Date
LN	Brand Guidelines – liaise with Napier on potential placement who could support	Next Meeting
JM	Co-ordinate meeting with JN and LN to discuss revised Complaints and Grievance Policy	Next Meeting
LN/CL	Membership Fee Structure Recommendation	Next Meeting
LN	AGB Consultation – information to JM/JN/AW	Next Meeting
LN	Share Equality Action Plan with Board	Next Meeting
JM	Recirculate to Board and consider feedback of new Disciplinary Process	Next Meeting
JD	Produce list of Directors terms of Office	Next Meeting
JN	Contact Inspiring Scotland re Directors Vacancies	Next Meeting
LN	Circulate Risk Register to Board	ASAP
LN	Include loss of free PVGs on risk register	ASAP
LN	Raise loss of free PVGs with CEO Group	ASAP