



Scottish Archery
Board Meeting
Held On
Monday 5th March 2018
AT CALEDONIA HOUSE, EDINBURGH
Meeting Notes

Present **Board Members**
Vincent Bryson, Chair
Moira Taylor, Director of Coaching
Victoria Barby, Director of Communications
Pip Tucknott, Director of Performance
Steph Clason, Director of Finance
Bob Provan, Co-Opted Board Member
Kevin Pringle, Co-Opted Independent Board Member

Non Board Members
Michael Mather, Chief Operating Officer
Jennifer Griffin, **sportscotland** Partnership Manager

1. WELCOME AND APOLOGIES

Apologies had been submitted by:

- Judith McCleary, Independent Director
- Jacqui Dunlop, Administrator

The Chair welcomed everyone to the 1st Board Meeting of 2018. He noted a special welcome to two new Board members who had been co-opted to the Board subsequent to the 2017 AGM in November: Bob Provan from Links Archers and Kevin Pringle who has joined the Board as an Independent Board Members. The Chair asked that Bob and Kevin be provided with dates and locations for Board Meetings for the rest of the year. (*Action: Michael Mather / Jacqui Dunlop*).

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

No conflicts of interest were recorded for any items on the Agenda for this Board Meeting.

3. APPROVAL OF MINUTES OF BOARD MEETING OF 18TH DECEMBER 2017

It was unanimously agreed that the minutes of the meeting of the 18th December 2017 were a true record of the meeting held.

4. MATTERS ARISING FROM MINUTES OF 18TH DECEMBER BUT NOT ON AGENDA

- a. Company Secretary: It was confirmed that Michael Mather is now undertaking the role of Company Secretary. Confirmed that Companies House has been advised on this and Michael Mather confirmed that all changes of Director, etc from the AGM have been advised to Companies House.



- b. JLO Budget: It was confirmed that the JLO Budget reporting to the Board will now be undertaken by Alan Martin, Pathways Manager. (The JLO retains day to day management of this budget)
- c. Child Protection/Safeguarding: This particular case has been escalated within Archery GB's Case Management Panel who have requested an update by mid March. (*Action: Michael Mather*)
- d. Board Structure: With the changes to the Board from the AGM plus the two co-opted Board Members the organisation structure chart requires another update (*Action: Michael Mather*)
- e. Budgets: It was agreed that there should be a 6 month review of all budgets against spend as at the end of March. It was also noted that with the end of Scottish Archery's financial year having now moved to the end of March 2019 there will be a further financial review at the end of September 2018 with this being available for the 2018 AGM in November.
- f. Archery GB – Support for Judges: Michael Mather noted that a response had been received from Archery GB advising that there is currently no financial support provided for Judges attending events overseas.
- g. Child Protection/Safeguarding Post: Michael Mather advised that there had been a tele-conference with Archery GB on this – no definitive conclusion achieved, but the CEO of Archery GB is meeting with the Scottish Archery Chair and COO later this week to further discuss this and other Business Cases submitted to Archery GB.
- h. Equality Champions: It was agreed that Bob Provan would take on the role of Equality Champion along with Victoria Barby on the Board. (*Michael Mather to provide Bob Provan with relevant Equality information*).
- i. Newsletter: Victoria Barby advised advised that it appears that only 56 members opened the most recent monthly Newsletter. Noted that this is a very disappointing level of engagement on this communication. She will try other options to encourage greater engagement with this communication channel.
- j. Disability Officer: Action completed.

5. 3D COMPETITION / FIELD ARCHERY

Discussions are ongoing on this matter. It was noted that there have also been some very broad discussions with members of the Scottish Field Archery Association.

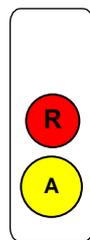
6. SOFT ARCHERY

It was confirmed that a date in June has now been set for a 'Soft Archery Championships' on Tuesday 5th June at a venue in Barrhead near Glasgow. Further information on this will be circulated as it becomes available. It is anticipated that participants from up to 4 Local Authorities will participate and we hope to have up to 30 targets for the event.

7. FLASH REPORT

Summary against Strategic Outcomes

- Membership – 1944 – Hope to have at least 300 members in place from Newton Mearns Scout Group within next month. Should also see an increase in membership at start of April as ½ year discount comes in
- (Clubs – 114) – based on data from Sport 80 [we have some concerns about robustness of data]
- Coaching – L2 started in September 2017 with Assessment in March 2018
- 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.
- Board to complete self assessment Governance Framework check
- Board to complete development audit outputs
- Board to complete Governance framework action points



Michael Mather noted key points on the Flash Report in relation to the challenges that are being encountered in relation to membership numbers. There is concern that some clubs are having difficulties in using the Sport 80 System effectively. This has been raised with Archery GB.

There are two projects being worked on just now that are absorbing a significant amount of the staff team time – GDPR and the introduction of the new 'Standards for **Child** e-Wellbeing and Protection in Sport', both of which have to be implemented within the next 3 months.

8. SPORTSCOTLAND UPDATE

Jennifer Griffin provided an update on the Scottish Archery application for funding for the forthcoming financial year (1st April 2018 – 31st March 2019). ***Due to the confidential nature of this update information will only be published once sportscotland have confirmed.***

It was confirmed that Scottish Archery will be having a 'mid point review' with **sportscotland** in October to report on progress in the 1st 50% of the 4 year cycle.

Jennifer Griffin reinforced the positive nature of the current relationship between Scottish Archery and **sportscotland**. Vincent Bryson noted thanks to Jennifer Griffin for her ongoing support and guidance.



9. SAFEGUARDING

There was some discussion on the importance of Safeguarding for Scottish Archery and, taking cognisance of the recommendations published in the 'Standards for Child Wellbeing and Protection in Sport', it was recognised that Scottish Archery may have to professionalise this area. It was agreed that as there is still a vacancy on the Scottish Archery Board that consideration should be given to recruiting a further Board Member who would have specific Safeguarding responsibility. (*Action: Michael Mather and Vincent Bryson*).

10. AGM AND SUCCESSION PLANNING

It was noted that for both Vincent Bryson and Steph Clason, their 1st 3 year term as Directors concludes at the 2018 although there is the opportunity for both to be re-elected to the Board for a further 3 year term should they wish to do so.

Similarly, Victoria Barby will have served 2 x 3 year terms as a Director by the 2019 AGM and must step off the Board at that time.

Consideration will therefore have to be given on how best to plan succession planning for these and other Board roles over the coming few months.

11. FINANCIAL REVIEW

It was agreed that Vincent Bryson and Steph Clason would undertake a broad financial review over the next couple of months (*Action: Vincent Bryson and Steph Clason*)

12. CHIEF OPERATING OFFICER ROLE

(Michael Mather left the meeting for the period of discussion on this topic). the Board discussed future staffing from April 2019

13. AOCB

- a. Scottish Rankings: There was some discussion around the new Rankings Document published by Archery GB. It was generally agreed that Scottish Archery should align with this as much as is practical. John Nott of Archery GB is coming to Scotland on the 11th March to present on the new Archery GB Competitions Pathway and it is believed that there will be a discussion on Rankings at this event.
- b. PVG / Safeguarding: Moira Taylor, Director of Coaching, advised that Coach Renewals are now being handled by the Coaching Committee – details of this can be found on the Scottish Archery website. Following what is regarded as 'best practice' coaches will also be required to attend a Child Protection Refresher Course at least every three years – although this will not be aligned to their Coaching Renewals. This will be incorporated into our revised PVG / Safeguarding Policies once Scottish Archery have completed the required Self Assessment exercise relating to the new Standards for Safeguarding and Protection of Children in Sport. (*Action: Michael Mather*)

Date of next Board Meeting: Monday 16th April (By Go To Meeting).



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