

## Board Meeting - Minutes

Date:	27 January 2020
Time:	18:30
Venue:	Airthrey Castle, University of Stirling

Attendees	Initials
Dougie Cameron - Chair	DC
Jane Moncrieff - CEO	JM
Duncan Macrae - Finance	DM
Lynne Lauder - Events	LL
Rebecca Trengove - Welfare	RT
Gavin Calder - President	GC

Attendees	Initials
Louise Wright - Performance (dialled in)	LW
Penny Rother - Age Group	PR
Rob Mitchell - Commercial (dialled in)	RM
Pamela Sneddon - Operations Manager	PS
Sandy Hodge - SS Partnership Manager	SH

Apologies	Initials

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Agenda Item	Topic	Action
Item 1	<b>Welcome &amp; apologies</b> Dougie welcomed all to the meeting. There were no apologies.	
Item 2	<b>Minutes from last meeting, action review &amp; matters arising</b> The minutes from the last meeting and actions were previously distributed to the Board. No matters arose from the last minutes.	
Item 3	<b>Conflicts of interest</b> No additional conflicts of interest were noted.	
Item 4	<b>Risk register</b> No additional risks were added to the risk register.	
Item 5	<b>Finance report &amp; budget</b> The finance report and budget were previously distributed to the Board.	

	<p>Three key things to mention: coaching shortfall, membership performance, insurance situation.</p> <p>TS has completed some significant work on improving the coaching budget which DM has seen. This gives a more realistic picture of our coaching finances. Although the coaching budget normally gives us a profit, it is now sitting at a breakeven position. The board want to thank the staff for working on getting the coaching finances into a better position.</p> <p>Membership income is up by about £7k - this includes membership and club affiliation. There will be some saving in expenditure as TS won't be purchasing a membership gift out of this financial year.</p> <p>Insurance costs have increased quite considerably and there will be an additional unbudgeted £5k to pay out of this financial year. The scheme is an 18 month scheme which will take insurance cover to 31 March 2021. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>The current shortfall for the year is currently looking at about £14k.</p> <p>Senior managers will have their first draft of their 2020/20201 budgets ready for the end of February 2020. Investment return for sportscotland needs to be submitted by 4 February 2020.</p>	
Item 6 & 7	<p><b>Performance &amp; Coaching Review - presentation &amp; discussion</b></p> <p>SH presented his work on the coaching and performance reviews. SH was using this presentation to assure the board of the process that's been gone through rather than give an outcome, although there were a few recommendations presented.</p> <p><i>Performance Review</i></p> <p>Feedback from staff, support staff and athletes about the need for the review was very positive. Everyone that fed in was very open, honest and constructive and the conversations were very robust. The process of how the review was structured was shown.</p> <p>The full performance report and supporting document is very lengthy, but these have been reduced to 3 individual summaries. The proposed feedback and timeline for the next steps was presented.</p> <p>Board feedback on performance review:</p> <ul style="list-style-type: none"> <li>• The board suggested that more athletes and parents should be invited to feedback.</li> <li>• Both staff and athletes should be part of the consultation on how to move things forward.</li> <li>• The athletes should be held to account more and if they wish to criticise then they should be willing to be part of the solution too and perhaps this should be written into some sort of athlete's code of conduct.</li> </ul> <p><i>Coaching Review</i></p> <p>Development and performance staff, tutor workforce and British Triathlon have all be asked to feed into the coaching review. SH looked at the workforce principles that sportscotland</p>	

	<p>have produced to help structure the review. These principles give a very holistic approach. SH highlighted gaps and areas that needed improvement.</p> <p>As British Triathlon is also looking at completing a review, SH will give them a draft of the TS strategy and ask them to feed into it. Vision, mission, objective, strategies and tactics all make up the review. SH has made suggests for objectives, strategies and tactics but these will ultimately be decided by the staff. SH has also given suggestions on how to fill the Coach Development Manager position and showed the board a 'coaching blueprint' of an ideal situation.</p> <p>Board feedback on coaching review:</p> <ul style="list-style-type: none"> <li>- Head coaches from affiliated clubs should be consulted.</li> </ul>	
Item 8	<p><b>Staffing updates &amp; recommendations</b></p> <p>JM will create a one-pager on the event post and will circulate to the board.</p> <p>It was proposed that the Event and Marketing Manager role would be removed and a new post of Event Engagement Manager created. Sean Martin, Communications Officer, is very proactive and is great at his job. The Event Engagement Manager would manage the Communications Officer. It was proposed that Morven Bruce, Event and Volunteer Officer, should be promoted into the role of Event Engagement Manager and TS go out to advert for a part-time Event Officer. The board felt that the managing the event permits needs to be reviewed as it's grown into a huge job in the last few years. French Duncan HR have confirmed that TS can legally promote without having to job match. The board agreed to promote Morven Bruce into the role of Event Engagement Manager. Morven Bruce has the confidence of the board.</p>	JM
Item 9	<p><b>CEO report</b></p> <p>The CEO report was previously distributed to the Board. No questions arose on the CEO report.</p> <p>JM was at a strategic membership planning day and will feedback to the board once the minutes of the meeting have been distributed.</p>	
Item 10	<p><b>Board update</b></p> <p>JM informed the board that she has tendered her resignation and plans to leave at the end of April 2020. JM felt that as she's been in the role 10 years it was now time to move on and time for the organisation to have a new leader. The board thanked JM for her contribution to the job and for making such a difference in the sport.</p> <p>The SMT have been informed and the other staff and key stakeholder will be informed before a statement goes out tomorrow.</p>	
Item 11	<p><b>Strategic planning day</b></p> <p>The board felt that it was valuable to have a day when the staff and board could get together.</p> <p>A new Doodle poll will be circulated to try and get a date together.</p>	PS

Item 12	<p><b>Policies - approval</b></p> <p>The policies that required review were previously distributed to the board. The board approved the following policies:</p> <ul style="list-style-type: none"><li>- Data Protection policy</li><li>- Expenses policy</li><li>- Health &amp; Safety policy</li><li>- Maternity policy</li><li>- Risk Management Strategy</li></ul>	
Item 13	<p><b>AOB</b></p> <p>Update on disciplinary was given. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	

Date of next meeting: 23 March 2020 (virtual)