

JudoScotland Board Minutes:

2 February 2016

Ref. 2016/1



Notes of the Meeting of the JudoScotland Board held at the Edinburgh International Climbing Arena (EICA), South Platt Hill, Ratho, Newbridge, Edinburgh, on 2 February 2016, commencing at 1830 hours.

Present: Ronnie Saez (Chair); Graham Campbell (GC); Sarah Clark (SC); Marc Preston (MP); Robert Sneddon (RS).
 Apologies: Bill Berry (Honorary Vice-President); Peter Gardiner (PG); George Kerr (Honorary President); James McBeath (JMB); Ewen Cameron (sportsotland).
 In Attendance: Douglas Bryce (CEO); Euan Burton (NHPC); Jim Feenan (Honorary Vice-President); Rick Kenney (Honorary Vice-President)

Welcome and Apologies

1 The Chair opened the meeting and noted the apologies received. He also welcomed the Honorary Officers that were present to the Board meeting.

Declarations of Interest

2 There were no interests declared by any Director with reference to anything on the Board agenda.

Performance Development

National High Performance Coach

3 The Chair introduced and welcomed Euan Burton (EB), the new sportsotland institute of sport National High Performance Coach to his first JudoScotland (JS) Board meeting.

4 EB reflected that he had now been in the job for one month – although on reflection it seemed somewhat longer. EB outlined his desire to provide an initial brief overview of the performance development programme over the next few months in the build up to Rio 2016. EB reflected on the current broad set-up of the performance development pathway, incorporating:

Stage	Programme	Overview
Stage 1	Talent Development Programme	<ul style="list-style-type: none"> Annual application basis; Early introduction to JudoScotland, staffing and support
Stage 2	Talent Development Programme (Performance Squad)	<ul style="list-style-type: none"> Aimed at later Cadet/early Junior age banding 6 weekend camps; Some support to attend European Cadet competitions/camps
Stage 3	Transition (Pilot) Programme	<ul style="list-style-type: none"> Aimed at athletes of 17 to 22 years of age; Currently 15 athletes (10 Junior/5 Senior athletes).
Stage 4	Performance Programme	<ul style="list-style-type: none"> Currently 9 athletes (5 athletes on WCPP* and 4 non-WCPP athletes)

*WCPP: UKSport World Class Performance Programme

5 In total, JS currently had 24 sportsotland institute of sport (SIS) supported athletes, incorporating 16 athletes on the GB Junior team, 15 athletes on the GB Senior team and 1 athlete on the GB Visually Impaired team.

6 In terms of looking forward to the Rio Olympic/Paralympic Games, EB provided a brief overview as to the following athletes based at the JS National Training Centre (NTC):

6.1 Sam Ingram – had qualified;

6.2 Sally Conway – should qualify;

6.3 Sarah Adlington – currently qualified through the Continental quota system.

7 There were also 3 further athletes currently sitting outside of current qualification – but who could theoretically still qualify dependent on their forthcoming results.

8 EB believed that there would be no significant changes to the programme in the run-up to the Rio Games. He also believed that BJA were providing good support to its Podium and Podium Potential athletes but less effective support

below this level. EB believed that Scottish athletes were doing well in terms of support when compared to their counterparts in England.

- 9 EB also touched upon his desire to look at a more robust method of developing individual athletes outside of the very closed, judo-specific/focussed environment.

JF joined the meeting

- 10 RK asked about the views of EB on linkage to the Commonwealth Games Federation (CGF). EB responded by stating that he believed that 'consistency' was good and that Judo becoming a regular fixture within the CGF family was positive. However, with stated aspirations of world or Olympic medallists/results, JS should not take its eyes off this target.
- 11 MP queried around the current Transition programme. EB reflected that this pilot programme was not even a year old yet and lessons had – and would continue to be – learnt around the project. Once evaluated, should the programme continue, a stronger alignment to education or non-sports development should be welcomed. If accommodation should be part of an ongoing programme, this should serve the dual purpose of allowing athletes to attend more sessions, more regularly and allow the programme an opportunity to facilitate development of essential life skills to complement their progress towards high performance behaviours.
- 12 EB offered his apologies that he had to leave the meeting to prepare for the evening practice session and thanked everyone for their welcome and interest in the programme.

Leadership and Governance

Minutes of the Previous Meeting

- 13 Marc Preston (MP) requested a slight change to point 30 in the previous Minutes relating to the length of time of the current BJA pilot. This should be 4 months and not 3 months. With this update, the previous Minutes were approved.

Matters Arising

- 14 The Chair believed that most of the points contained within the rolling actions log would be covered during the meeting.

Correspondence

- 15 The CEO distributed two new Club membership application forms that had been received from Destination Judo (Armadale) and Destination Judo (Deans).
- 16 The CEO identified that as the two applications were only being tabled at the meeting (after having been received very recently), MP would have been unaware of this item of business and therefore unaware to have registered an interest at the start of the meeting. At this point MP formally declared an interest in this agenda item.
- 17 It was noted that the application forms received contained no Treasurer's details and that previous Club applications (from other Club's) had been delayed due to lack of information on the application forms. It was agreed to approve the two Clubs on the proviso that Destination Judo submitted details of the specific Club venues and also details of the relevant Treasurer's details.

CEO Update

- 18 The CEO referred to two update papers that had been circulated previously, dated 22 December 2015 and 2 February 2016.
- 19 In particular, the CEO wished to highlight the change in sportscotland High Performance Manager and paid tribute to the close working relationship that JudoScotland (JS) had enjoyed with Phil Reid over a number of years.
- 20 The CEO also wished to extend his sincerest thanks to Kerry McIntosh who had recently left her part-time role (15 hours per week) with the organisation. Kerry had recently been successful in gaining a role within her local golf club, which would reduce her home-work travel time significantly.
- 21 The CEO further updated the Board with recent information received around the awarding of Commonwealth Youth Games to Bahamas (2017) and Belfast (2021), including the inclusion of Judo in the sport programme for 2017.
- 22 The CEO reflected that Scottish Governing Bodies of Sport (SGB) were relatively fragile things. Due to Kerry leaving and a spate of illnesses, JS was in fact 5 members of staff down on that particular day (25% of our full staffing complement). As always happens in instances such as this, other members of staff were stepping up, covering and assisting across the organisation where they could.
- 23 The Chair highlighted to the Board the significant efforts of a number of JS staff members in delivering the 2016 Scottish Open Tournament, following sickness affecting the Membership Events Executive (MEE). The Chair wished to formally record his thanks to those staff members involved and asked the CEO to communicate this to the relevant staff members.
- 24 Finally the CEO highlighted that – following a conversation with the BJA CEO - the December JS Board meeting date (6 December 2016) may have to be moved as this date clashed with a BJA Board meeting date.

Working Groups: Re-Establishment (Timeline)

- 25 The CEO spoke to the previously circulated Board paper (2016/1/2).
- 26 Sarah Clark (SC) asked regarding the overall role of the sub-Board Working Groups. The CEO referred to point 5 in the circulated paper outlining the original stated aims of the Working Groups.
- 27 In particular, point 5d was generally agreed to be the overriding factor, whereby the Board viewed the Working Groups as a means to "support the JS professional staff in the implementation of the JS Strategic Plan."
- 28 It was also noted by the Treasurer that Working Groups had no: executive; decision-making and/or; financial powers.

29 The CEO referred the Board to the provision of financial resource in the current budget for each Working Group to have 5 members each and for the group to meet 3 times per year. The CEO alluded to the fact that there was nothing to stop Working Groups operating in different formats and potentially having a greater number of members – but operated more on an 'electronic' basis. The Board approved the timeline for re-establishing the Working Groups.

Board Member: Job Descriptions

30 Graham Campbell (GC) introduced final draft job descriptions and person specifications for JS Board roles. He reflected that these had now been introduced, debated, updated and re-presented for quite some time.

31 MP raised a question around the requirement for a degree (in terms of person specification) for the Chairman and/or Independent Non-Executive Director role. GC responded that although he had some sympathy with the point raised by MP, he asked the Board to note that:

31.1 The specific documents referred to had "(or equivalent)" inserted after the request for a Degree and;

31.2 The Board had previously agreed that it was looking to bring some additional and complementary skills to the Board – particularly within the spheres of Marketing and Legal aspects.

32 The Board approved the job descriptions and person specification for the following positions:

32.1 Chairman;

32.2 Non-Executive Director/Treasurer;

32.3 Non-Executive Director;

32.4 Independent Non-Executive Director.

33 JF reflected whether the Board should consider similar documents for the positions of Honorary President and Honorary Vice-President positions. The Chair was not against conducting a similar exercise, but felt that perhaps more of a "Role Profile" could be constructed rather than a job description.

Independent Director: Recruitment Timeline

34 The CEO circulated a draft timeline for the recruitment of the first JS 'Independent' Director and spoke to this.

35 It was agreed that:

35.1 The position should also be advertised on the BJA website;

35.2 The CEO would be available for 'informal' conversations with any potential candidates;

35.3 The short-listing (if required) and interview process would be conducted by the Chairman, the Vice-Chair and the CEO.

36 The Chair reflected overall that he believed the JS Board was now well-prepared to accept and work with an independent Director.

Board Member Appraisal System: Implementation

37 The CEO spoke to a previously circulated document proposing the implementation of a Board –member appraisal system. MP believed that such a system would be very useful and indeed essential for new Board members coming onto the Board – particularly in their first term of office.

38 The Chair echoed the introduction by the CEO of looking towards an individual appraisal process, underpinned by an "annual conversation" between the Chair and individual Board members. SC welcomed the move towards an annual appraisal/annual conversation-type approach and believed that this would benefit her personally.

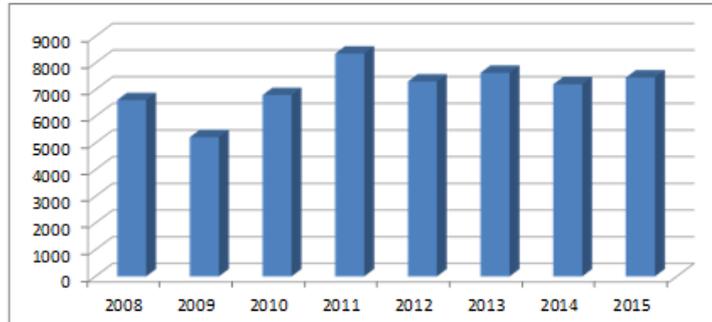
Board Member Code of Conduct

39 GC introduced the Board paper previously circulated and provided a brief overview of the discussions around the draft 'Code of Conduct' at the Corporate Governance Working Group (CGWG). GC further proposed that the document be reviewed following the annual general meeting (AGM) each year. MP proposed the adoption of the document and there was unanimous support from the remainder of the Board.

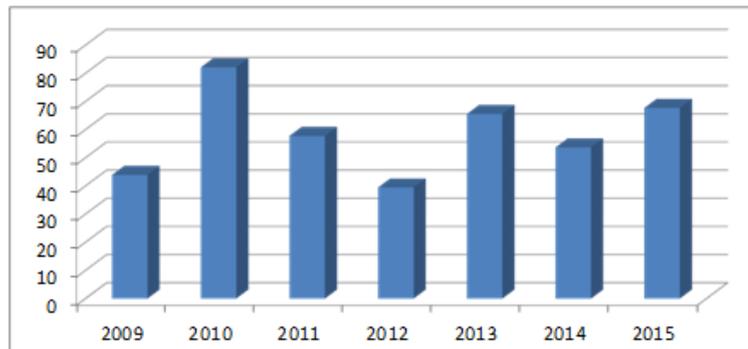
2015/Q4 Corporate Review

40 Recognising the time constraints on the meeting, the CEO distributed hand-outs (below) and provided a brief overview of the business at the end of 2015 and some of the challenges perceived to exist for 2016.

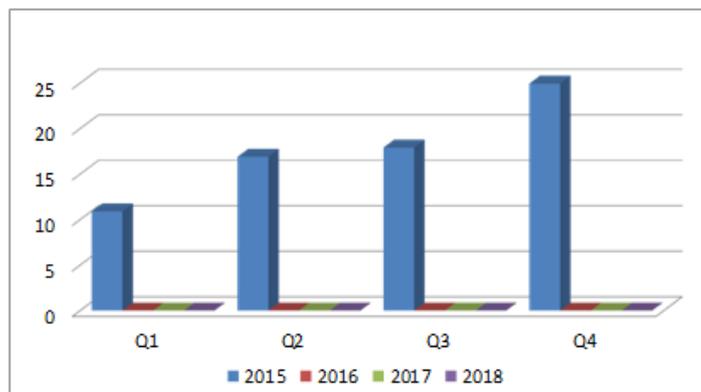
Total Annual Membership (Current)



Total Annual Membership: % Retention



Membership Engagement (%)

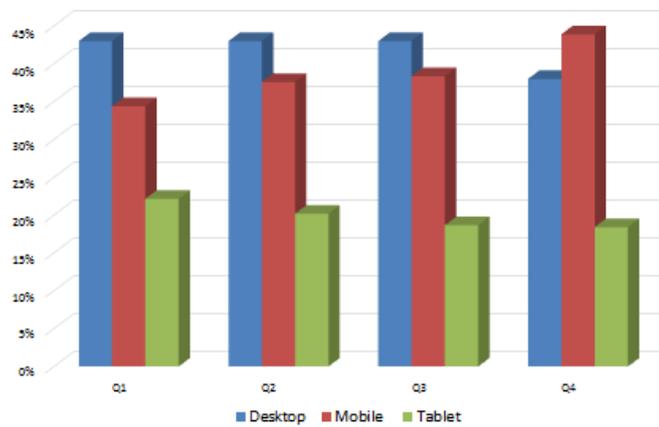


Club Membership Data

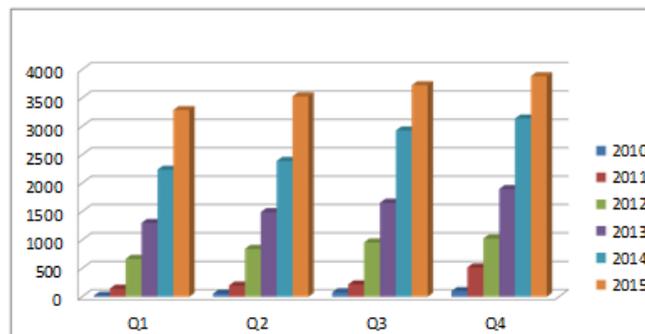
Membership	31/12/2014*	31/12/2015*	Variance
Nil Members	3%	1%	-2%
5 or less Members	17%	10%	-17%
6-10 Members	4%	9%	+5%
11-20 Members	19%	14%	-5%
21-50 Members	31%	35%	+4%
51-100 Members	11%	15%	+4%
101-200 Members	9%	10%	+1%
201-300 Members	2%	2%	+/-
301-400 Members	1%	0%	-1%
401-500 Members	1%	1%	+/-
501-600 Members	1%	2%	+1%
>600 Members	1%	1%	+/-

*% of Clubs in membership of JS.

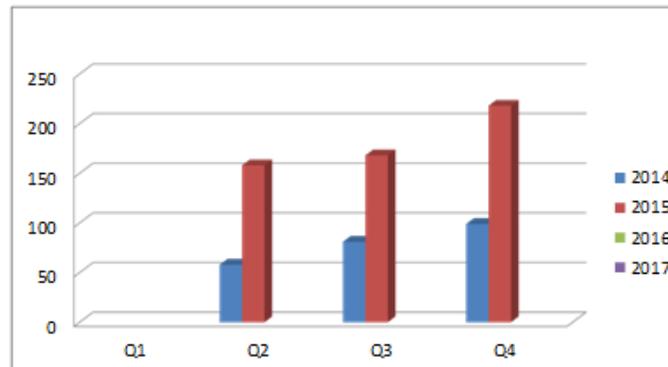
Device Used to Access Website



Twitter Followers (Quarterly)



Instagram followers (Quarterly)



Financial Procedures Manual (Annual Review)

- 41 GC circulated an updated draft to the current Financial Procedures Manual and highlighted the changes/updates as:
- 41.1 Some general tidying up relating to the change in job titles around the staffing restructure in mid-2015 and;
 - 41.2 Some nominal changes in expenditure authority.
- 42 The Board approved the revised Financial Procedures Manual.

British Judo Association

- 43 The Chair presented a broad overview of current British Judo Association (BJA) activities. In particular, the Chair highlighted that the long-awaited report into the 2015 European Championships was still to be published. A statement to this effect had been placed on the BJA website. Notwithstanding the above, relationships with UK Sport were very good, with UK Sport reportedly very happy with the developments at the Centre of Excellence in Walsall.
- 44 The Chair reminded Board members of the reduction in investment from SportEngland (to BJA) and that this had already had a detrimental effect on the England Talent Development Programme.

Business Delivery

JudoScotland Heritage Project

- 45 Rick Kenney (RK) reported that little progress had been made with regards to this project due to the paucity of information available. More recent Judo activity in Scotland (1980's+) was not the problem – but rather the very early days of Judo-in-Scotland.

Yellow Belt Challenge

- 46 JF circulated a short update report and spoke to this document, updating the Board as regards the Yellow Belt Challenge in Scotland.

Commonwealth Judo Championships 2018

- 47 The Chair intimated to the Board that he had received information from the Commonwealth Judo Association (CJA) with regards to bidding/hosting the 2018 Commonwealth Judo Championships. The Chair reflected that with the final BJA/European Open event to be staged in Scotland in 2016, he was keen to look at bidding for something bigger than the Scottish Open Tournament. MP proposed to look at costings surround such an event and then come to a consensus with regards to any bid proposal. Recognising that due diligence should be observed in any potential undertaking such as this, the Chair also reflected that JS may need to express an interest in submitting a bid prior to the next scheduled Board meeting.

Date of Next Board Meeting

- 48 The next Board meeting was scheduled to take place on 22 March 2016.