

## Board Meeting - Minutes

<b>Date:</b>	<b>28 May 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
Jane Moncrieff - CEO	JM
Gavin Calder - President	GC
Tony Stanger - Performance	TS

<b>Attendees</b>	<b>Initials</b>
Penny Rother - Age Group	PR
Pamela Sneddon - Operations Manager	PS
Fiona Lothian - Head of Performance	FL

<b>Apologies</b>	<b>Initials</b>
Jill McIntyre - Welfare	JMc
Duncan Macrae - Finance	DM
Lynne Lauder - Events	LL

<b>Apologies</b>	<b>Initials</b>
Justine Allen - Coaching & Development	JA
Jennifer Griffin - SS Partnership Manager	JG

<b>Agenda Item</b>	<b>Topic</b>	<b>Action</b>
Item 1	<b>Welcome and Apologies</b> All were welcomed to the meeting and the above apologies were noted.	
Item 2	<b>Minutes from Last Meeting, Action Review and Matters Arising</b> The minutes and actions from the last meeting were previously distributed. The minutes from the last meeting were approved. In addition to the comments on the actions' document the risk register will remain in its current format.	
Item 3	<b>Conflicts of Interest</b> There were no additional conflicts of interest noted.	
Item 4	<b>Risk Register</b> There were no changes to the risk register.	

Item 5	<p><b>Performance Review</b></p> <p>Fiona Lothian joined the board meeting to give an update of the last few months and the rest of the season ahead.</p> <p>CWG was a success, especially with the bronze medal won by Marc Austin. It was good to see all athletes together as they are not all coached by Triathlon Scotland and also to have Ewan Stirling there as Karen Darke's coach.</p> <p>The centre has delivered consistently despite the disruptions of the university coach leaving and Bex Milnes being away at CWG. This year there have been no stress injuries, but there have been a couple of cycling accidents and the return to sport plans have worked well. Improvement is needed to support WCPP athletes and the protocol for race feedback.</p> <p>The joint home nation camps have been running well, and all camps are delivered in line with the BTF pillars. The use of TrainingPeaks to record training is also working well. There is currently a strong youth female team and the number of athletes on roll down lists has increased this year.</p> <p>Triathlon Scotland would like to better develop club coaches, improve the performance assessments and parent education and support, further develop the athlete tracker and develop more female coaches.</p> <p>Looking ahead, the partnership agreement with the University of Stirling is nearing completion and the administration of winning students and scholarship funding is going back to the University to administer. Over the next three months, amongst other things, the performance team will be looking to pull together the strategic plan, conduct the annual performance reviews, update policies and procedures and work to put in a new coach development plan for the performance coaches.</p> <p>Over the next four years, Triathlon Scotland would like to achieve 1 medal at the Tokyo Olympics/Paralympics, 1 medal at CWG, have 20% of the GB team made up of Scots and have 2 athletes on the GB Paratriathlon pathway. Triathlon Scotland would also like to see the Stirling centre have full BTF performance status and have the performance pathway full. Triathlon Scotland will also be focusing on the culture and environment of the BTF World Class Programme and engagement with senior athletes.</p>	
Item 6	<p><b>Finance Report</b></p> <p>The budget reports were previously distributed to the board.</p> <p>Due to the timing of closing the year end in Sage, there are no notes to go with the budget reports. There has been only one month of transactions put through Sage in the current financial year and there is nothing of concern.</p>	
Item 7	<p><b>Child Protection &amp; Wellbeing update</b></p> <p>A project plan for the delivery of the child protection outcomes has been created. Triathlon Scotland is now looking to hire someone to implement this plan.</p> <p>sportscotland have released a list of masterclasses for the standards for child wellbeing and protection in sport. All board members should aim to attend one of the sessions on 'Leadership</p>	

## Board Meeting - Minutes

	<p>and Accountability in Safeguarding Children in Sport'. Board to email JM with the session they can attend.</p> <p>Triathlon Scotland will be endorsing the new standards.</p> <p>The PVG review is ongoing and the survey needs to be distributed.</p>	ALL
Item 8	<p><b>Board Review</b></p> <p>The results will be analysed and brought to the next meeting.</p>	DC
Item 9	<p><b>GDPR - update</b></p> <p>The GDPR action plan checklist was previously distributed to the board.</p> <p>An update was given on what has been done to ensure that Triathlon Scotland is compliant with the GDPR.</p>	
Item 10	<p><b>CEO Report</b></p> <p>The business plan and CEO report were previously distributed to the board.</p> <p>Triathlon Scotland will be moving office to Airthrey Castle on 21 June 2018.</p> <p>The accounts are now with French Duncan and we should have the first draft of the accounts by mid to late June.</p> <p>GC will sit on the child protection review group to ensure all actions are complete.</p> <p>Glasgow 2018 Tri in the Park has about 100 entrants over the different events (excluding the sprint and novice).</p> <p>The next SSA member meeting is on 7 June 2018. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Triathlon Scotland will be travelling to the 2018 ITU Fyn Multisport World Championships with Event Scotland. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	
Item 11	<p><b>Strategic Plan Discussion - BTF/TS</b></p> <p>The one-page BTF strategy plan and notes from the Triathlon Scotland strategy planning day were previously distributed to the board.</p> <p>The board discussed the one-page BTF document and JM will feedback to BTF. Any further comments should be emailed to JM by Friday 1 June 2018.</p> <p>Triathlon Scotland will talk with BTF with regards to the affiliation fee that Triathlon Scotland pays in order to formalise what each party is responsible for providing.</p>	
Item 12	<p><b>AOB</b></p> <p>The board agreed to take a table for the CWG Scottish Sports Awards.</p> <p>There have been four strong applications for the position of Commercial Director and it is</p>	

## Board Meeting - Minutes

	hoped interviews will take place between 25 and 27 June 2018.  The Complaints Policy and Disciplinary Policy should be checked to ensure they both align before the changes made to the complaints policy are signed off by the board.	
--	--	--

Date of next meeting: 30 July 2018