

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 18 DECEMBER 2017
AT CALEDONIA HOUSE, EDINBURGH

Present

Board Members

Vincent Bryson, Chair
Moirra Taylor, Director of Coaching
Victoria Barby, Director of Communications
Pip Tucknott, Director of Performance
Steph Clason, Finance Director
Judith McCleary, Independent Director

Non Board Members

Michael Mather, Chief Operating Officer
Alan Martin Pathways Manager
Jennifer Griffin, sportscotland Partnership Manager
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting, noting a special welcome to Pip Tucknott and Judith McCleary on their first Board meeting since their appointment at the AGM.

The Chair reported that due to time commitments Douglas Blyth, Director of Participation, had resigned with immediate effect. Douglas Blyth was thanked for his contribution to the Board.

Vincent Bryson noted that there are three vacancies on the Board, and he had been approached by a staff member from another governing body expressing an interest to join the Board. He noted that it would be beneficial if more Scottish Archery members joined the Board and sought views on what the Board or he could do to encourage this. Michael Mather noted that according to the Articles there can only be four Independent Directors.

As Douglas Blyth also fulfilled the role of Company Secretary, Michael Mather and Vincent Bryson agreed to check the Articles and liaise on who would be appointed as Company Secretary. (*Action Vincent Bryson/Michael Mather*)

It was agreed that Alan Martin and Michael Mather would discuss who the JLO reported to. (*Action Alan Martin/Michael Mather*)

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

Judith McCleary noted that she is an employee of another Scottish Sports Governing Body, but had no conflicts of anything on the current agenda.

3. APPROVAL OF MINUTES OF 28 OCTOBER 2017

It was agreed that the minutes of the meeting of 28 October 2017 were a true record of the meeting held.

4. MATTERS ARISING FROM MINUTES OF 28 OCTOBER 2017 BUT NOT ON THE AGENDA

- a) Child Protection- Michael Mather confirmed that there has been no communication from Jamie Frail and this will continue to be pursued. (*Action Michael Mather/Vincent Bryson*)
- b) Junior Fun Shoot – It was noted that the competition will be re-run in the future and those who had entered previously would be given the opportunity to use their payment for the new competition.
- c) AGM Debrief – Vincent Bryson noted that the AGM had been held and been successful, although there was still some way to go regarding soft archery as this had not been passed at the AGM. Moira Taylor noted that she had attended a recent **sportscotland** networking meeting and the concept of soft archery had been well received by those attending and it was felt that the Board may need to be clearer with the membership on Soft Archery.
- d) Board Structure – Michael Mather agreed to update the organisation chart following the AGM. (*Action Michael Mather*)
- e) Budgets – Michael Mather confirmed that the budgets had now been signed off and were being worked to. Alan Martin and Michael Mather will be working with Directors to ensure that Directors are kept up to date with activity within their budgets. (*Action Michael Mather/Alan Martin*)
- f) ArcheryGB- Michael Mather reported that he had contacted ArcheryGB regarding subsidies for Judges attending events overseas but had yet to receive a reply. A business case for the funding of a child protection post had also been submitted to ArcheryGB and there had been no response to this. Michael Mather agreed to chase this up. (*Action Michael Mather*)

It was noted that the Business Case for the Coaching Acceleration initiative had not yet been submitted and Michael Mather agreed to submit this as a matter of urgency. (*Action Michael Mather*)

- g) Risk Register – Vincent Bryson confirmed that Volunteer Capacity had been added to the Risk Register.
- h) Equality – Michael Mather noted that there should be two Equality Champions on the Board and as Douglas Blyth had resigned from the Board this should be considered. Vincent Bryson confirmed that he would be willing to be an Equality Champion and consideration would be given by the other Board members if they would be willing to be an Equality Champion. (*Action All*)
- i) Newsletter – Victoria Barby agreed to circulate the next topics for the Newsletter and also check the statistics. (*Action Victoria Barby*)

5. FINANCES

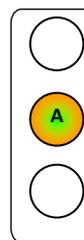
Steph Clason reported that Karen Henderson has offered assistance on the Staff salaries and expenses and new codes will be created.

The new Financial Year was approved at the AGM and Vincent Bryson agreed to check if this had been lodged with Companies House. (*Action Vincent Bryson*)

6. FLASH REPORT

The Pathways Manager provided a Flash Report on the current status of key strategic outcomes:

- Membership – 1589 – Currently doing analysis to see which clubs haven't renewed yet.
- (Clubs – 100) – not strategic but important
- Coaching – L2 started in September 2017
- Performance – Nathan McQueen still on Podium Potential, Brad Stewart selected for GB team. Matthew Wong in GB junior
- Area performance squad – East looking at business plan around funding for team events and training.
- 3 Lead Clubs and 5 Accessible – East Kilbride working towards becoming a lead club
- Board to complete self assessment Governance Framework check
- Board to complete development audit outputs
- Board to complete Governance framework action points



Alan Martin noted that 14 clubs have to re-join, and 20 clubs have less members than last year. He will be contacting these clubs to see what assistance Scottish Archery can provide to Clubs.

It was also noted that there is some disparity between numbers provided by Clubs on membership numbers and those in clubs which may cause issues with insurance

7. CHILD PROTECTION

a) Debrief on New Standards for Child Protection and Wellbeing

Alan Martin provided an update on the new Standards for Child Protection and Wellbeing which had been launched by Children 1st and **sportscotland**. He noted that the Standards will replace the current Child Protection MORs. There are eight standards with the focus being on putting the child at the centre of the standards. Vincent Bryson noted that Scottish Archery may have some work to do on this with the membership not being currently favourable to the Soft Archery initiatives. It was noted that Penicuik have a junior member on their committee and it was agreed that a bottom up, Club led approach may be beneficial, rather than having a Youth Archery Forum.

Moira Taylor will be issuing a newsletter to Coaching and agreed to include information on the new standards. (*Action Moira Taylor*)

The timeline for the roll out of the new standards was noted as:

4 January 2018 - New reporting tool distributed to Governing Bodies

End March 2018 – Governing bodies complete the mapping exercise and submit to Children 1st who will provide an action plan and arrange meetings with the Governing

bodies.

March 2019 – All Governing bodies must be compliant with the new standards.

It was noted that compliance with the standards will be a condition of investment by **sportscotland**.

- b) Future Child Protection Officer Requirements – Vincent Bryson noted that following the launch of the new Standards consideration would need to be given on the future Child Protection Officer requirements to ensure that Scottish Archery meets its legal and moral responsibilities. It was agreed that Michael Mather and Vincent Bryson would produce a paper for consideration by the Board. (*Action Michael Mather/Vincent Bryson*)

8. SPORTSCOTLAND UPDATE

Jennifer Griffin noted the high-level figures released by Scottish Government last week are positive for sport and **sportscotland** are pleased with this. The detail below the high-level budget position will not become available until the New Year. She noted that there is still a significant challenge with regards to the Lottery position and **sportscotland** are working towards a final budget position now the Scottish government draft budget has been announced. Jennifer Griffin will liaise with Michael Mather in late January to give an indicative figure for 2018-2019 if available. If not, she will arrange an alternative meeting with Michael Mather when the budget position has been confirmed.

Vincent Bryson noted that scenario planning should be carried out for any reduction in the investment from **sportscotland** and that he would work with Michael Mather and Alan Martin to produce this. (*Action Vincent Bryson/Michael Mather/Alan Martin*)

Jennifer Griffin noted that the investment paperwork has to be returned to **sportscotland** by 12 January and that the Panel Meeting is scheduled for 24 February.

Vincent Bryson asked if there would be any partnership manager coaching support for Scottish Archery. Jennifer Griffin noted that if there was a specific piece of work which Scottish Archery identified then she would be able to get some support.

Jennifer Griffin reported that a letter will be issued in May asking if Scottish Archery would like to attend a mid-term review in September or October and Vincent Bryson confirmed that Scottish Archery would like a review.

Jennifer Griffin noted that she had received a request from another governing body who are having issues with their British Body and wanted feedback from another governing body with similar issues. It was agreed the Jennifer Griffin could pass on Vincent Bryson's details. (*Action Jennifer Griffin*)

9. DISABILITY OFFICER

Moira Taylor noted that there was currently no Disability Officer within the organisation and there was a discussion on whether this position should be filled. It was noted that Alan Martin currently liaises with Scottish Disability Sport and is fulfilling this role, and the Disability Championships are run in the same way as any other Championship would be. If there were any issues relating to Disability Clubs, then the Club Development Officer would deal with this.

It was agreed that Victoria Barby would realise a statement which would give an update to the membership. (*Action Victoria Barby*)

Moira Taylor noted that the Disability Championships went well with the numbers good. Thanks were expressed to Alison Ross of East Kilbride Archery Club who had mentored St. Andrews University in organising the Championships.

10. 3D COMPETITION IN CONJUNCTION WITH ARCHERYGB

Victoria Barby reported that communication had been received from the ArcheryGB Field committee to run a 3D Competition and a Club have confirmed that they are keen to run one. It was agreed that Scottish Archery would be happy to support a 3D competition in Scotland.

11. PERFORMANCE UPDATE

Pip Tucknott reported that he is currently working with the Areas regarding Area Squads. Alan Martin noted that the survey seeking the views of the archers on what they require from squads is currently live and he agreed to circulate the results following the closing of the survey on Friday, 22 December. (*Action Alan Martin*)

12. COACHING UPDATE

Moira Taylor provided the undernoted update:

- Coaches Mailing List – this is ongoing with an updated list awaited from Archery GB as they have not produce a list since the summer. The CPO also has a coaching list and Moira Taylor is liaising with him to get a copy.
- PDA (Coach Educator Training) – there is currently 1 County Coach who has successfully completed his PDA. There are 9 tutors available to run courses, 4 in the West; 4 in the East and 1 in the Northern Area.
- A further meeting of the Coaching Committee was held on 11 December. Terms of reference are being drawn up.
- Moira Taylor has had two meetings with the Pathways Manager to discuss Coaching.
- Moira Taylor ran training sessions on Soft Archery for Lornshill Academy Alloa, Crieff High School and Bell Baxter High School in Cupar – disappointing turnout of only 6 in Crieff and Cupar. A further session is to be held in Cupar in 2018. She is seeking three coaches in each area to take over this training and will provide guidance to the Coaches who volunteer.
- Moira Taylor attended the Data Protection training run by sportscotland re the new procedures coming out.
- Moira Taylor attended a **sportscotland** networking day and a Coaching Scotland day facilitated by **sportscotland**.

- Held a Go to Meeting Call with Alan Martin and Hannah Bussey (AGB) to discuss coaching nationally.
- A newsletter for the Coaching Network will be sent out prior to the year end.
- AGB Coaching Plan 2017-2021 has been launched through their website:
<http://www.archerygb.org/wp-content/uploads/2017/12/Coaching-Plan-for-Archery-2017-21-Final.pdf>
- ArcheryGB are looking for clubs to host events for their workshops and Moira Taylor will be looking further info this.

13. AOCB

- a) Away Weekend – Vincent Bryson noted that quotes are being sought for the Weekend which will take place 20/21 January. The aim will be to revisit the Strategy and also to look at where Directors’ portfolios sit.
- b) Scotland Competing on a World Level – It was agreed that this was something which would be considered and would be discussed at Away Weekend. Victoria Barby noted that Scotland can compete at European Grand Prix events.
- c) Facebook Live – Victoria Barby asked if the Board would like to consider doing a Facebook Live Session. It was agreed that this would be worth considering for the AGM.

Jennifer Griffin noted that hosts are required for the sportscotland live Twitter “sportshour” and agreed to circulate the 2018 programme. (*Action Jennifer Griffin*)

- d) 2018 AGM – it was agreed that the date for the AGM would be 24 November and Jacqui Dunlop agreed to book the Dewars’ Centre. (*Action Jacqui Dunlop*)

Confirmation of Future Meeting Dates

20-21 January – Away Weekend