

Board Meeting – Minutes

Date:	2 February 2023
Time:	18:30
Venue:	Virtual
Attendees:	Gavin Calder, Dougie Cameron, Rebecca Trengove, Rob Mitchell, Terrence Teixeira, Pamela Sneddon, Louise Wright, Penny Rother, Jim Lockhart
Apologies:	Sandy Hodge

Item	Minute	Deadline	Action
1	Welcome and Apologies Dougie welcomed all to the meeting. The above apologies were noted.		
2	Minutes from Last Meeting, Action Review and Matters Arising The minutes and actions from the last meeting were previously distributed to the board. There were no matters arising.		
3	Conflicts of Interest No additional conflicts of interest		
4	Risk Register The risk register will go to the audit and risk committee once the TOR has been approved.		
5	Board Paper Approval <ul style="list-style-type: none"> - Nominations Committee TOR - Audit & Risk Committee TOR <p>The TORs were previously distributed to the board for comments and feedback. JL had a change to the specific wording 'audit' – to be sent to LW and PS. GC should be the Chair of the Nominations Committee. Once this has been changed the TORs are approved.</p>		JL
6	BTF Board Update Light agenda at the last meeting at the weekend. Main topics for discussion were the British Triathlon strategy, planning for the coming year and home nation collaboration. BTF executive team are working on their score card for the future. They are also working on adding sport integrity and digital transformation to their strategy. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i>		
7	Clean Sport Report The report was previously distributed to the board. Triathlon Scotland is on track to fulfilling all goals. British Triathlon are looking to hold an online clean sport workshop ahead of each Age Group Championships. The more we promote the message the better, especially around the pitfalls. Triathlon Scotland has no way to know how many Scottish members get tested as all Age Group and Elite figures are combined. Newsletter and social media should be planned throughout the year to communicate the Clean Sport message. UKAD are keen to set up some sessions with Triathlon Scotland, but this may be more appropriate through sportscotland. The board approved the anti-doping paper.		PS

8	<p>Welfare and Safeguarding Update</p> <p>Working group looking at safeguarding following the Whyte report. Good progress has been made on the recommended changes.</p> <p>First meeting of the Safeguarding Directors from NGBs will be this month. This has been led by Children's 1st.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>		
9	<p>CEO Report</p> <p>Recruitment – <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i>, interview 10th Feb 2023. New Office Administrator that will start on 13 February 2023. Marc Austin has started as NTC Support and Next Generation Coach, and will work with Crawford. Academy Coach role has been filled by Kev MacArthur, Morven will return on 27 February as Marketing and Communications Manager, Alicia Deans will continue as Events Manager. Paratriathlon Lead recruitment is still ongoing.</p> <p>Performance Pathway – Mike Cavedndish, Cathy Gallagher and LW reviewed strategic partnership objectives. Culture was front and centre of discussions. Awaiting feedback from CG. Agreed launch of centre on 17 March 2023.</p> <p>Participation – National Conference is being planned, 4 applicants for the event grant, events in 2022 there was 55% of event run in 2019.</p> <p>sportscotland– investment meeting on 8 March 2023, LW pulling together information for annual tracker and annual return. Board appraisals need to be completed by 31 March 2023 as this is a key component of the annual tracker and annual return.</p> <p>Policy Tracker – pulling together annual plan to review and update policies.</p> <p>Strategy Update – overview of key pillars to be compiled. This should be put on the agenda for the March board meeting. TT and LW to catch up with Paul McGreal and Richard Pearson on the major events strategy.</p>		LW
10	<p>EDI</p> <p>LW working with Chris Gibbons. sportscotland haven't launched the new equality framework, so looking to see what this looks like. Chris Gibbons will run the full staff and board equality training.</p>		
11	<p>Finance Report</p> <p>The report was previously distributed to the board. Numbers complete up to December 2022. Planning what activity to run over the next few months to use the money wisely. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>JL looking to plan budgets over the next couple of months.</p> <p>Triathlon Scotland is in a good financial position.</p> <p>JL had spoken with a couple of firms he feels may be interest in the accountancy tender.</p>		
12	<p>Membership Update</p> <p>LW presented 3 options for the proposed membership moving forward.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Clearer rationale was required, backed up with evidence, of why the three proposals.</p> <p>Overview of price points and presentation to be sent to the board. Each person should send questions on the proposals to LW and PS.</p>		

13	<p>Board Update</p> <p>Board Away Days – 4 March 2023 with overnight. GC and RM may be able to attend virtually for parts of the day. Main topics of discussion: board ways of working, board matrix, appraisals, board evaluation, and training.</p> <p>Come together with the whole staff team on the Saturday evening. LW to look at options for food and overnight accommodation for the staff.</p>		
14	<p>AOB</p> <p>Sustainability Board Representative - good progress has been made on sustainability strategy.</p> <p>RM has been approached by someone looking to join the board. The nominations committee will look at this to ensure that there is full transparency and equality on recruiting.</p> <p>Board need to discuss what additional skills are needed on the board and look to recruit into these roles.</p> <p>Board strategy needs to be looked at, plus succession planning for Board members.</p> <p>The Board extend their thanks to Sandy Hodge for all he has done for Triathlon Scotland and wish him well in his new role.</p>		

Date of next meeting: 30 March 2023