

## Board Meeting - Minutes

<b>Date:</b>	<b>29 January 2018</b>
<b>Time:</b>	<b>18:30</b>
<b>Venue:</b>	<b>Tennis Centre Meeting Room, University of Stirling</b>

<b>Attendees</b>	<b>Initials</b>
Dougie Cameron - Chair	DC
Gavin Calder - President	GC
Duncan Macrae - Finance	DM
Lynne Lauder - Events	LL
Justine Allen - Coaching & Development	JA

<b>Attendees</b>	<b>Initials</b>
Jill McIntyre - Welfare	JMc
Penny Rother - Age Group	PR
Jane Moncrieff - CEO	JM
Pamela Sneddon - Operations Manager	PS
Calum Reid - Development Manager	CR

<b>Apologies</b>	<b>Initials</b>
Tony Stanger - Performance	TS

<b>Apologies</b>	<b>Initials</b>
Jennifer Griffin - SS Partnership Manager	JG

<b>Agenda Item</b>	<b>Topic</b>	<b>Action</b>
Item 1	<b>Welcome and Apologies</b> The board were welcomed to the meeting and the above apologies were noted.	
Item 2	<b>Minutes from the Last Meeting, Action Review and Matters Arising</b> The minutes from the last meeting on 4 December 2017 were previously distributed to the board. The minutes were approved and no matters arose.  Actions: - The board handbook will be brought to the March board meeting for approval - The GDPR has been added to the risk register with an amber rating - sportscotland confirmed that there were no changes to legislation that would affect the Anti-Bribery and Corruption Policy.	<b>JM / JMc</b>
Item 3	<b>Conflicts of Interest</b> There were no additional conflicts of interest noted.	
Item 4	<b>Risk Register</b> The risk register sits in the 'Board Information Shared' folder on Dropbox which the board all have access to.  The board went through the red items on the risk register and the following changes arose: - The item on complaints should be changed to Probability 2, Impact 3 to make it amber.	

	<p>- The item on child protection should be change to Probability 3, Impact 5 to ensure that this is the most important item on the risk register.</p> <p>The risk register should be revisited to ensure that the layout and scoring is as up to date as possible.</p>	DC / JM
Item 5	<p><b>Children and Young People - Development Update</b></p> <p>Calum Reid, Development Manager, joined the meeting to update the board on development within youth participation. Calum highlighted that this is only one area that falls under development.</p> <p>Kids school participation events are run during school time, with schools bringing the children to the event and the event providing all equipment. 2017 saw 5427 children take part.</p> <p>Partnership with local authorities is vital for these events to keep the costs to a minimum and free facility hire is essential. Engagement in the sport continues most prominently in area where there is a Development Officer with a triathlon remit.</p> <p>In the past, Triathlon Scotland was able to contribute £500 to each event, which usually took the form of bike hire (normally 30 bikes). With funding from CashBack, Triathlon Scotland has now been able to purchase bikes and has 35 bikes and some scooters to use at events. Triathlon Scotland gives the events free hire of these for 1 day, but any subsequent days are charged and this money goes toward repair and maintenance of the bikes.</p> <p>The reasons why Triathlon Scotland is involved in these events include; valued partnerships with local authorities and exposure of our sport. Importantly, these events are also very inspirational to the children. They are participation events with no competition other than with yourself and the children seem to respond very well to these.</p> <p>Triathlon Scotland has partnered with Welsh Triathlon and Castle Triathlon to create a schools resource pack which includes activities for pre and post participation event. To ensure use of the resource, Triathlon Scotland will send the pack to schools where the teachers have indicated they would like it and then the Development Officers will take it with them when visiting other schools. The pack will also be available for download from our website.</p> <p>Three activator awards have been developed; community, open water and youth. The community activator sits below a coach but is still of great value and they can help plan and lead a route. The open water activator helps by being an on shore spotter, for example, and is essentially there to help keep a session safe. The youth activators can lead a coached session, but must be supervised by an adult who doesn't necessarily need to be a coach, but could be a teacher or other responsible person. Triathlon Scotland's development team has been out delivering youth activator courses which help young people gain confidence to lead triathlon coaching sessions.</p>	
Item 6	<p><b>Finance and Budget Report</b></p> <p>The budget reports and associated notes have previously been distributed to the board.</p> <p>The finances are all on track with the agreed budget.</p> <p>The draft budget for 2017/2018 will be ready for 26 February 2018. However, sportscotland will not have confirmed their investment by then. The budget will be presented for approval</p>	

	<p>at the board meeting in March 2018.</p> <p>The remuneration committee will consist of DC, DM, GC and JM. JM to provide PS with timeline and Doodle Poll to be circulated to set up a call.</p>	JM / PS
Item 7	<p><b>BTF Planning Strategy Update</b></p> <p>BTF Board Meeting Update:  <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <ul style="list-style-type: none"> <li>- BTF are looking to use the last co-opted position on their board to recruit a Commercial Director. The Scottish board agreed with this and DC will feedback to BTF.</li> </ul> <p>BTF Planning Strategy:  The day started with what the strategy would be about and it was agreed that it should be about triathlon in the UK. The slides from the day will be available in the 'Board Information Shared' Dropbox folder. The next stage of the BTF should be available soon after the staff strategy meeting on 1 February and Triathlon Scotland would have a draft plan which will be useful for the TS planning day with Board and senior staff on 15<sup>th</sup> April.</p>	PS
Item 8	<p><b>Triathlon Scotland Planning Day</b></p> <p>The planning day is organised for 15 April 2018. The BTF plan will help to share Triathlon Scotland's thinking, but Triathlon Scotland should not feel constrained by this.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>- A facilitator needs to be found.</li> <li>- Pre-planning work needs to be completed</li> </ul>	JM JM
Item 9	<p><b>Commercial Director Discussion</b></p> <p>A draft Commercial Director job spec was previously distributed to the board.</p> <p>It was proposed that the vacancy on the Triathlon Scotland board should be filled with a Commercial Director rather than replace the Communications and Marketing Director and the board agreed with this. The appointment of a Commercial Director would help protect the business going forward in a climate where funding may be cut. The focus needs to be on membership as sponsors are interested in the size of membership.</p> <p>The advert will go out as soon as it is ready and will stay open until the right person is found.</p>	DM / JM
Item 10	<p><b>Child Protection Update</b></p> <p>A child protection report was tabled at the meeting and was written to update the board on the ongoing child protection review.</p> <p>The progress with the consultants and the review is all very positive. Schools and other sports are using the GIFREC (Getting it right for every child) approach and Triathlon Scotland is changing to this so that there is consistency in language for children. This approach goes beyond child protection and is about the wellbeing of all taking part in the sport and allowing their voices to be heard, which is in the new Standards for Child Wellbeing and Protection in Sport.</p>	

	<p>Work still to be completed:</p> <ul style="list-style-type: none"> <li>- Triathlon Scotland policies need to be updated to ensure they are consistent and up to date with the new standards.</li> <li>- Best mechanisms for getting the policy out to clubs needs to be thought about.</li> <li>- Triathlon Scotland website needs to be organised to ensure it is as user friendly as possible and accessible to all who wish to use it.</li> </ul>	
Item 11	<p><b>CEO Report</b></p> <p>The CEO report was previously distributed to the board.</p> <p>Triathlon Scotland has met the sportscotland target for club membership in 2016/2017 and it is likely that the 2017/2018 target will also be met. The internal target of 20% increase is unrealistic and has not been met. The target has been reset to a more realistic 12%.</p> <p>CWG 2018 reserves will be selected at the Portugal camp in February 2018.</p> <p>The board will be asked to complete a board review self-assessment which will allow board members to self-reflect and identify areas for training. The self-assessment will be circulated and discussed at the next meeting where an action plan will be drawn up. PS to send previous review to DC.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	PS
Item 12	<p><b>Glasgow 2018 European Championships Update</b></p> <p>The participation event on 12 August 2018 has been signed off by the Glasgow 2018 board. There will also be a novice and sprint event running on the same day.</p> <p>The Glasgow 2018 board have no significant concerns about the triathlon events and JM and Andy Salmon, BTF CEO, now sit on the Glasgow 2018 triathlon working group.</p>	
Item 13	<p><b>Annual Planner</b></p> <p>The board were previously distributed the timeline of events for 2018 and asked to send PS a list of the events they wished to attend.</p>	ALL
Item 14	<p><b>AOB</b></p> <p>Age Group:</p> <ul style="list-style-type: none"> <li>- PR to speak with Susie Benson, Coach Development Manager, about the possibility of talking about Age Group at the member training days and also the possibility of having an specific Age Group training day for those who have qualified.</li> </ul> <p>Child Participation Impact:</p> <ul style="list-style-type: none"> <li>- discussion should take place on how to measure the impact of the school participation events.</li> </ul> <p>Policies:</p> <ul style="list-style-type: none"> <li>- The board agreed to sign-off the Maternity and Anti-Bribery and Corruption policies.</li> </ul>	PR